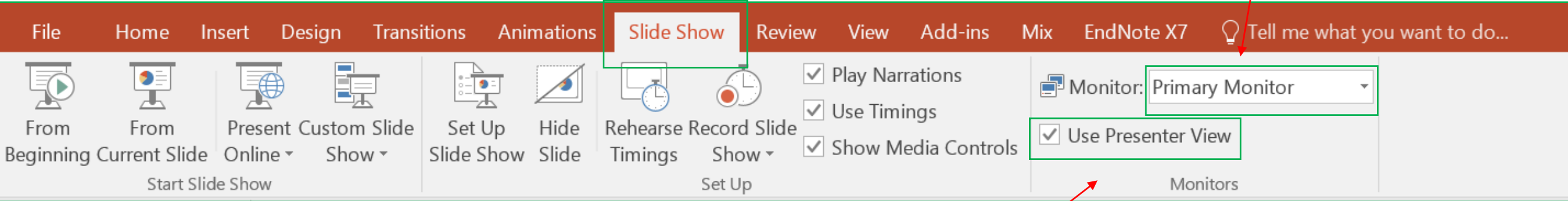


Setting up PowerPoint in the One Button Studio

Go to the Slide Show tab in PowerPoint

Change Monitor from Automatic to Primary Monitor



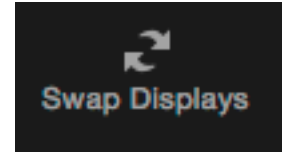
Tick Presenter View

Click the full screen icon at the bottom right of the screen when ready to display



Troubleshooting

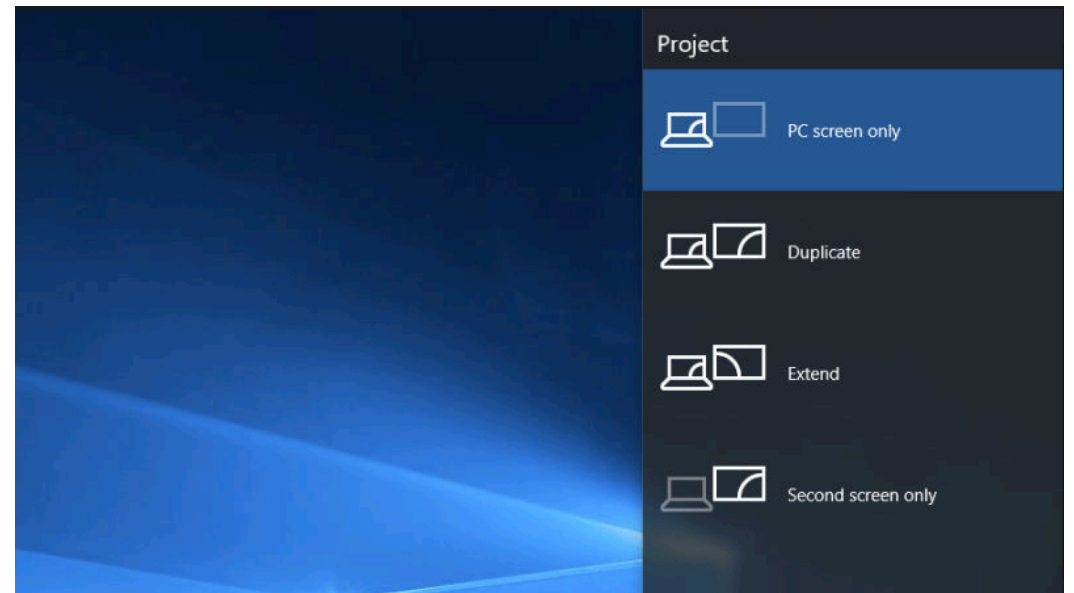
If the primary slide comes up on the second monitor it is because Monitor > Primary Monitor has not been selected in the slide show tab settings. You can change it by just clicking swap displays.



If presenter view does not appear on the bottom monitor below the camera you can activate dual screen mode by pressing the windows key and the p key simultaneously on the keyboard.



This will bring up the windows display switcher which allows you to determine what display mode the second monitor is in - PC screen only, Duplicate, Extend or Second screen only. For this purpose we want the display to be in **Extend** mode. Use the down arrow key to navigate to **Extend** and press enter.



Things to note

1. The presenter view screen on the second monitor display allows you to view some notes and dot points while giving a presentation but it is not a teleprompter.

If you need to put more notes under a slide than can comfortably be re-sized in the presenter view it is suggested that you duplicate the slide you are displaying then write the rest of the notes under that. When you click the slide from the first slide to the duplicate slide it won't be noticed on the video but the notes will continue.

