

Setting Up the Hardware of Your PowerPoint Presentation

Many a user, (even at I.T conferences!) has blundered or watched someone else blunder as they try to get their Powerpoint presentation to work from a laptop onto a projector. This need not be the case. Here are some steps to follow to ensure the hardware part of your presentation is flawless.

- 1) Check that your VGA cable from the projector is connected to the VGA port on the laptop.
- 2) If you are using your own laptop for the presentation, make sure it is set to resolution of 1024 X 768 (most projectors are set to operate at this resolution). If you are using a widescreen laptop, your resolution is likely to be set at 1600x1200 or 1200 x1024. You must adjust this at your image will be distorted or you may just get a "frequency out of range message". Changing the resolution can be done via the display settings in the control panel.
- 3) Now you will have to "extend" your desktop from the laptop to projector. To do this, press the "Fn" Key + F (whichever is appropriate for brand of laptop being used) simultaneously.

Type of Laptop Key Combination

Dell Fn+F8

HP or Compaq Fn+F5 or Fn+F4

Toshiba Fn+F5

Samsung Fn + F4

ThinkPad (IBM) Fn+F7

Acer Fn+F3 or Fn+F5

Sony Vaio Fn+F4 or Fn+F7

- 4) Once your desktop screen is showing on the projector, we strongly recommend that you take advantage of Powerpoint's "Presenter View". Presenter View will give you an overview of your whole presentation, notes etc on your laptop, without the audience being privy to it.
- If you are using Powerpoint 2003:
 - Go to the Slide Show Menu, click Set Up Show
 - Under Multiple monitors, select the Show Presenter View check box.
 - Under the Display Slide Show On list, select the monitor you want the presentation to appear on.

 - If using Powerpoint 2007:
 - Under the Slide Show tab, locate the Monitors section.
 - Check the box Use Presenter View

 - In the Show Presentation On menu, select the monitor you want the presentation to appear on.

5) Good Luck with your Presentation!

NOTES

Ensure you put your presentation onto two different mediums. For example, if you might like to store your presentation on a second USB flash drive. (Flash drives becoming totally unreadable is not unknown).

If you are using your own laptop for your presentation, make sure it is virus and malware free. We once heard of a user who was presenting a keynote speech to a trade association annual dinner only to have *BonzaiBuddy* malware appear half-way through. The user was never invited to give an keynote speech for his trade association again!

Do not store your presentation on CD-RW or DVD-RW discs. CD-RW or DVD-RW that have packet-written data that cannot be universally read by optical drives in the same way that CD-Rs can be read.

