

Presenter Player

Installing the Presenter Player

- 1 Go to **www.workshopdownload.com/connectedcommunities** in your web browser.
- 2 Enter the password that was provided to you.
- 3 Click the **Download** button.
- 4 When the download is complete, **open it to install the Presenter Player.**

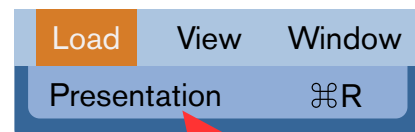
Loading the Lessons

When you open the Presenter Player for the first time, you will be prompted to enter a code to download a new presentation. You will need to download both Connected Communities lessons.



A screenshot of a user interface element consisting of a text input field with the placeholder text "enter code" and a button labeled "Load" to its right. A red arrow points from the bottom right towards the "Load" button.

- 1 Enter the code for Lesson1, then click the **Load** button.
- 2 Enter the code for Lesson2, then click the **Load** button.
- 3 Now you can click on a lesson to practice or present it. Each time you open the Presenter Player, you will be able to select one of the lessons.
- 4 If you want to switch lessons at any point while using the Presenter Player, go to the **Load** Menu and click **Presentation.**



Using the Presenter Player

Forward Button

To advance slides, use the forward button on your presenter remote.

Space Bar Key

If you ever need to practice or present without a remote, the space bar key will also advance to the next slide.



You may notice that the arrow keys will go to the next or previous slide. However, this will skip over any animated content on the slides, so **avoid using the arrow keys to advance the presentation.**



Click here to see the **table of contents**. You can click any section to jump directly to it.

Practice Mode

When you first load a presentation, it will be in a single window, with the presenter notes displayed below each slide. This is called **Practice Mode** and is great for practicing on your own when you are not connected to a TV or projector.

Presenter Mode



When you are hooked up to a TV or projector, click:

[Click for Presenter Mode ↗](#)

to access Presenter Mode.



This will make the presentation **full screen** on **both screens**, showing the **slides** on one and the **presenter notes** on the other.













You will want the **slides** to show up on the **TV** or **projector** and the **presenter notes** on your **laptop** screen. If they are showing up the other way around, click:

[Swap Screens ↔](#)

Laptop Setup






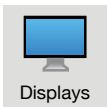

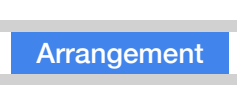

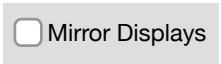
Display Settings — Windows

If you see the same thing on both screens:

-   Click the **Start Menu**.
-   Click the **Settings** button.
-   Click on the **System** icon.
-   Click **Display** in the left column.
-  Scroll down to **Multiple displays**, and click  from the dropdown.

Display Settings — Mac


If you see the same thing on both screens:

-   Click the **Apple Menu**.
-   Click **System Preferences...**
-   Click **Displays**.
-   Click the **Arrangement** tab.
-   Uncheck the box that says **Mirror Displays**.




Speaker Setup

There are a couple of ways in which sound can be handled:


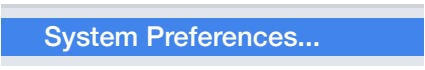



- 1 If you are using an HDMI connection to hook up the video, often this will also be able to send audio to speakers built-in to the display.
- 2 Separate speakers can be connected to the headphone jack on your laptop.

To test the audio, run through the “List Commands” section in Lesson 1. To jump straight to a specific section in the Presenter Player, click the  icon.

Sound Settings — Windows

- 1  Click the **speaker icon** in the bottom-right corner of your screen.
- 2  Click the **up arrow** to reveal all available audio outputs.
- 3  Click to select the output in the list that you would like the sound to come out of.

Sound Settings — Mac

- 1  Click the **Apple Menu**.
- 2  Click **System Preferences...**
- 3  Click **Sound**.
- 4  Click the **Output** tab.
- 5  Select the device that you want the sound to come out of.