Also note it is not possible to scroll down within the notes pane.

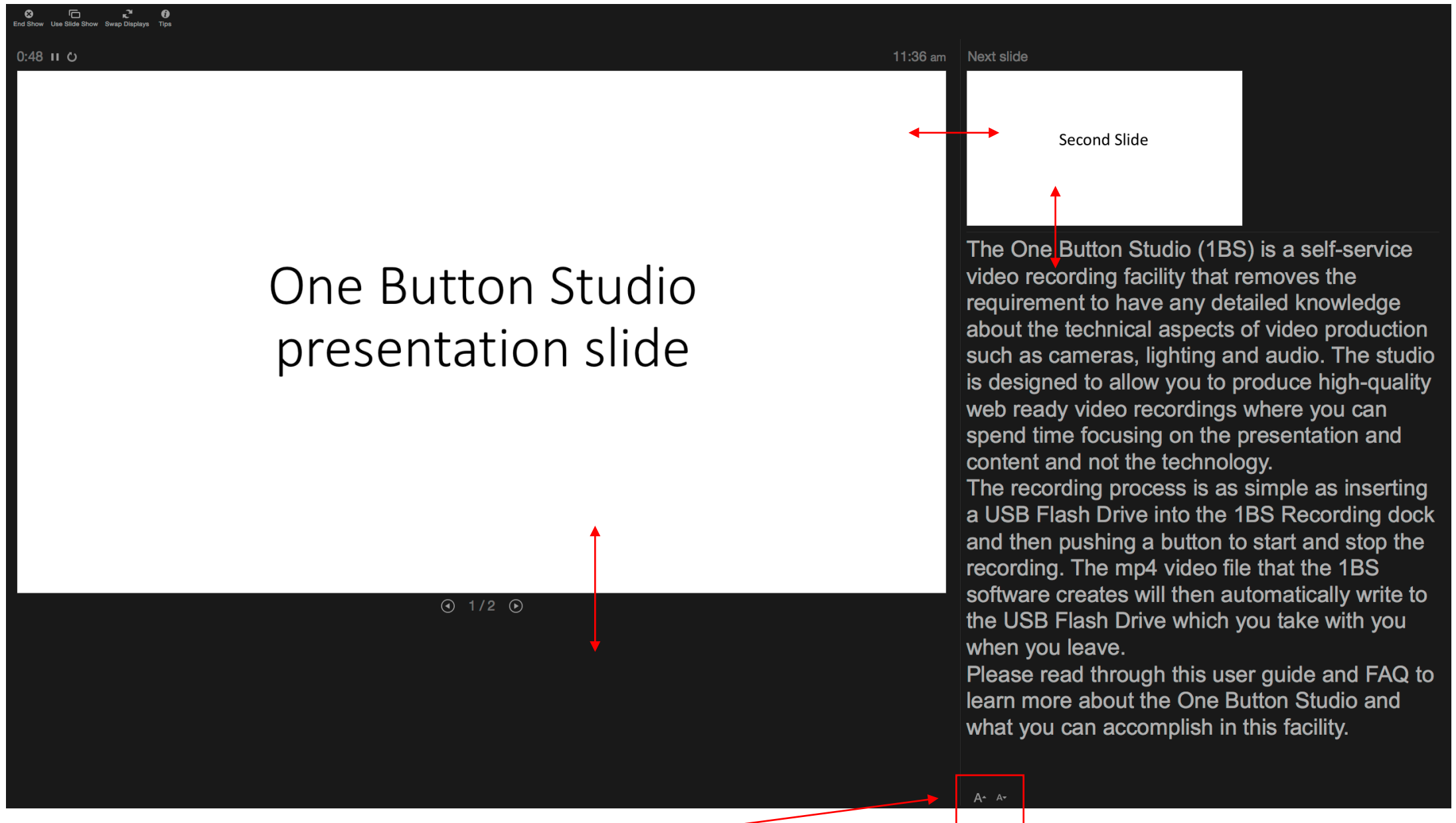
2. There are 3 panes in the presenter view, the current slide, the next slide in the presentation and the notes accompanying the current slide.

The size of each of these 3 panes can be adjusted to a smaller or larger dimension relative to each other.

It is common practice to increase the size of the notes pane to maximise the amount of text viewable but it is limited in the amount of text it can display at one time.

The size of the text can be adjusted by clicking big A for enlarging and small A for decreasing the size of the text.

The red arrows indicate the direction in which Presenter View windows can be rearranged.



Click the large A to enlarge the size of the notes text and the small A to shrink it.