Powerpoint 2011 and Viewing Presentations

Powerpoint 2011 provides options to viewing presentations depending on your needs on the presenter display.

Preparing the Mac Display Settings
First connect the mac to the projector via your mac video adaptor. Next, click on the Apple menu and select System Preferences. In the System Preferences, select Displays.

Here Display shows a separate preference panel for the external and the Macbook display. In one of the panels click on the tab for Arrangement and check the box Mirror Displays. Close the windows to finish.
Mirrored Mode
This mode will mirror the slides on both the presenter display and on the main projector screen.
Open the Powerpoint presentation and click on the Slideshow tab. There will be a choice to default the presentation to either Mirror Show or Presenter View in the group Settings for Two Displays. If you would like to mirror the slides select Mirror Show. Note that this is the preferred option for using both mirroring or presenter view.

Then when you select Play Slideshow either from the Ribbon or the Slideshow menu, the presentation will show the same display on the presenter’s computer and the projected screen.
Presenter View
This option allows the presenter to see much more information on their display while showing only the presentation slide on the main projected screen.

Open the Powerpoint presentation and on select Presenter View from either the Slideshow tab or from the Slideshow menu. Note that this option can be used even when the default option is still selected as Mirror Show in the group Settings for Two Displays.

You can also choose to default the presentation to use Presenter View in every presentation. To do this, click on the Slideshow tab and select Presenter View in the group Settings for Two Displays. Note that presentations will then default to Presenter View even when you select Play Slideshow.

Presenter View allows the presenter to see the current slide, the next slide, all slides (by placing the cursor down below the bottom of the screen), notes, and time.
In some cases the Presenter view shows on the projector display instead of your Macbook. If this occurs, you can return the views to their proper locations by selecting **Swap Displays** at the top of the screen.