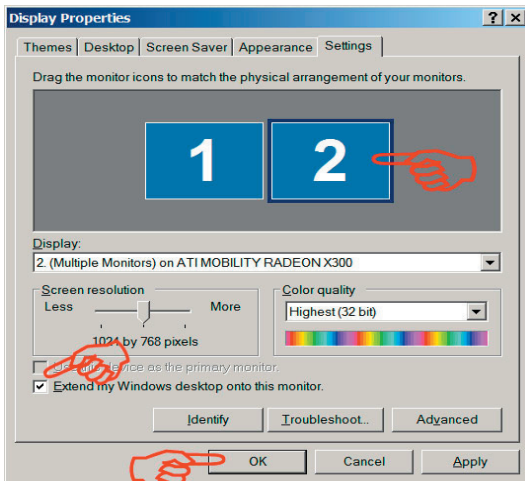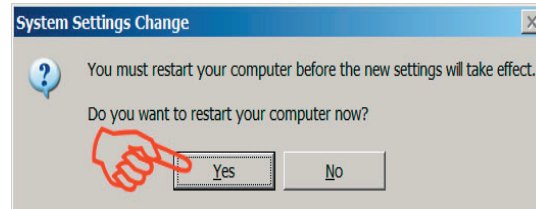# Using the Presenters View with MS PowerPoint

Connect your Thinkpad to the Multimedia System and turn on your Thinkpad.
Make sure the Multimedia System is activated, the projector is turned on and
the Laptop Computer Option is selected as the device to display.

When your computer comes up
Right mouse click on a clear area of the
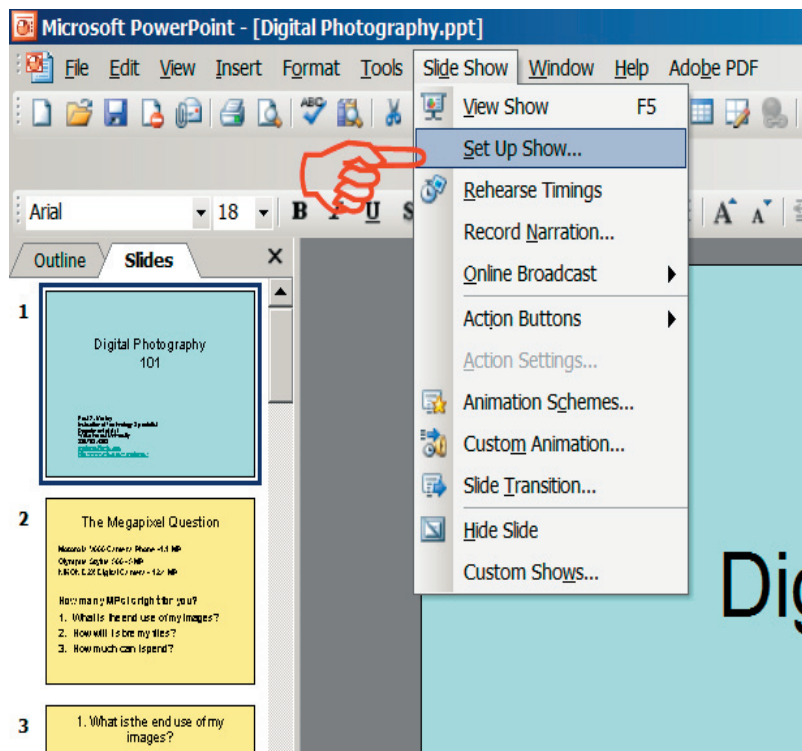desktop and select **Properties - Settings**

Click on the "screen" numbered "2"
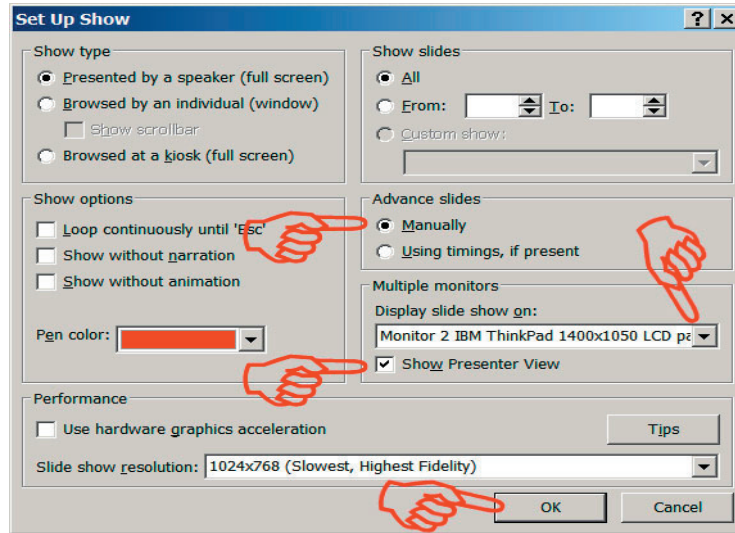then check the box "Extend desktop..."
and OK.

