

# Wilmslow Guild Photographic Society

## **Digital Projection (2014) Quick Checklist**

assuming you are already familiar with the set up and operation

## **Using the PC for 1400x1050 DPI competitions and portfolios**


### **SET UP**

- 1 Position projector (+ box?) and laptop on table and connect power.
- 2 Connect the laptop to the projector with the HDMI-DVI video cable.
- 3 Position the remote KB/Mouse as convenient and *switch on*.

### **START UP**

- 4 Remove the lens cover and power up the projector by depressing the on/off button (shining red). After the Canon 'count down', check / action:
  - Height of projection: the top of the blue space should be close to the top of the white screen. (Adjust height with projector 'leg', level with rear screws). Prop table if required.
  - Press 'auto set up' on the remote control (or on the top of the projector), followed by 'OK' – this resolves any keystone effects, sets focus etc.  
*repeat if the projector is repositioned!*
  - Set the input to 'digital pc'

### **SET UP THE PC**


- 5 Switch on the laptop. Input from the laptop or the remote kb/mouse.
- 6 Login to *WGPS User* and enter the password.
- 7 To achieve projected resolution of 1400x1050:
  - Press 'Windows Key'  + 'P' – display options are listed
  - Select 'Second Screen Only' – the display will now appear on the main screen only
- 8 If using the Kensington insert receiver in a USB port on the LH side of the laptop

## **FINAL PROJECTOR CHECKS**

Using the remote:

- Press the Menu button and check that *Aspect* is set to 'True size' and *Input signal* shows 1400x1050
- Under *Display Settings / Image Adjustment*, ensure *Image Mode* is set to sRGB; *Brightness*, *Contrast* and *Sharpness* are all set to 0; and *Gamma* is set to -1.

## **CLOSING DOWN**

- 1 Close all programs and remove any memory sticks/CDs/DVDs.
  - 2 Return the display to the laptop:
    - Press 'Windows Key'  + 'P' - Select 'PC Screen Only'
  - 3 Switch off the projector, pressing the on/off button twice in quick succession. Leave to cool down. Both cables can be disconnected from the projector (even if the cooling fan is still whirring, as it is battery driven).
  - 4 Shut down the laptop.
  - 5 When the projector has stopped whirring, place back into the carrying case and secure.
  - 6 REMEMBER to:
    - Switch off the kb & mouse and store back in the box  
... Leave the kb/mouse receiver in the laptop – do NOT remove it
    - Store the Kensington receiver inside the handset and store in the laptop bag
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## **Notes on Operating the Dell Laptop**

- 1 First **exit the W8 'tiles' mode** and go to the 'desktop':
  - Click the Desktop Tile on the lower right of the tiles display
  - you should see the 'normal desktop display
  
- 2 The following **software** is available:
  - icons are located on the desktop and on the (hidden) taskbar
  
  - a. Dicentra competition software
  - b. Photoshop Elements 12
  - c. Microsoft Office is NOT installed BUT viewers are installed for:
    - PowerPoint, Word & Excel
  - d. Chrome web browser – plus shortcut to the Wiki
  - e. Faststone Image Viewer

*The laptop will automatically connect to the Guild wireless network, so internet access is available when required*

## Using the installed software

**Dicentra** – see separate (large!) operating manual. A list of keyboard shortcuts is available.

### Powerpoint Viewer

- Either drag a PP file onto the viewer icon OR  
Launch the software and a browser window will open
- To go full screen
  - Click the (very small) menu icon in the lower RH between the two arrow keys
  - Click the full screen option
- Exit by pressing 'Esc'

### 'Ad-hoc' Slide Show of members images etc

There are two options – FastStone is better - fades between slides, doesn't start in 'automatic' slide show mode (and therefore need pausing)

#### Faststone Image Viewer (recommended)

- Drag an image folder onto the icon OR  
... Open the application and browse to a folder
  - If necessary navigate to a folder where you can see image thumbnails– it won't display images inside subfolders
- Press 'S' (for slideshow)
  - If necessary you can set up an autoplay slide show, alter the transitions etc. etc.
- Click Play (or hit Enter if Play is highlighted)
- Navigate the slides using
  - The Kensington
  - The Space Bar
  - The arrow Keys
- Exit the slide show with 'Esc'

#### Inbuilt Microsoft Slide Show (not recommended!)

- Browse to the image folder
- Click the 'Picture Tools' tab
- Click the Slide show icon
- Immediately right click the image display and Pause the slide show
- Navigate and exit as above