

Doing a Power Point Presentation with a Digital Projector

1. Sign out a laptop computer and digital projector from the computer lab or library.
2. Connect the laptop to the digital projector. Plug in the laptop to the cart.
3. Plug in the cart.
4. Turn on the laptop.
5. Turn on the digital projector. Adjust the screen size by moving the cart or focusing the image by turning the lens on the projector.
6. Plug in the thumb drive with the presentation on it. If presentation is not on a thumb drive then make sure the presentation is in your folder on the server. Plug in the Ethernet wire into the wall and then into the laptop. Sign on to the server and locate the presentation. (You can do this part before you do anything else)
7. Drag the presentation to the desktop of the laptop. It will work better.
8. Double click on the presentation to open it.
9. After PowerPoint opens, go to **View Slideshow** and you are on your way.
10. When finished, turn off the projector but do not unplug until the fan has turned off. If you do not do this you risk destroying the lamp inside the projector. The lamps are not cheap. They run \$350 and up.

Happy Projecting