**Education Technology Office (ETO)** 

# How can I view a PowerPoint show without using full screen?

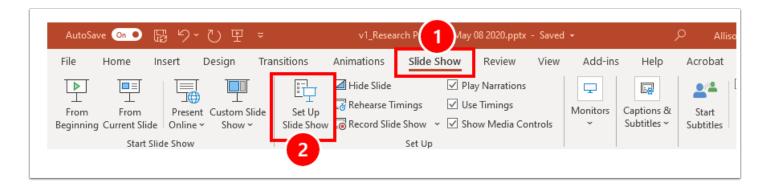
This guide provides instructions on how to set your PowerPoint (for Windows) application to play your slide show in a window, not in full screen. This is particularly useful if you are participating in a video call and might want to see the presentation, your notes, and the webinar interface.

Please note: To display your presenter notes, you will need a two monitor set up.

How to display a slide show in a window:

- 1. Select "Set up Slide Show" on the "Slide Show" tab
- Select the radio option, "Browsed by an individual (window)"
- 3. Start your PowerPoint show
- 4. To exit the show, use the "Normal" button to return to the file editing interface.

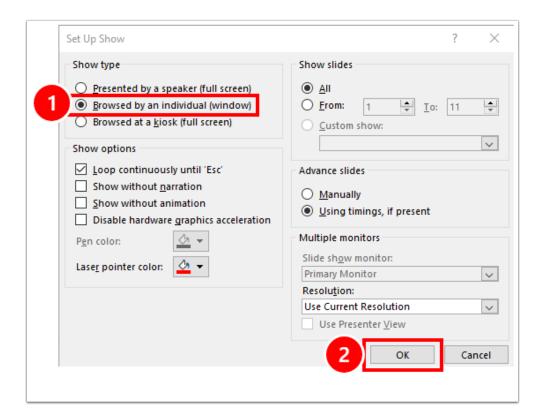
#### 1. Select "Set up Slide Show" on the "Slide Show" tab.



- 1. Navigate to the "Slide Show" tab.
- Select on "Set up Slide Show."

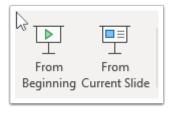


### 2. Select the radio option, "Browsed by an individual (window)"



- 1. Select "Browsed by an individual (window)" radio button option.
- 2. Select on "OK" to save your changes.

### 3. Start your PowerPoint show (as per normal).





## 4. To exit the show, use the "Normal" button to return to the file editing interface.

