

Using the Presenter View

Want to get rid of your printed notes when presenting to an audience? Presenter View is a handy feature that lets you see a different view of your presentation than that of your audience. While your audience sees the presentation, your monitor shows not only the slides, but also your notes and the current elapsed time.

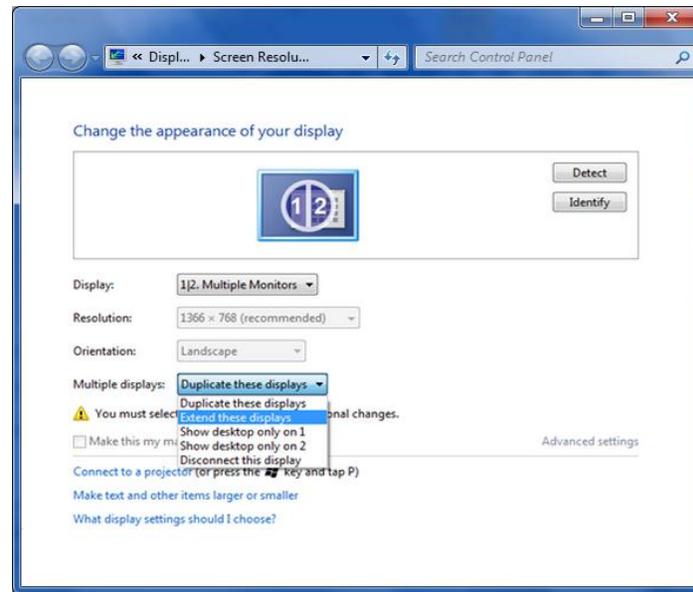
[Click here](#) to know how to activate the Presenter View during a PowerPoint Presentation.



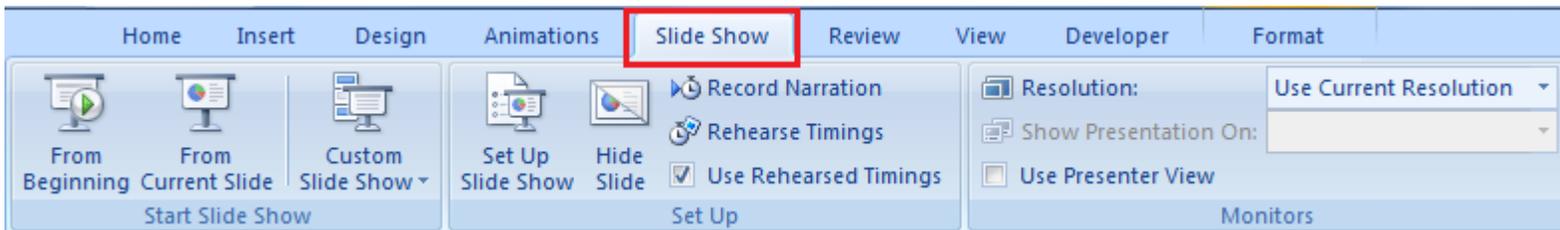
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Using the Presenter View

1. Connect your computer to the projector and make sure to extend the display on the projector.



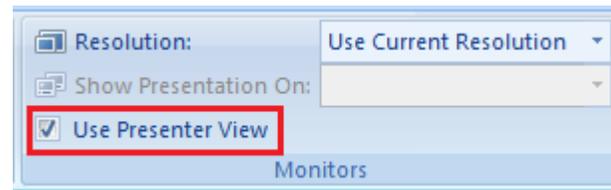
2. Open your PowerPoint Presentation, then click the Slide Show tab



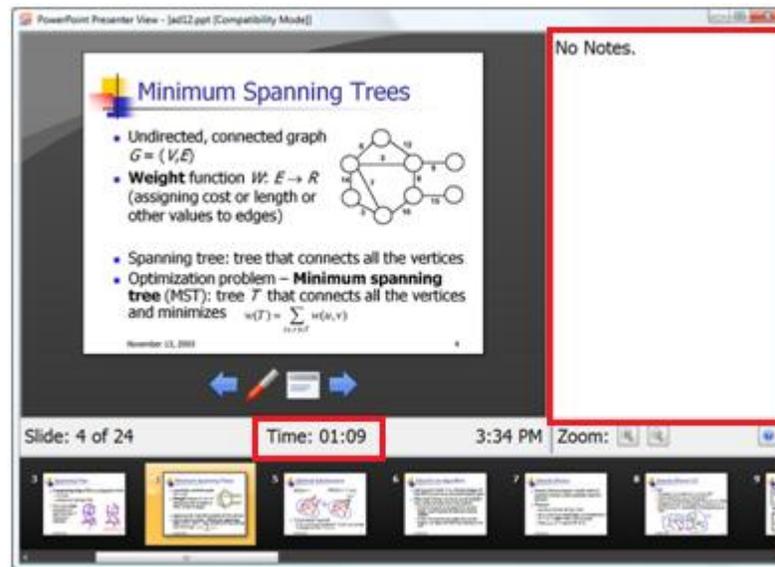
3. On "Show Presentation On:" dropdown, select Monitor 2 Generic PnP Monitor.



