Multi-Slides Software

User Manual

V4.0

Index

Overview

Software

Multi-Slides software works in conjunction with Microsoft's PowerPoint™ and, with the correct hardware in place, gives you the ability to display multiple consecutive slides from a single PowerPoint presentation running on a single computer.

Now you have persistence of information in your PowerPoint presentations to show the scale and scope of your presentation, to compare and contrast information, to build stories.

Hardware

Multi-Slides Lite will work with just a single display.

Multi-Slides Standard requires 2 displays

Multi-Slides Professional requires 3 displays

Multi-Slides Ultimate requires 4 or more displays

These displays (one of the displays can be the computer monitor) must be connected to the same desktop or portable computer, and Windows must be able to recognise and support each monitor as a secondary display under an Extended Desktop configuration in your Windows™ operating system.

When using any version of Multi-Slides, all displays MUST be configured to the same resolution.

Software License

The program will function for up to 30 days without registering your Licence Key. Once 30 days have elapsed, the Licence Key must be installed in order for Multi-Slides to continue operating.   The Licence Key will unlock the correct version of the software purchased.

Software Installation

The program is supplied (disk or download) as an executable file (.exe file).

Save the file to your desktop or downloads folder, then double click to launch and follow the instructions.
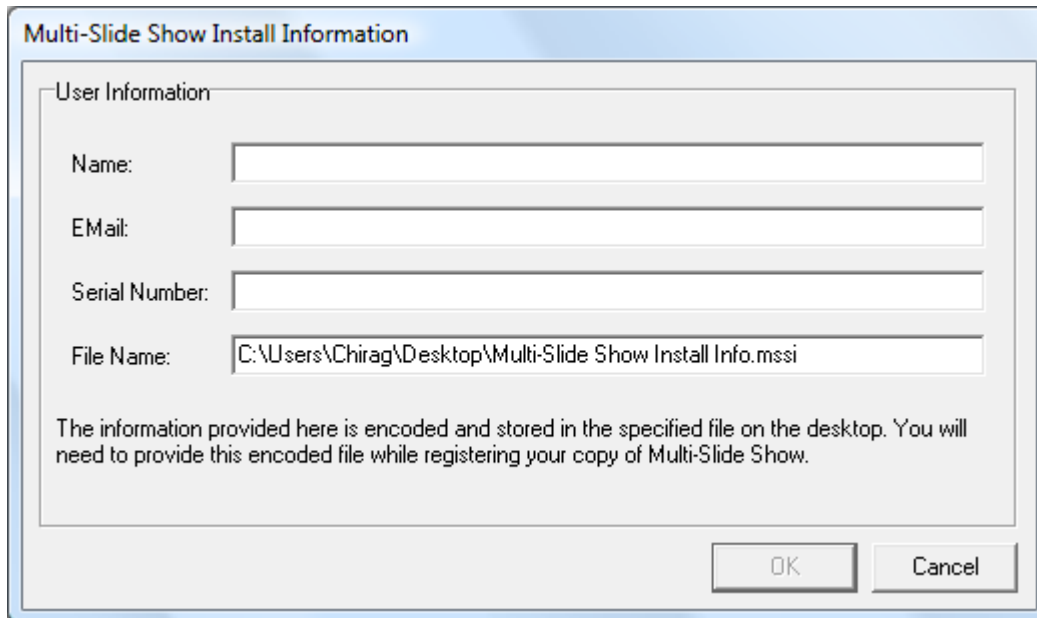
A dialogue box will tell you that installation has been successful. Now start or restart PowerPoint to access the Multi-Slide Show features.

Software Registration

Registration is a two-phase process that only allows the software license to be allocated on one computer.   Each computer must be licensed separately, unless a site-license has been purchased.

From the "Start" button, select "All Programs" followed by Multi-Slides, and then click on "Multi-Slide Show Install Information"

The following dialogue box will appear:

```
Multi-Slide Show Install Information

┌─ User Information ─────────────────────────────────────────┐
│                                                            │
│   Name:          [                                      ]   │
│                                                            │
│   EMail:         [                                      ]   │
│                                                            │
│   Serial Number: [                                      ]   │
│                                                            │
│   File Name:     [C:\Users\Chirag\Desktop\Multi-Slide Show Install Info.mssi] │
│                                                            │
│   The information provided here is encoded and stored in the specified file on the desktop. You will │
│   need to provide this encoded file while registering your copy of Multi-Slide Show.                 │
│                                                            │
│                                          [   OK   ]  [ Cancel ] │
└────────────────────────────────────────────────────────────┘
```

Complete all the information, including the Serial Number that you were given at the time of software purchase and press OK.

