Presenter View is a feature in PowerPoint that allows presenters to take advantage of a two-display setup (such as we will be using here) to display slides on one screen (the projector) and personalized notes for the speaker on the second screen (the laptop display). **More recent versions of PowerPoint enable this setting by default when a new slideshow is created.** Since many presenters create their slides on a computer with only one monitor, they may be completely unaware the setting is enabled until they go to a conference and see something other than their slides on the computer screen right when they are ready to begin their talk. This can be alarming.

Presenters who like this feature are free to use it. Please turn it on if the speaker requests it.

Presenters who don’t want to use it and are seeing notes instead of their slides may be alarmed. Please help them by turning it off quickly so they don’t lose time for their talk.

Here is a screenshot of where this setting is inside PowerPoint. It’s under “Slide Show.”

