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What is Presenter View?

To set up and use Presenter View, see [View your speaker notes privately, while delivering a presentation on multiple monitors](#).

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Overview of Presenter View

Presenter View is a great way for you to view your presentation with your speaker notes on one computer (your laptop, for example), while the audience views the notes-free presentation on a different monitor.

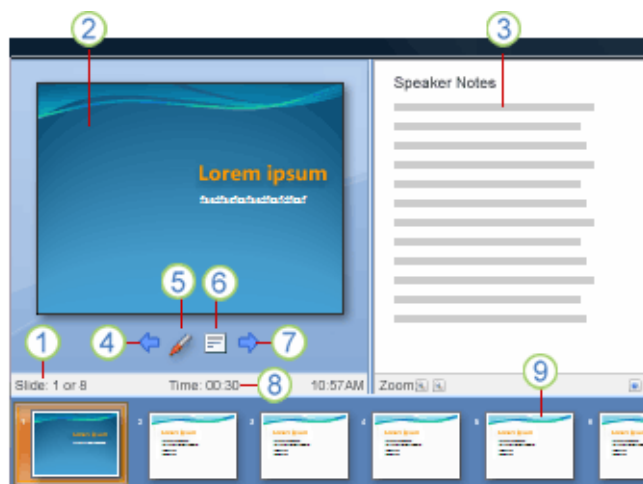
NOTE PowerPoint only supports the use of two monitors per presentation. However, you can configure your computer to run a presentation on three or more monitors that are connected to one computer.

Presenter View offers the following tools to make it easier for you to present information:

- You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.
- Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.
- You can darken or lighten the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer (Q and A) period.



In Presenter View, icons and buttons are large enough to navigate easily, even when you are using an unfamiliar keyboard or mouse. The following illustration shows the various tools that are available to you from Presenter View.



- 1 The slide number (for example, slide 1 of an 8-slide presentation)
- 2 The slide you are currently showing to the audience
- 3 The speaker's notes, which you can use as a script for your presentation
- 4 Click to go to the previous slide
- 5 The pen or highlighter
- 6 Click to display a menu that enables you to end the show, darken or lighten the audience screen, or go to a specific slide number
- 7 Click to go to the next slide
- 8 The elapsed time of your presentation, in hours and minutes
- 9 Slide thumbnails that you can click to skip a slide or to return to a slide that you already presented

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Prerequisites for using Presenter View

Before you can use Presenter View, do the following:

- Ensure that computer you are using for your presentation supports the use of multiple monitors. Most desktop computers these days have multiple monitor support built in; however if not, you'll require two video cards.

TIP Check your computer manufacturer's web site for up-to-date information about multiple monitor support.

- PowerPoint only supports the use of two monitors for a presentation. However, you can configure to run a presentation on three or more monitors that are connected to one computer. To configure to use three or more monitors, see [View your speaker notes privately, while delivering a presentation on multiple monitors](#), and then see the section entitled, 'Turn ON multiple monitor support (for three or more monitors)'.

- Configure PowerPoint to use Presenter View

NOTE To set up and use Presenter View, see [View your speaker notes privately, while delivering a presentation on multiple monitors](#) .

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