A Multi-Slide Show Info file will be created onto your desktop. The file name will contain your Serial Number with .mssi as the file extension.

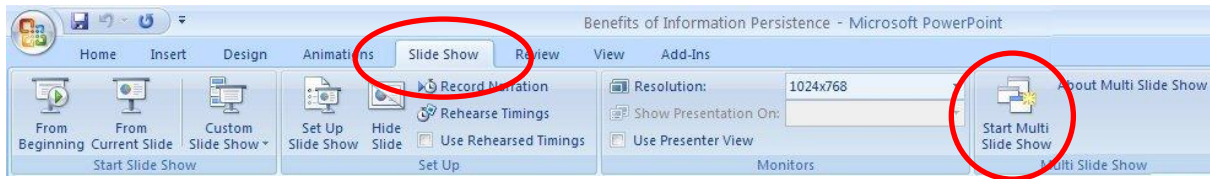This file should be sent as an attachment to license@multi-slides.com

Within 1 working day you will receive back an email with your multi-slide show licence embedded in it.

On the computer that contains your Multi-Slides software, double-click this file to execute it, and the file will automatically update your Multi-Slides software with the correct Multi-Slides License and unlock the specified number of displays.
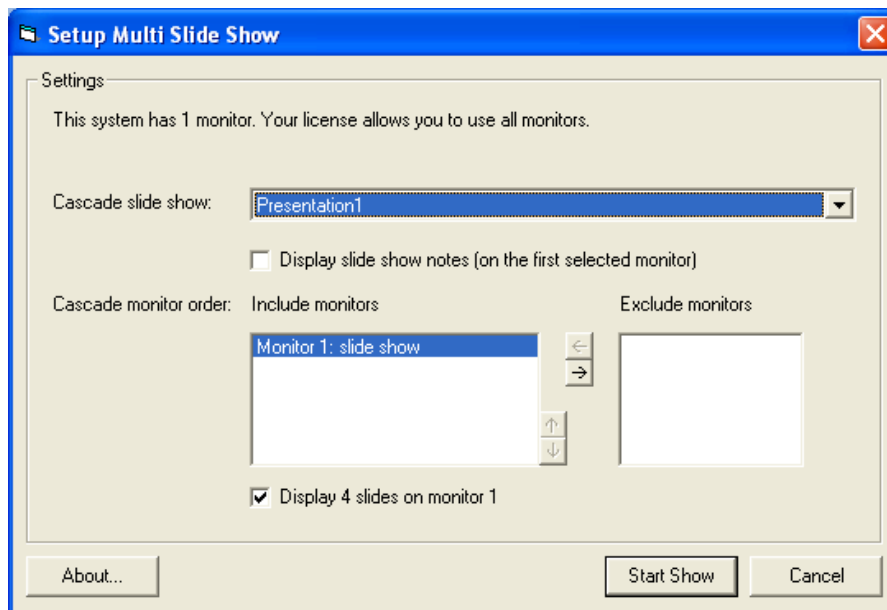
Using Multi-Slides Software

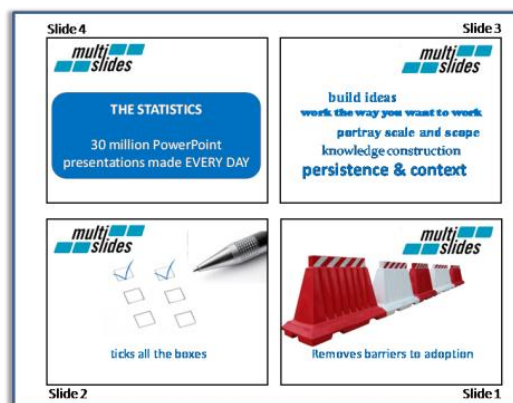Multi-Slides works from within Microsoft PowerPoint.

