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View your speaker notes privately, while delivering a presentation on multiple monitors

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

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.

TIP   For more information about Presenter view, see What is Presenter View?

In this article

⇩ Prerequisites for using Presenter view
⇩ Configure PowerPoint to use Presenter view with two monitors
⇩ Deliver your presentation on two monitors
⇩ Turn ON multiple monitor support (for three or more monitors)

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 turn on multiple monitor support.

- Configure PowerPoint to use Presenter view

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Configure PowerPoint to use Presenter view with two monitors

1. On the **Slide Show** tab, in the **Monitors** group, click **Use Presenter View**.

   NOTE   The **Display Settings** dialog box from Windows **Control Panel** may appear. If it does not, you have already set it up. If you still want to change the settings, see Microsoft Windows Help to locate your Windows Display Settings and follow steps 2 through 4.

2. In the **Display Settings** dialog box, on the **Monitor** tab, click the monitor icon that you want to use to view your speaker notes, and then select the **This is my main monitor** check box.

   If the **This is my main monitor** check box is selected and unavailable, the monitor is already designated as the primary monitor. You can select only one primary monitor at a time. If you click a different monitor icon, the **This is my main monitor** check box is cleared and made available again.

3. Click the monitor icon for the second monitor that the audience will view, select the **Extend my Windows Desktop onto this monitor** check box, and then click **OK**.

4. On the **Slide Show** tab, in the **Monitors** group, ensure that the monitor on which you want the audience to see your presentation, appears in the **Show On** list.

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Deliver your presentation on on two monitors

1. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.

2. In the **Set Up Show** dialog box, choose the options that you want, and then click **OK**.

3. To begin delivering your presentation, on the **View** tab, in the **Presentation Views** group, click **Slide Show**.

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Turn ON multiple monitor support (for three or more monitors)

Before you can deliver a presentation on a computer that has three or more monitors, you must turn on multiple monitor support.

1. On the **Slide Show** tab, in the **Monitors** group, click **Use Presenter View**.

   TIP   The **Display Settings** dialog box from Windows Control Panel may appear. If it does not, see Microsoft Windows Help to locate your Windows Display Settings

2. In the **Display Settings** dialog box, on the **Monitor** tab, click the monitor icon for the presenter's monitor, and then select the **This is my main monitor** check box.

TIP   If the **This is my main monitor** check box is selected and unavailable, the monitor is already designated as the primary monitor. You can select only one primary monitor at a time. If you click a different monitor icon, the **This is my main monitor** check box is cleared and made available again.

3. For each additional monitor that the audience will view, click the monitor icon, select the **Extend my Windows Desktop onto this monitor** check box, and then click **OK**.

NOTES

- To turn off multiple monitor support, in the **Display Settings** dialog box, on the **Monitor** tab, select the second monitor, and then clear the **Extend my Windows Desktop onto this monitor** check box.

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- Editing Presentations on Multiple Monitors?

- How do I show first lines in Presenter View?

- How do I end a slide show when not using presenter screen?

- Can the PowerPoint Presenter View be edited to show NOTES ONLY?

See Also

Copy a presentation to a CD, network, or local disk drive

Create and present a custom show

Hide the outline in a Web presentation

Install and run PowerPoint Viewer 2007

Write on slides during a presentation