

## Digital Humanities Lab video wall - PowerPoint Quick start guide

Before you visit the lab you will need to prepare your presentation in the appropriate format in order to fill the screen, choose the 16:9 option in the PowerPoint “Design” tab, under the drop down option select “Slide Size” (Widescreen 16:9).

The lab can provide you with a template University of Exeter PowerPoint presentation for internal teams, and a blank PowerPoint presentation set to the appropriate resolution for external speakers if required. The University of Exeter template presentation contains corporate formatting and logos you may find useful.

The lab advisory desk team will save your presentations to the video wall desktop for you, when the files are submitted to us by email to [digitalhumanities@exeter.ac.uk](mailto:digitalhumanities@exeter.ac.uk) in advance of the booking.

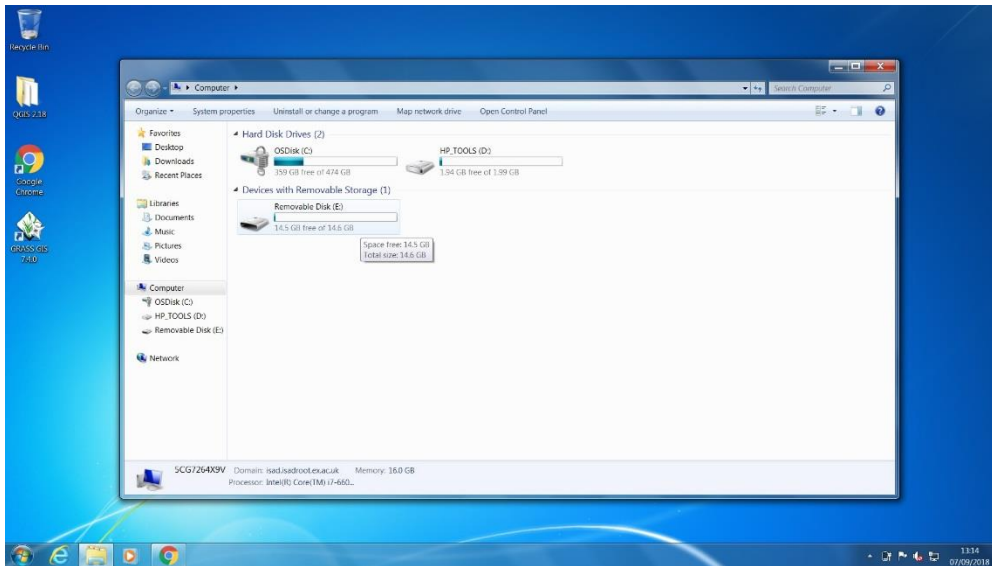
Should you need to save a file to the PC during your visit, connect your USB memory card to the PC unit at the top of the technology cupboard by plugging it into the USB port:



Open the “Computer” window using the mouse pad on the wireless keyboard. Please check that the keyboard is switched on using the slider at the top right hand side:



Open the USB removable storage device:



Copy the file from the USB and save to the desktop; USB storage devices are available to loan at the lab advisory desk if required.

Should you wish to read presenter notes in PowerPoint, you are able to connect a laptop to the video wall at the lectern. Please enquire at the lab advisory desk with your laptop in order for us to loan you the appropriate HDMI cable. We can also provide a compatible laptop if necessary. Please contact us to reserve a laptop in advance.

#### *Connecting a laptop for use with PowerPoint presenter view*

The HDMI connector port is located at the top right of the lectern, plug in and use the following instructions to display your notes on the laptop screen and the presentation on the video wall.

Right click on the home screen and select:

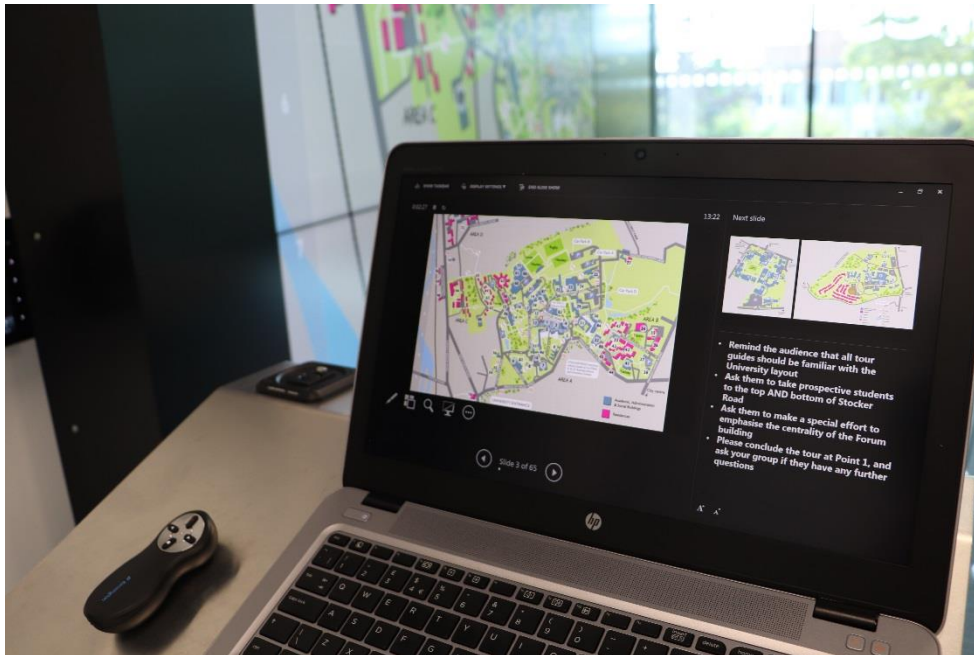
- Graphics Options
- Output to
- Extended desktop
- Built-in display and digital television
- Video wall "NEC Crestron" (your secondary display)

Open PowerPoint:

Select the following options:

- Slideshow
- Ensure the "Use Presenter View" check box is selected
- Expand the "Monitor" drop down menu
- From the drop-down menu select "Monitor 2 Crestron 420"

The presentation notes and timings will appear in presenter view, the slides will be displayed on the video wall as the speaker moves through the presentation:



In PowerPoint, set your presentation to 'Presenter view' using the check box "Use Presenter view" located under the "Slide show" menu