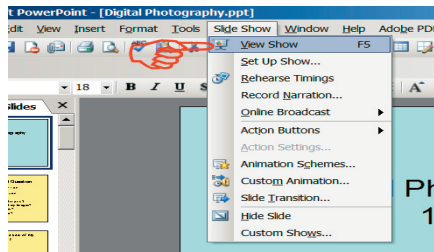You will be prompted to Restart to
have new settings take effect. OK

After the Restart is complete
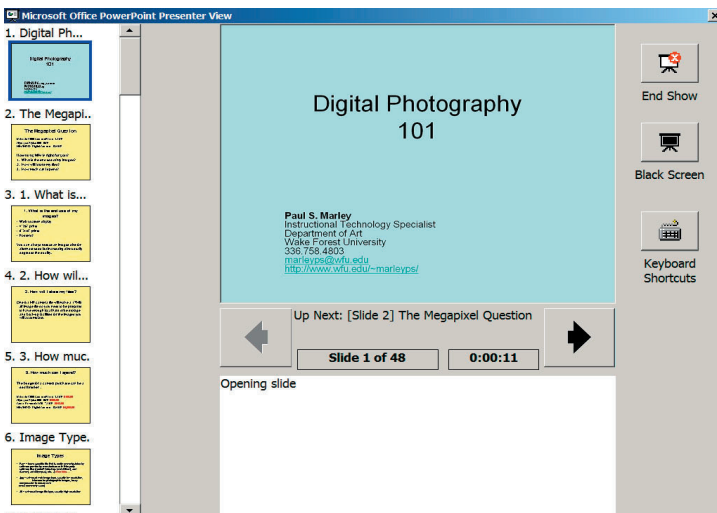Launch *MS PowerPoint* and
Open your presentation

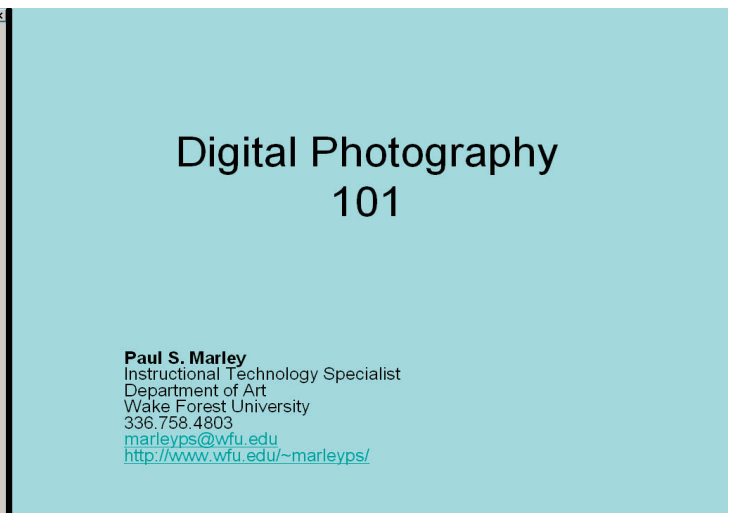From the Pull-down Menu select **Slide Show** and then **Show Set Up**

Show type is "Presented by a Speaker" by default
Show slides "All"
Advance slides set as Manually
Multiple monitors - display on Monitor 2 Thinkpad...."
　　　　(This sounds backward but it is how it works)
Check "Show Presenter View"
OK

Now go again to your Pull down Menu
Slide Show - View Show

This will become the display on the laptop.　　　　This will become the display on the screen.

List of slides on left
Reduced size image of current slide
Advance and reverse buttons
Expanded Notes area
Helpful "End Show" button

Just the Show!