

Wilmslow Guild Photographic Society

Digital Projection - using the Dell laptop (2014)

Take out The Canon Xeed SX60 projector , laptop and the remote keyboard and mouse from their storage. A Kensington projector remote is stored with the laptop.

For demonstrations where top quality is not essential, you can use the Guild's ceiling mounted projector. (A HDMI – VGA convertor is stored with the laptop)

Using the PC for 1400x1050 DPI competitions and portfolios

SET UP

- 1 Place the projector on top of a suitable case/box on a table in the central aisle at the front. The projector can easily fill the white screen, but the image is too large for the audience at the front to take in, so position the projector about 3m from the screen.
- 2 From the projector and/or laptop case extract the power cables, the remote control & the HDMI–DVI cable.
- 3 Place the laptop on the table behind the projector & connect the power supply. Connect the laptop to the projector with the video cable. *Note that the laptop ONLY has HDMI video out.*
- 4 Often it will be most convenient to use the remote keyboard and mouse. Simply position as convenient and switch on. The receiver remains permanently installed in a USB port in the laptop.


START UP

- 7 Connect the projector power cable. Remove the lens cover and power up the projector by depressing the on/off button (shining red).
- 8 After the Canon 'count down' on screen, conduct the following checks/actions:
 - Height of projection: the top of the blue space should be close to the top of the white screen. The button located at the front of the projector releases a drop down leg for height adjustment.
 - Horizontals, verticals and wobbles: as the tables and floor are not level, you may have to prop up one side or other. (use photo magazines from the library?)
 - 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. *Note:*

if the projector is later repositioned for any reason, repeat this action.

- Digital input: check the input is 'digital pc' as shown at the top left hand corner of the blue projection. *If not (eg 'analog pc' instead): using the remote control, press the input button and select 'digital pc'*

SET UP THE PC

- 9 Switch on the laptop. Input can be either from the laptop keyboard or the remote kb/mouse.
- 10 At the user screen, login to *WGPS User* and enter the password.
- 11 What appears on the monitor will usually be 'mirrored' on the projected screen. To achieve a 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
- 12 If using the Kensington remote presenter remove the receiver from the control and insert in a USB port on the LH side of the laptop

FINAL PROJECTOR CHECKS

Using the remote control:

- Press the Menu button and check that *Aspect* is set to 'True size' and *Input signal* shows 1400x1050
- With *Display Settings* highlighted, move across to the coloured box on the right of *Display Settings* using the > button. Under *Image Adjustment*, ensure *Image Mode* is set to sRGB; *Brightness*, *Contrast* and *Sharpness* are all set to 0; and *Gamma* is set to -1.
- Press Menu again to clear.

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Start up is complete: –

- Further operations are conducted on the projected screen.
- The projector can be 'blanked' by pressing the *No show* button on the Remote control. Press it again will instantly restore the display.

## **CLOSING DOWN**

Effectively we need to reverse the start up and set up actions:

- 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' – the display will now appear on the laptop only
- 3 With icons restored to the laptop, 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). Replace the power cable, remote control in the carrying case.
  - 4 Shut down the laptop.
  - 5 When the projector has stopped whirring, it can be placed back into the carrying case and secured. Close the case and return to the grey cupboard.
  - 6 PLEASE 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 back 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 more familiar 'desktop' mode:
  - 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
    - so presentations and documents can be viewed (but not created)
  - d. Chrome web browser – there is a shortcut to the Wiki
  - e. Faststone Image Viewer – a good slide show application for 'ad-hoc' image projection

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

*See following notes for using software*

## 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