With your slide show open, from the **Slide Show** menu, choose **Start Multi-Slide Show**
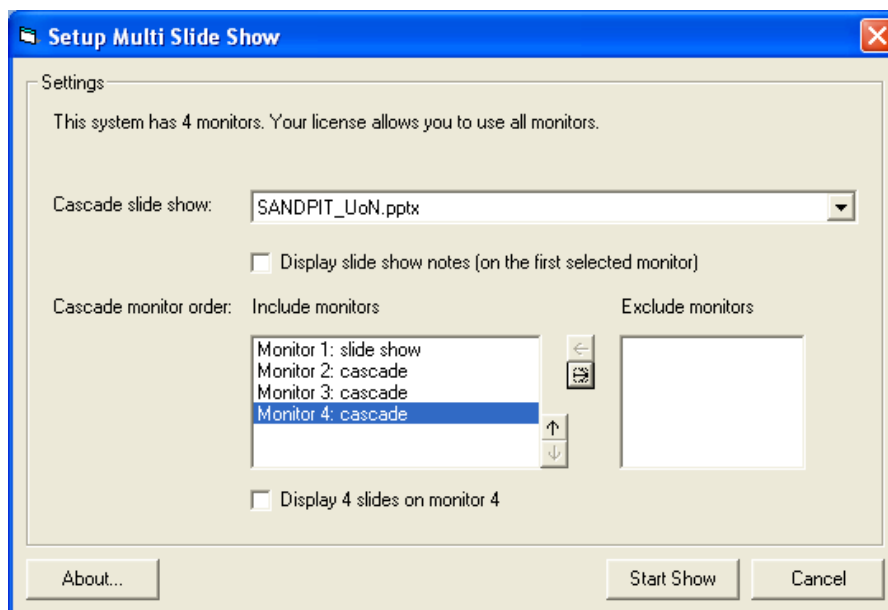

A "**Setup Multi-Slides Show**" dialogue box will now appear.

You will see now see the total number of monitors that Windows has available.   If you have Multi-Slides Lite you will see the above dialogue box, and only be able to display 4 slides on your monitor, like below.
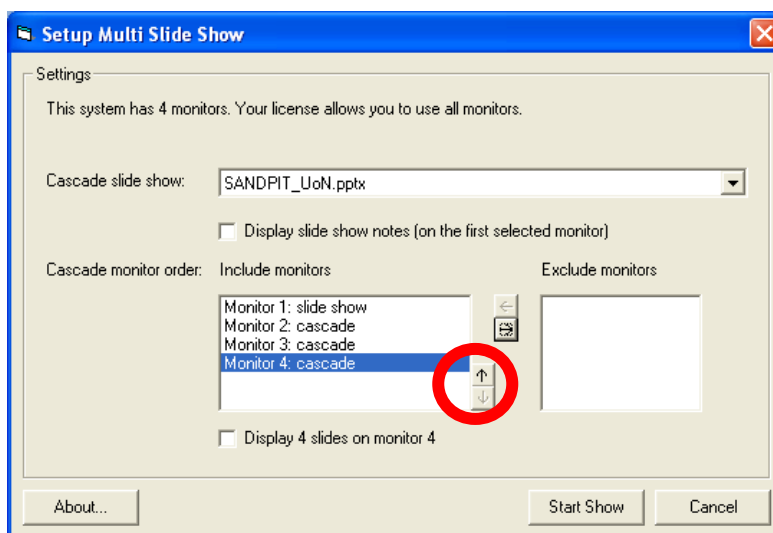
If you have more than one display, you will get a dialogue box that shows all the available monitors, like so.

If nothing has changed since you last used the program, simply click the "**Start Show**" button, and your first PowerPoint slide will be shown on the first monitor. (This could be onto a Plasma or LCD screen, or a Projector.)

When you transition to slide 2 of your presentation, this new slide will replace slide 1. Slide 1 will now move across and appear on monitor 2.   When slide 3 appears on monitor 1, slide 2 will move to monitor 2, and slide 1 will move across to monitor 3.

The typical configuration is for the slides to move across the monitors from left to right. If you wish to alter the sequence, highlight any monitor in the dialogue box and use the UP and DOWN arrows to change the order the monitors are used.   Then click **'Start Show.'**
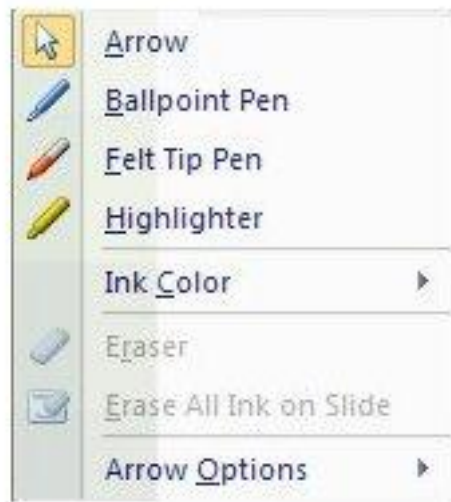
Annotations

Having started a Multi-Slides slide show, when a slide appears on Monitor 1, it is known as the '**live slide**.' Any animations for text moving in or out, etc., happen as normal.   Using your mouse or if you have an interactive input device connected to your computer, you can use the tools that appear almost as a watermark in the bottom left hand corner of each PowerPoint slide.

The left and right arrows advance and reverse the presentation. The page button allows more control over the slideshow, including ending it. The Pen Menu provides annotation tools within PowerPoint, which you can use to write on your slides, or highlight information in them.

