

Presentation Preparation Tips

- Make sure your laptop has a standard VGA/15-pin external monitor port. The VGA port looks like this:



If you don't have a VGA/15-pin port, you probably have a VGA adapter that came with your laptop or can purchase one. Apple MacBooks, for example, require a VGA adapter that looks like this:



- Know where your presentation files are located on your laptop. It's a good idea to create a shortcut (or an "alias" in Mac OS X) on your desktop so you're able to open it quickly.
- Make sure your presentation file is copied to your laptop's hard drive, rather than running from a CD-ROM or other external disk. It will run more quickly and smoothly from the hard drive.
- Bring a backup of your presentation on a disk.
- Bring your AC adapter. Make sure your laptop is plugged in and not running on the battery.
- Turn off your laptop's screensaver and energy saver, so your presentation will not be interrupted:
In Windows: Start Menu > Control Panel > Display > Screen Saver.
In Mac OS X: Apple Menu > System Preferences > Desktop & Screen Saver (10.3-10.5) or Screen Effects (10.2) and Apple Menu > System Preferences > Energy Saver.
- Turn off all unnecessary programs on your computer to help your presentation run more quickly and smoothly.
- As a backup plan, you may want to bring printed handouts. If an overhead projector is going to be available in the room, you may wish to bring transparencies.

Connecting a Laptop to a Projector

1. Plug the laptop into the projector while both devices are turned off, and make sure that all the cables are secure.
2. Turn on the projector first and wait till it is fully up and running. Be patient—some projector bulbs take up to two minutes to warm up.
3. Turn the laptop on and wait till it is fully started up.

Continue if no projected image after the laptop is fully started up.

4. Make sure that the projector is set to the correct source or input (e.g., "Computer" or "VGA" or "RGB"—how to do this varies by projector, but there is usually a "Source" button on the projector that switches between the various available inputs).
5. *Windows PCs only:* Toggle the display mode (which is usually sufficient to get the projector to work): Press the "Fn" key in combination with the correct Function key (e.g., "F5", "F7", "F8") to change the display mode. (The correct Function key varies by laptop. It may say "LCD/CRT" or have an icon that looks like a monitor screen on it.) Pressing these keys generally toggles between three modes:
 - a. Display on laptop only, nothing on projected screen
 - b. Display on projected screen only, nothing on laptop screen
 - c. Display shared by both laptop and projected screens (This is probably the state that you want.)

Sometimes the switch takes a second or two to take effect, so press once, then wait a couple of seconds before trying again. The number of times you have to do this will depend on where you are in the toggle sequence when you start.

In Mac OS X, go to Apple Menu > System Preferences > Displays, and click "Detect Displays" button. (Some MacBooks: To share the display on both the laptop and the projected screen, check the "Mirror Displays" option on the "Arrangements" tab.)

Continue if there is still no image projected.

6. *In Windows only, try using PowerPoint's "Connection Wizard" (Slide Show > Set Up Show > Projection Wizard), which helps the computer find the projector.*
7. Try the reverse of steps 2 and 3, i.e., first turn the computer on fully and second turn the projector on. Then go through steps 4, 5 and 6 again.

If you still get no image or if the image is incomplete or distorted, you may need to change the display settings on the laptop:

- *In Windows, right-click on the Desktop and choose "Properties" then "Settings", or go to Start Menu > Control Panel > Display > Settings. Try setting the display resolution to 1024x768 or 800x600 and color depth to True Color/24-bit color.*
- *In Mac OS X, go to Apple Menu > System Preferences > Displays. Try setting the display resolution on your laptop to 1024x768 or 800x600 and the colors setting to Thousands.*