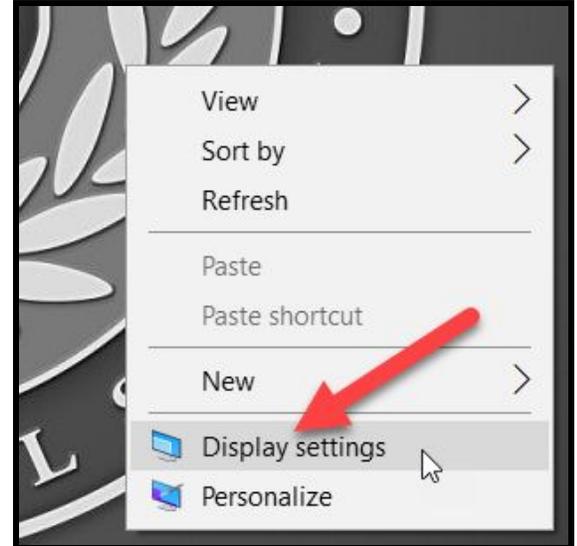
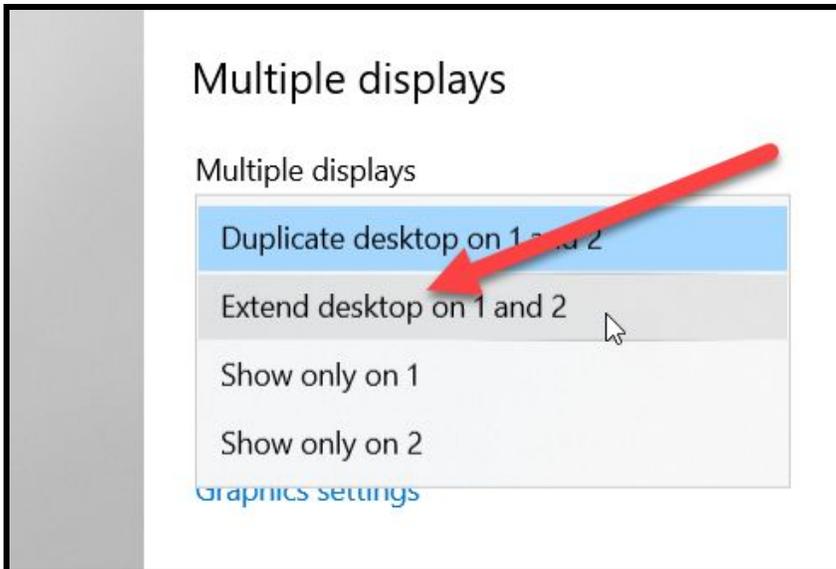


Configure Multiple Displays

This guide will walk you through configuring multiple displays so that they do not all display the same screen. **Please do not change anything in the “Resolution” drop down menu, as it may render your computer inoperable until the tech department can stop by and fix it.**

Step 1: Right click on your desktop background, and select “Display Settings”

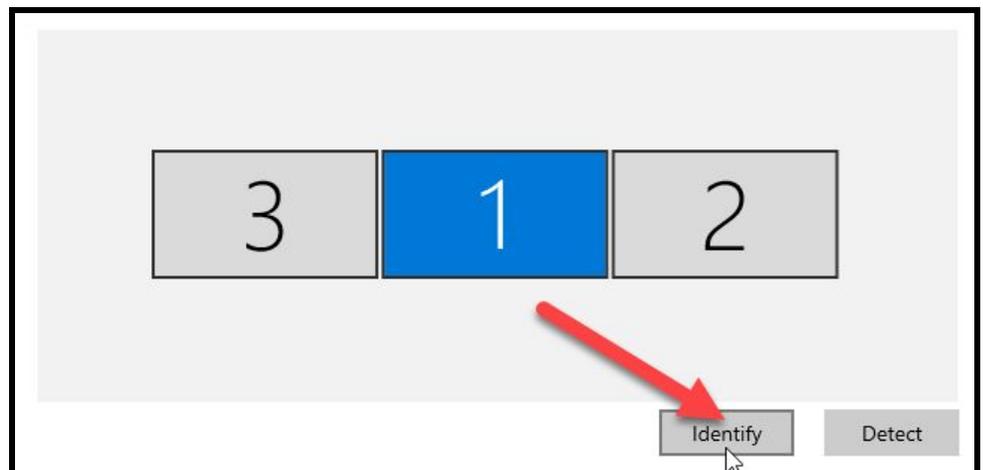
Step 2: Once the display settings page loads, scroll down until you see the Multiple displays area. Select the drop down under Multiple displays, and choose “Extend desktop on 1 and 2”



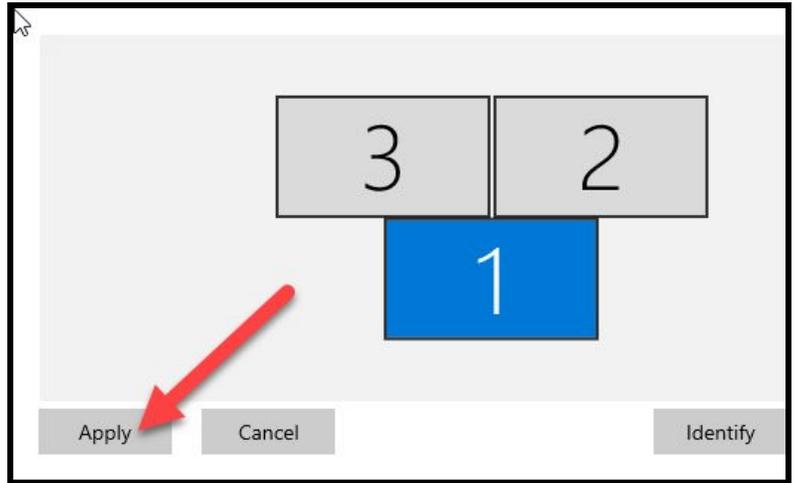
Step 3: There will be a box that pops up and asks you if you want to keep these settings or revert, select “Keep settings”

Step 4: You will now need to determine how the computer has labeled each monitor, so that you can rearrange them to your needs. Scroll back up to the top of the screen, and select “Identify” under the image of the numbered screens (your screen may look slightly different)

Step 5: Take note of the large numbers on the bottom left corner of each screen, then rearrange the icons so that they match the physical layout of your monitors. They do not need to be in a row, as in the example. If your laptop sits below your other screens, drag it to the appropriate location. Having the icons in the correct location will impact the accuracy of your mouse cursor.



Step 6: Once you have the monitor icons in the correct locations, click “Apply” to save those settings.



Step 7: If your desktop icons are not on the screen that you would like them on, you just need to change your main display. Click on the monitor icon where you would prefer your icons to be, then scroll down to the Multiple displays area again. Once there, click on the checkbox next to “Make this my main display.” Your icons should now be on the correct monitor.



Step 8: Pat yourself on the back, you did it. Your laptop should remember each set of monitors that you configure, however if you move between offices or classrooms you will need to run through these settings once at each location.