After you have annotated on your slide whilst shown on Monitor 1, the annotations remain visible when it moves to the next position.

If monitor 1 is a projector onto an Interactive Whiteboard, it may be possible to use the tools with the whiteboard to add your annotations and navigate through your presentation.

Inserting a Blank Slide

Whilst in presentation mode, you can insert a blank slide as the next slide to appear on Monitor 1.

This could be used with the pen tools to record questions and answers, or to storyboard out further explanations when items need more clarification.

Using a keyboard, press the 'ALT' and 'M' Keys together.   Now when you advance the slide show, your blank slide will appear next.

<u>**HINT:**</u>

If you are using a wireless presenter, Gyration™ Air Mouse, tablet pc or interactive panel that has programmable keys, you can programme ALT+M as one of the actions.

Now when you advance PowerPoint on to the next slide, your blank white slide will appear at the Monitor 1 position.

<u>**NOTE:**</u>

Annotations can only be made on a slide when it is at position 1.   If the slide has already advanced to Monitor 3 when a question is raised and you want to annotate on the slide, then simply reverse the slide show back 2 slides, make your annotations, and move forward again.

If you have added any annotations to your presentation, then when you exit your presentation - either at the end or by pressing the ESC key beforehand, a dialogue box will ask you if you want to "**Keep or Discard**" your Annotations.

<u>**HINT:**</u>

Before you run your presentation, use 'Save As' and give it a new name. This way, if you make any annotations, you will not be over-writing the original slides.
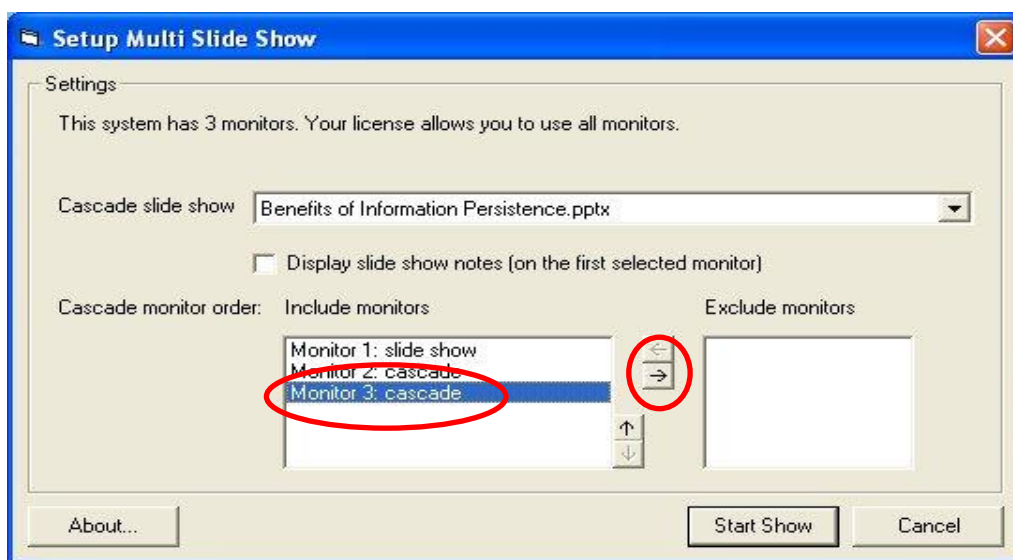
Advanced Usage

1. **EXCLUDING A MONITOR**

Just because you have 3 monitors available for your presentation doesn't mean that you have to use them all. If you exclude say Monitor 3, you can use monitors 1 and 2 for a Multi-Slide PowerPoint show, and keep monitor 3 available to show other information; a webpage or Excel Spreadsheet, for example.

As all the monitors are available as an extended desktop under Windows, you can use the mouse to drag the desired application onto Monitor 3, and then maximise it to fill the screen.

