

Connecting a LCD Projector to a Laptop Computer

Step 1: Setup Devices

Gather a laptop computer, LCD projector and data cable

Place the LCD and laptop computer in the best projection spot where there is access to power. Plug the power cords into the "AC in" jack of the projector.

Do not turn the power on either device yet.



Typical Setup for a Laptop Computer

Step 2: Connect Devices

Use the VGA male to male cable provided with the LCD projector to connect the laptop and the LCD projector.

Plug one end of the VGA cable into the "monitor out" jack of the laptop. Plug the other end of the VGA cable into the "RGB" input jack on the LCD projector.

Once all connections have been made, push the "Stand/On" button on the projector first. Allow approximately 1 minute for the lamp to reach full brightness.

Next push the power button on the laptop



Step 3: Display Image on Projector

To display the computer's image on both the LCD and the laptop, you may need to hold the "Function (FN)" key (usually in light blue, lower left area of keyboard) and press the appropriate "F key". It is typically F8, look for an icon with a laptop and screen. Choose the view you wish – Monitor, Duplicate, Extend, Projector Only, or similar choice

Step 4: Turn Off Devices

Turn off the LCD projector by pressing the "Standby/On: button **TWICE**. You will be prompted to confirm you want to turn off the projector. It is **very important** that you let the fan cool the lamp before unplugging the LCD. The fan will cool the lamp for approximately 90 seconds.

Shut down the laptop according to manufacturer directions.

Unplug the LCD projector once the fan has stopped. Keep the VGA cable with the LCD projector.

Microsoft PowerPoint 2010 Basics

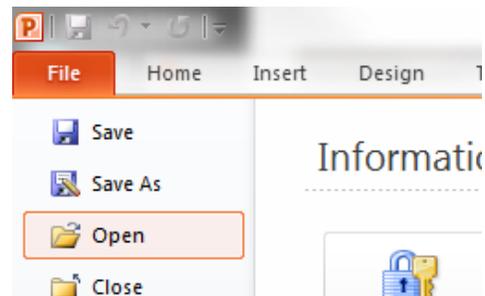
Open a Presentation

Click the **File** tab, and then click **Open**

In the left pane of the Open dialog box, click the drive or folder that contains the presentation

In the right pane of the Open Dialog box, open the presentation or folder that contains the presentation

Click the presentation and click **Open**



Change Information on a Slide

Open the presentation – find the slide with the information you want to change

Double click in the text box on that page – make your change

Click outside the text box so you can see what it looks like

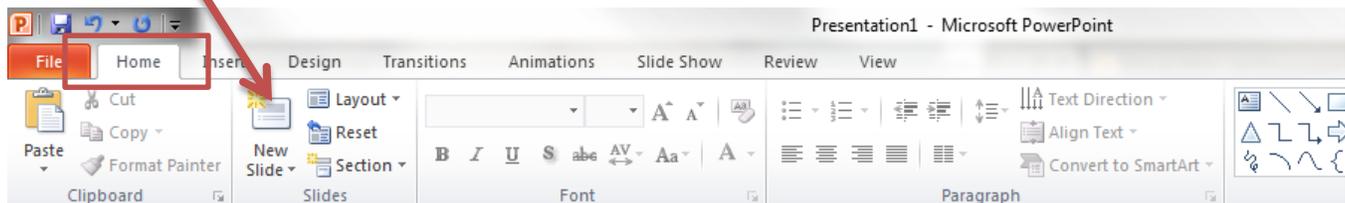
If you like it, click the **File** tab, and then click **Save** or **Save As**

Insert a New Slide

On the Home tab, in the Slides group, click on **New Slide**

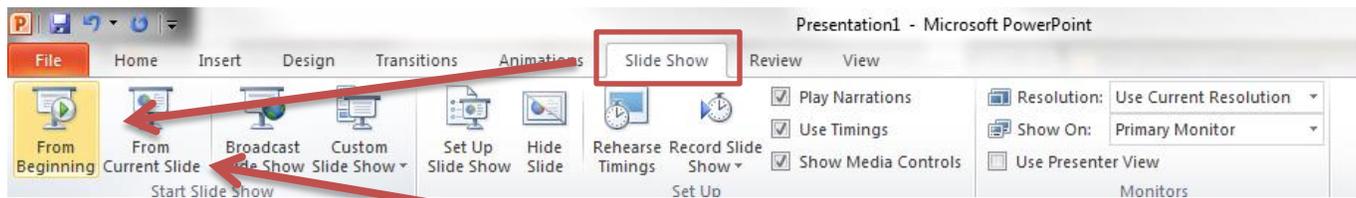
Typically a "Title and Content" slide will be added

Change the type of slide by clicking on the arrow next to New Slide and choosing the slide type you want to insert.



View a Slide Show

On the **Slide Show** tab, in the **Start Slide Show** group, click **From Beginning**.



If you want to start the show from the Current Slide – click **From Current Slide**