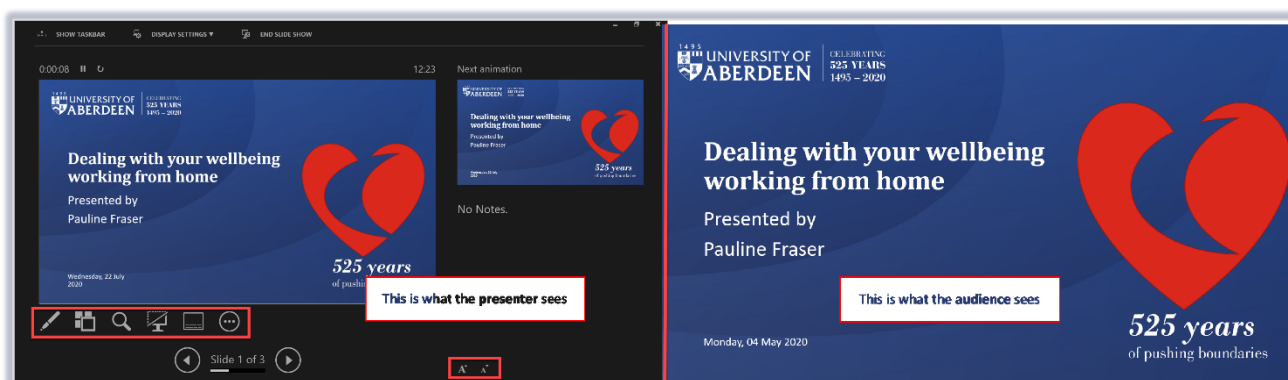Presenter View is a useful feature in PowerPoint that allows you to view more information while you are presenting, including:

- On screen notes

- A preview of the next slide

You will see Presenter View on your monitor when you start a slide show (see note below). The audience will not.
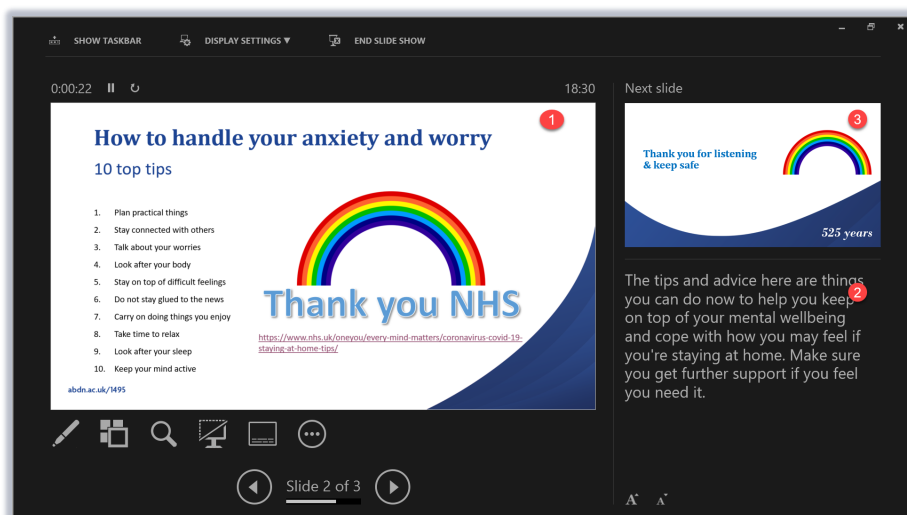
Note: Presenter View is not currently available when using the lecturer's PC in classrooms and lecture theatres, however you may wish to use it when presenting from a laptop. If you have any questions, please contact mediaservices@abdn.ac.uk

Overview

In Presenter View, the screen is divided into 3 main areas:

1. The **current slide**

2. **Notes** for the current slide

3. A **preview** of the next slide

Additional tools

Presenter View also provides a number of helpful tools for giving a sleeker presentation.

Pen and laser pointer tools
Useful for annotating and highlighting parts of the slide show.

Slide navigation tool
An improvement on the old 'Go to slide…' feature, allowing you to view and navigate slides.

Zoom tool
Click to zoom into an area of your slide. Click again to zoom out.

Black/unblack slide show
Use this tool to temporarily hide your slide show from the audience.

Live Captions & Subtitles
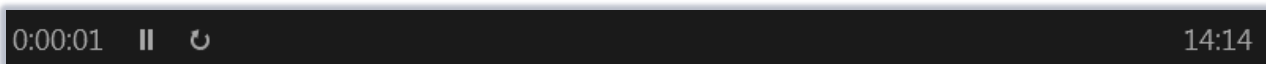Toggle on/off for live subtitles while you present.

More slide options
A short menu of additional options, including End Show, and Hide Presenter View (returns you to the normal view).

Slide show timer tools

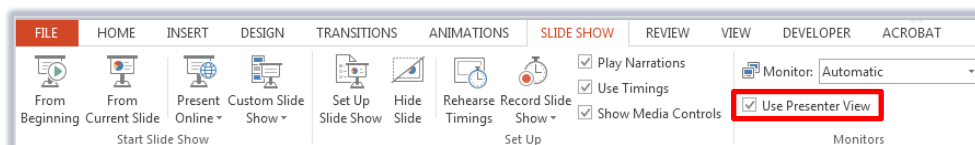Above the current slide, you will see timer controls:

– On the left, a **timer** with **pause** and **reset** icons.

– On the right, the **current time** as set on the PC or laptop you are using.

Prefer the normal view?

You can switch Presenter View on and off via the Slide Show tab, or via More slide options as described above. You can also right-click during a slide show to select Hide Presenter View.

1.   Click on the **Slide Show** tab.

2.   Tick/untick the **Use Presenter View** checkbox to switch Presenter View on/off.

When Presenter View is off, you will see the same view as the audience (the current slide). You can right-click to access presenter tools.

Further information and help

You can use MyIT to log calls with the University's IT Service Desk