4. Within the Monitors group, tick the Use Presenter View option.

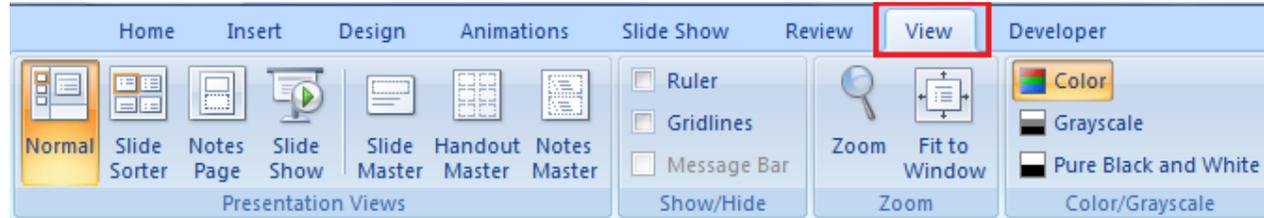


5. Then press F5 to run your presentation. You should see something like the image below:



Adding notes in Presenter View

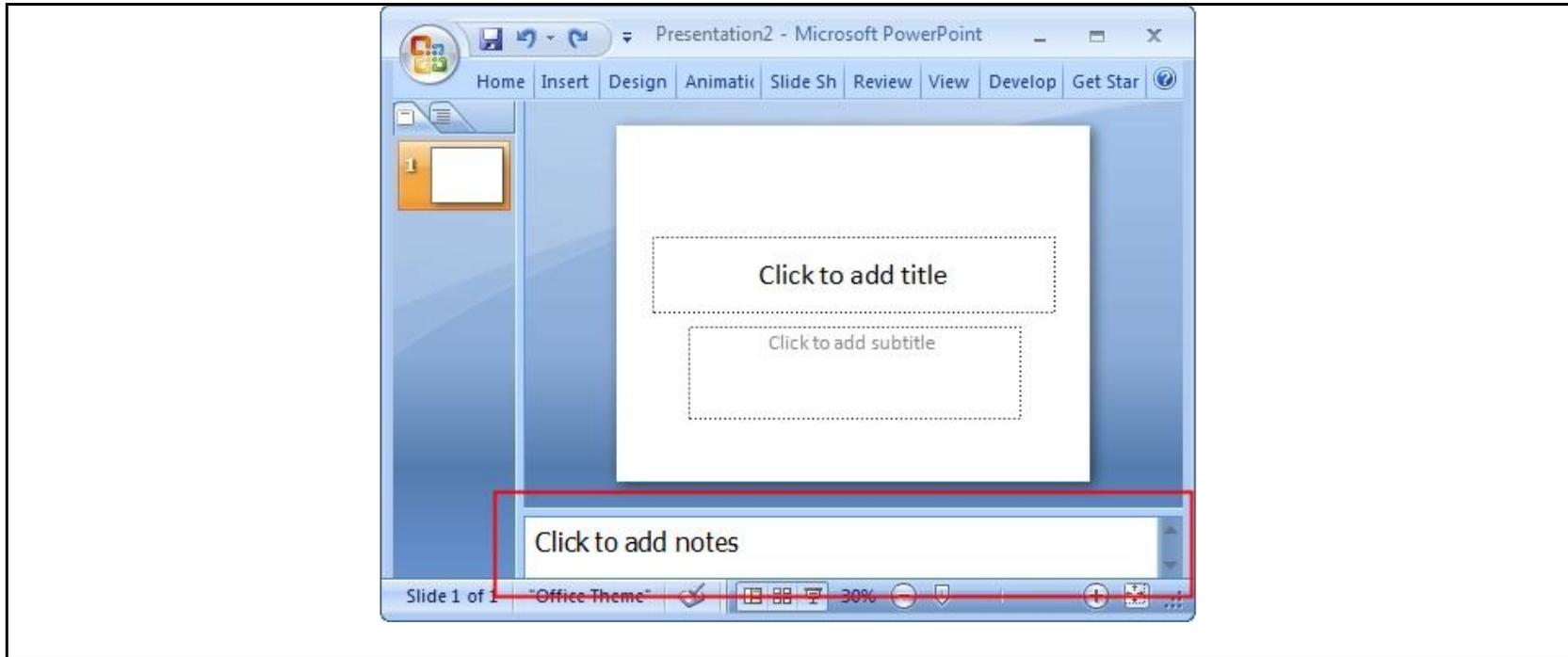
1. Click the **View** tab from the PowerPoint ribbon.



2. On the **Presentation Views** group, click Normal. This will show the **Notes Box**.



3. To add notes, click in the **Notes Box** and enter your notes for the current slide.



We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the ["Serbisong Bida"](#) online survey form. You may also email your comments and suggestions to ict-process@pjlhuillier.com. [Click here](#) for back issues of ProductivI.T.y in MyLink.