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## Stata tip 75: Setting up Stata for a presentation

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If you plan to use Stata in a presentation, you might consider changing a few settings so that Stata is easy for your audience to view. How you set up Stata for presenting will depend on several factors like the size and layout of the room, the length of the Stata commands you will issue, the datasets you will use, the resolution of the projector, etc. Changing the settings and saving those settings as a custom preference before you present can save you time and frustration. Also having a custom layout preference allows you to restore your setup should something happen in the middle of your presentation.

How you manipulate Stata's settings is platform dependent. This article assumes you are using Windows. If you use Stata for Macintosh or Unix, the advice is the same but the manipulations are slightly different.

First, make Stata's windows fill the screen. The maximize button is in the top right-hand corner of Stata (the maximize button is in the same place for all windows in Stata). After maximizing Stata, you will also want to maximize the Results window.

Once Stata is maximized, you will probably want to move the Command window. For most room layouts, you will want the Command window at the top of Stata so that your audience can see the commands you are typing. You achieve this by changing your windowing preferences to allow docking. In Stata, select **Edit > Preferences > General Preferences...**, and then select the **Windowing** tab in the dialog box that appears. Make sure that the check box for **Enable ability to dock, undock, or tab windows** is checked, and then click on the **OK** button. Next double-click on the blue title bar of the Command window and drag the window to the top docking button. Once the Command window is docked on top, it is a good idea to go back to the **General Preferences** dialog box and uncheck the box you changed. Doing this will ensure that your Command window stays at the top of Stata and does not accidentally undock.

Depending on the projector resolution, you will probably want to change the font, font style, and font size of the Command window. To change the font settings of a window in Stata, right-click within the window and select **Font....** The font you choose is up to you, but we recommend Courier New as a serif font or Lucida Console as a sans serif font. You will also want to change the font size (14 is a good starting size) and change the font style to bold. Finally, we recommend that you resize the Command window so that you can see two lines (with the font and font size changed, you might find that long Stata commands do not fit on one line).

Once the Command window is set, you now want to change the font and font size of the Results window. After you have the font and font size selected, be sure that the line size in the Results window is at least 80 characters long to prevent wrapping of output. You can check your line size by typing the following command in Stata.

```
. display c(linesize)
```

Another setting to consider changing is the color scheme of the Results window from the default black background scheme to the white background scheme. To do this, bring up the *General Preferences* dialog box and, in the **Results color** tab, change the **Color scheme** drop-down box to **White background**. Switching to this color scheme will help people in the audience who are color-blind.

Next change the font and font size of the Review and Variables windows. For the Variables window, you might want to resize the Name, Label, Type, or Format columns depending on your dataset. For example, if your dataset has long variable names but does not have variable labels, you would want to drag the Name column wider in the Variables window. If you plan to use the Viewer, Graph window, Do-file Editor, or Data Editor in your presentation, you will probably also want to resize the window and change the font and font size to make them easier to view.

You can do far more advanced Stata layouts by enabling some windowing preferences in Stata. For example, if you would like more room in the Results window, you might consider pinning the Review and Variables windows to the side of Stata. Again bring up the *General Preferences* dialog box in Stata and go to the **Windowing** tab. Check the box labeled **Enable ability to pin or unpin windows** and then close the dialog. You should now see a pin button in the blue title bars of the Review and Variables windows. Clicking on this button makes the windows a tab on the left side of Stata. To view the windows, simply click on the tab.

Finally, save your settings as a preference. In Stata, select **Edit > Preferences > Manage Preferences > Save Preferences > New Preferences Set....**. A dialog box will prompt you to name your preference. To load this saved preference, select **Edit > Preferences > Manage Preferences > Load Preferences**, and then select your preference listed in the menu.