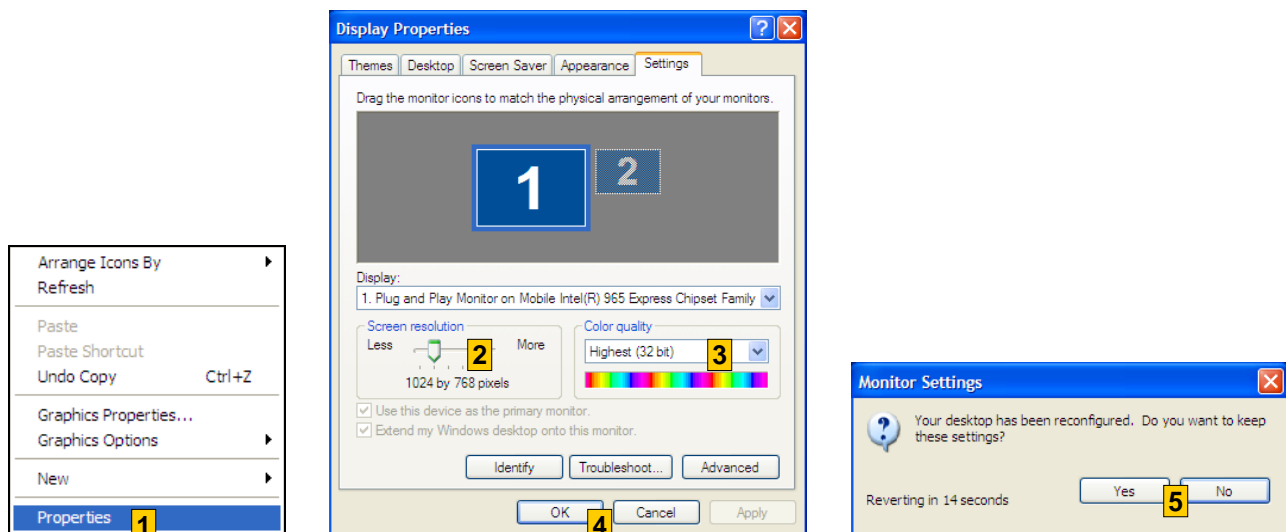# FREEMAN
AUDIO VISUAL OPERATIONS STANDARD

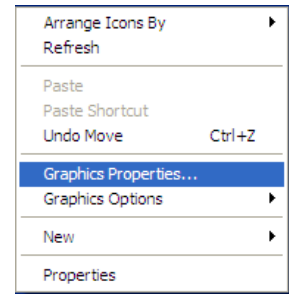## PRESENTATION COMPUTER SETUP

General Principles

- *SYSTEM DISPLAY SETTINGS:*
  - *Screen resolution must be set to the native resolution of external display device* (*i.e.* 1024x768 / XGA)*.*
    - *If using a widescreen laptop, output resolution must be optimized for the external display and fill that screen.* Image will appear stretched or pillarboxed on laptop.
  - *Output must be set in "cloned/mirrored" mode unless client requests extended desktop.*
  - *All screensavers must be disabled prior to presentation.*
- *POWER SETTINGS:*
  - *All timed power and monitor shutoff functions must be disabled prior to presentation.*
- *(Windows) POWERPOINT "SET UP SHOW" SETTINGS:*
  - *Output resolution should be set at "Use Current Resolution."*
  - *"Use hardware graphics acceleration" tick-box should be checked.*
  - *If using extended desktop/presenter view, "Use Presenter View" tick-box must be checked and "Display slide show on…" must display "Monitor 2 Plug and Play Monitor."*
- *CUSTOMER/PRESENTER COMPUTERS:*
  - *Never adjust settings on a customer's/presenter's computer unless granted permission. Technicians should recommend the above settings to customer prior to their session.*

Adjusting Display Settings – Windows XP

1. Right-click on desktop, click on **Properties**, then click the **Settings** tab.
2. Drag the slider to specify the **Screen resolution.**
3. Specify the **Color quality** (bit depth) settings (32-bit is default).
4. Click **OK** to apply settings and close the dialog box.
5. If the monitor setting dialog appears, click **Yes** to accept the changes within 15 seconds. If the screen image disappears, do not do anything for 15 seconds. Windows will restore the previous settings.
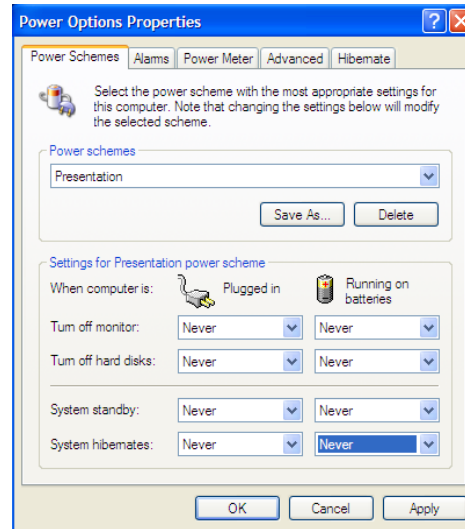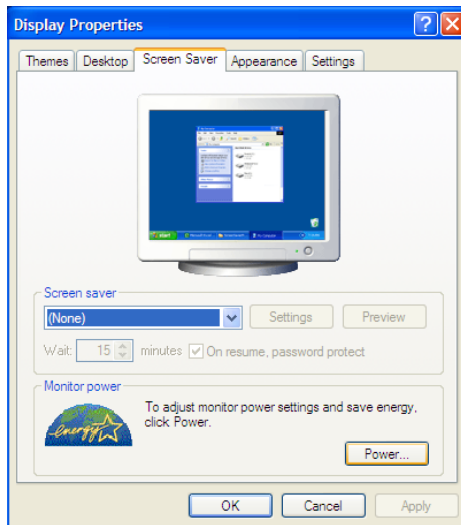
- o **NOTE:** If given the option, use the graphics card driver interface for adjusting display settings rather than the standard Windows "Display Properties" dialog box – look for **Graphics Properties** or **NVIDIA/ATI Control Panel** in pop-up menu upon desktop right-click.

Adjusting Power and Screen Saver Settings – Windows XP

1. Right-click on desktop, click on **Properties**, then click the **Screen Saver** tab.
2. Change the screen saver to "None" to disable.
3. Click the **Power...** button to launch the "Power Options Properties" dialog box.
4. Click on a power scheme in the list.
5. Modify the settings if the preset power schemes do not meet your specific needs (all settings should be set to "Never".
6. Click **OK** to apply settings and close the dialog box.

Adjusting Display Settings – Mac OS X

1. Click on the "Apple" icon 🍎 on the top left of the screen.
2. Click on **System Preferences**.
3. Click on **Displays**, then click the **Arrange** tab. Once you are in the Arrange menu you will see an icon representation of two monitors.
4. Move the white menu bar on the icon to the monitor which represents the external monitor, thus making it the primary monitor. To switch to cloned/mirrored display mode, check the "Mirror Display" tick-box.
5. Click the **Display** tab. Select the appropriate resolution and color depth. Changes will apply immediately. Close the dialog box to return to the desktop.
6. On the System Preferences dialog box, click on **Desktop & Screen Saver** and disable all screensavers.