Now when you start your PowerPoint slide show (**Slide Show, Multi-Slides Show),** in the dialogue box, select Monitor 3 and use the right arrow to exclude it.
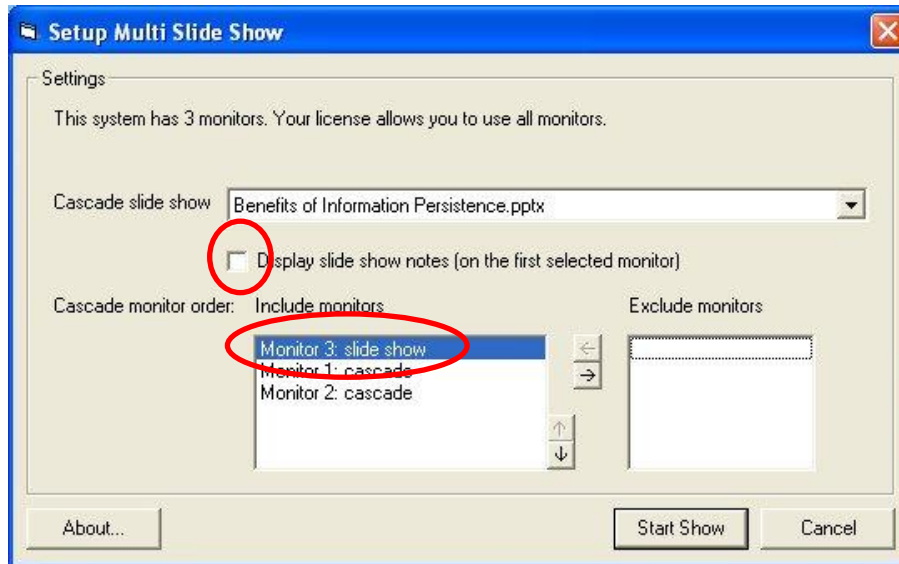

Now when you click on '**Start Show,**' PowerPoint will only use Monitors 1 and 2, with the information on Monitor 3 being used to reinforce your presentation.

2. **SPEAKER NOTES**

Designed for use in an auditorium, a spare VGA output from the graphics card could be used to display speaker notes onto a confidence monitor.

In the Setup Multi Slide Show Dialogue Box, the monitor to be used for Speaker Notes must be selected and moved to the top of the list.

Now you can click to select **Display Slideshow Notes (on the first selected monitor)**

As each new slide appears on Monitor 1, the accompanying Speaker Notes will be shown on the selected monitor.

Hardware Suggestions

Wired

Your computer must support multiple displays and be appropriately configured.

For example, you could use a Matrox Quad Graphics Card in your pc, such as the M1940.

This will give you connectivity for 4 displays. Two to these Matrox cards in the same PC will allow connectivity to 8 displays.

If you just want to add a couple of monitors to an existing PC or laptop, you can also use Gefen USB to VGA converters. The accompanying software configures each external converter into an extended desktop VGA connection.

Interactive Whiteboard

Your first display could be a projector onto an interactive whiteboard, such as a Smartboard™

Now you will have the ability to annotate, insert blank slides and navigate your presentation using the board.

An alternative might be to use an Interactive Panel, such as a Smart Sympodium, and from the meeting room table be able to annotate and navigate.

Touch Plasma

Some manufacturers produce touch screen overlays for Plasma and LCD screens. If a plasma/LCD display with a touch screen overlay is installed as the monitor in position 1, you will have the ability to annotate on to the 'live slide'.

Wireless

Epson EasyMP™

Epson projectors that support their Easy MP Connectivity will allow Multi-Slides to be run from a Tablet PC and connect to a maximum of 4 Epson wireless projectors. Check the current product portfolio from Epson for models that support this feature.

You will need:
Multi-Slides installed with PowerPoint on a Tablet PC.
A wireless Access Point. For example; D-Link DWL-7100.
3 or 4 Epson Wireless Projectors. For example; Epson EB1725.

System Requirements:

Computer running Windows XP or Vista and Microsoft PowerPoint 2003 or later
Computer with simultaneous support for multiple individual monitors

       For Example: Dual or Quad Head Graphics Card
                            USB to VGA converters (such as Gefen)

Annotations require an interactive device – Interactive Whiteboard, Interactive Panel/Plasma

Trouble Shooting:

Problem: Slides do not appear on secondary monitors
Action: Check 'extended desktop' settings in Windows. Check 'input source' selected on Display(s)

Problem: Multi-Slides Show will not initialise (dialogue box reports not enough displays)
Action: Check 'extended desktop' settings in Windows to configure multiple displays

Problem: "Stop Multi-Slides Show" shown in PowerPoint Slide Show Menu
Action: Contact support@multi-slides.com to report this. Settings in PowerPoint need changing.

Problem: Either an empty slide or a slide with just text at the top appears on display 1
Action: When "Multi-Slides Show" was started, "Display Slides Show Notes" was accidentally checked.
                    Stop the slide show. Restart Multi-Slide Show and uncheck this option in the "Setup Multi Slide Show" dialogue box

Support and Contact:

In the first instance, support for Multi-Slides Pro software should be directed to the company who supplied and installed your Multi-Slides Professional infrastructure.

If this has still not resolved your problems, please email us at:

support@multi-slides.com

Multi-Slides is provided and supported by Office One Online.