**Instructions**

Zwei Schüler/Austauschschüler/Arbeitskollegen etc. unterhalten sich über eine bevorstehende Präsentation.

**Dialog**

Partner A Could you help me with my presentation, please? I’m not familiar with the tools

you have in your school.

Partner B No problem. You can use laptop and projector. You may also use flipcharts,

the whiteboard, TV, DVD-player, cassette recorder, OHP …

Partner A Sounds great. I think a PowerPoint presentation would be fine but I’ve never

used my laptop with a projector before.

Partner B Would you like me to help you?

Partner A Would you do that? This would be fantastic. Could you help me with setting up

everything for the presentation?

Partner B Of course. Look, here is a manual …

**Manual**

*Follow the setup steps in this exact order:*

1. Use a **standard VGA cable** to connect your laptop with the projector.

2. Turn on the projector, let it warm up and select the proper computer input using the

projector's control panel (either on board or via the optional remote control).

3. Turn on the laptop. (Hint: Bring the AC power adapter for your laptop and keep it plugged

in during your presentation.) So you avoid that the laptop goes into sleep or

power-save-mode during your presentation.

4. Set your laptop screen to the correct resolution (e.g.: 800x600). Most projectors will adjust

to most any resolution to fit the screen. Beyond a certain resolution the projector may

display a distorted image or fail to display an image altogether. Also the quality and

definition of the displayed image will be best when the projector is running at its native

resolution. For most of today’s projectors, the recommended resolution is either 800x600

for low-cost models or 1024x768 for more expensive ones.

5. Find the key marked "Fn" (or: "FUNCTION") on your laptop's keyboard. Hold it down while

you hit the F5 or F6 function key which should also be marked with an LCD/monitor icon or

with the writing LCD/CRT.

6. Press and hold both the FUNCTION and the LCD/CRT keys. Whenever this combination

is pressed, the laptop should alternate the screen image through the following cycle:

image on laptop screen, then image on projector, then image on both.