

## Extending the Screen for PowerPoint Presentation Mode

The PowerPoint presentation mode allows the presenter to see the slides plus notes, controls, and other useful features while giving a presentation. The audience, in contrast, only sees the slides.

The presentation mode requires an extended screen setting. To access this function, select the windows key plus “p” (for projector) to reveal a menu of display choices. Duplicate is the setting for the podium computer and the projector to show the same slide show. Extend, in contrast, will show the presenter mode on the lectern PC and the slides on the screen.

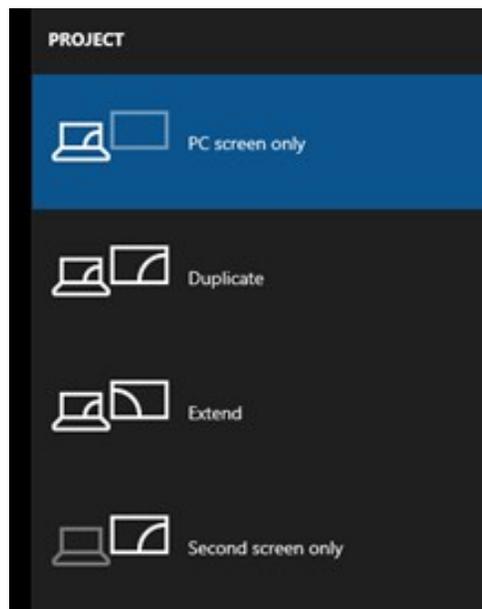
The extended or duplicate screen can also be set by right clicking on the windows desktop, then selecting the display settings option.

A common complaint is that the projector is on, but is “not working”. Try windows – p to see if the display is in extended mode. Switch the display back to duplicate if necessary.

Windows key:

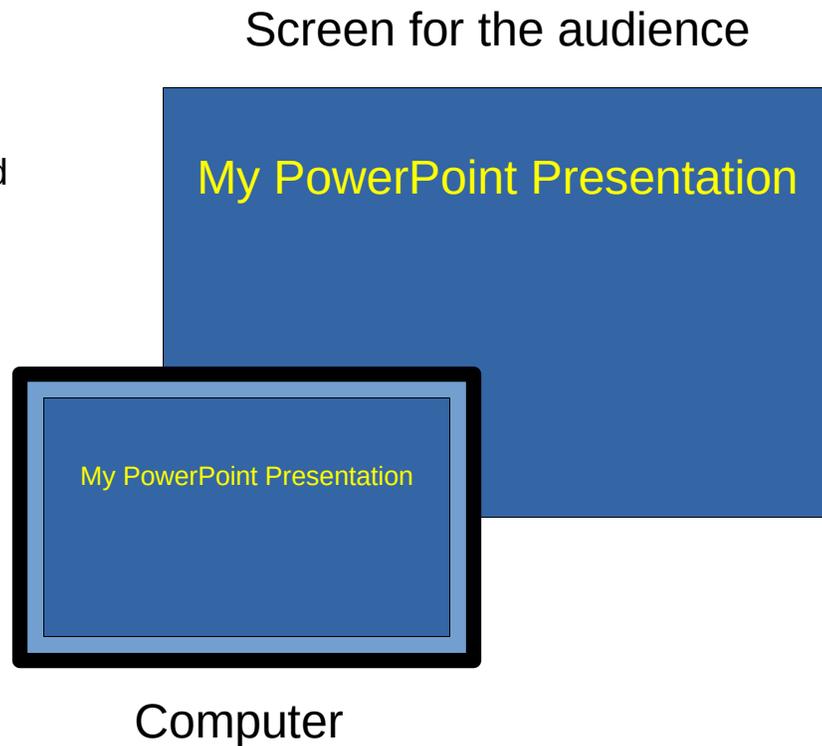


Windows key and p:

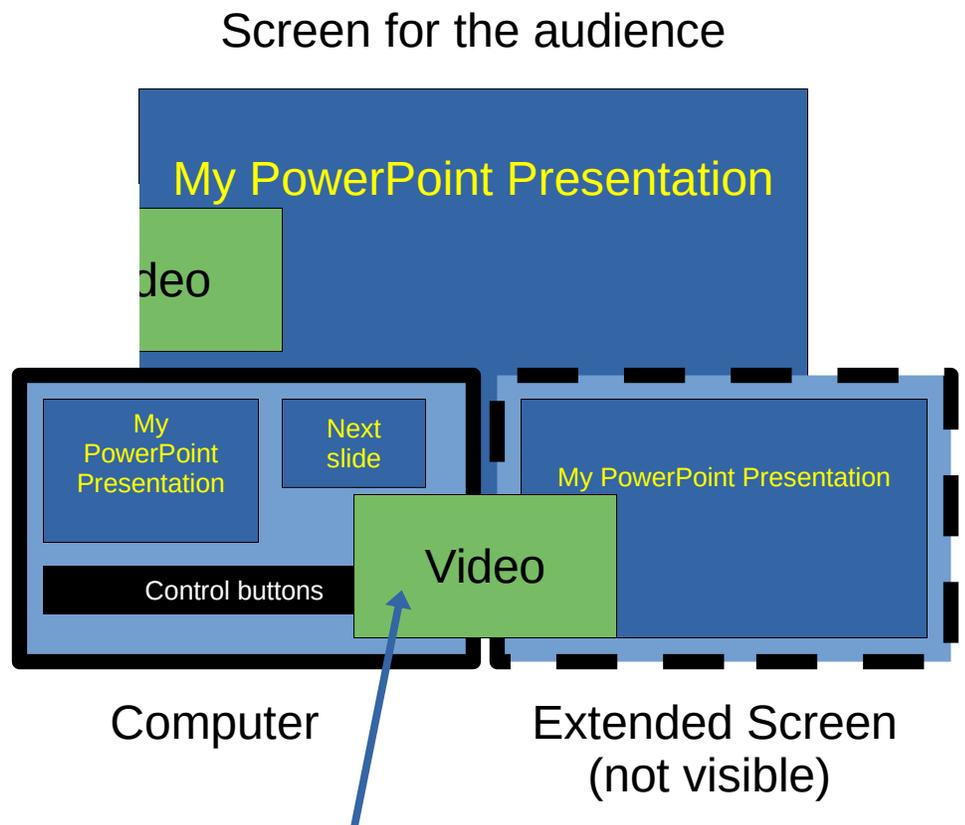


# Duplicate vs. Extended Screen Explainer

The duplicate setting shows the same presentation on the presenter's computer and the audience's screen.



Think of the extended screen as being an imaginary monitor positioned just to the right of the computer display. Presenters can move windows (see video in green) to the extended view by dragging them to the right, from the computer desktop to the invisible extended display.



Windows can be dragged to the extended screen.