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PowerPoint: how to use Presenter View

Presenter View shows you your notes, the next slide and a timer on your laptop, while the audience sees only the current slide on the big screen. It is a great way to feel prepared. It needs two screens: your laptop and a projector or display.

Connect and set up your screens

1. Plug in the projector or display.
2. Press the Windows key and P together.
3. Choose **Extend**. This makes the second screen separate from your laptop display.

If you pick **Duplicate**, your audience will see everything you see, including your notes.

Start the show

1. In PowerPoint, click the **Slide Show** tab.
2. Make sure **Use Presenter View** is ticked.
3. Click **From Beginning**.

If the screens are the wrong way round, so the audience sees your notes, click the three dots at the bottom of Presenter View and choose **Swap Presenter View and Slide Show**. The menu wording may vary slightly.

What you can do

- See your speaker notes beneath the slide. Use the text size buttons to make them bigger.
- See the next slide and a clock.
- Jump to any slide with **See all slides**.
- Use the pen, highlighter or laser pointer.
- Black or un-black the screen with the button, or by pressing B.

Add speaker notes

Click **Notes** at the bottom of the normal view (or choose **View**, then **Notes**). Type your notes under each slide.

Presenting in Teams

If you are using Teams, share the **Window** containing your PowerPoint rather than the whole screen. Our Teams screen-sharing guide explains the options.

Common problems

- **No Presenter View option**: only one display is detected. Check the cable, then Windows key and P.
- **The audience sees your notes**: screens are duplicated, or swapped.
- **Mac**: use **Slide Show**, then **Presenter View**.

When to get more help

If a projector will not connect or a room screen keeps going blank, tell us what kind of screen or cable it is and we can help before your next presentation.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.