Master your Screens

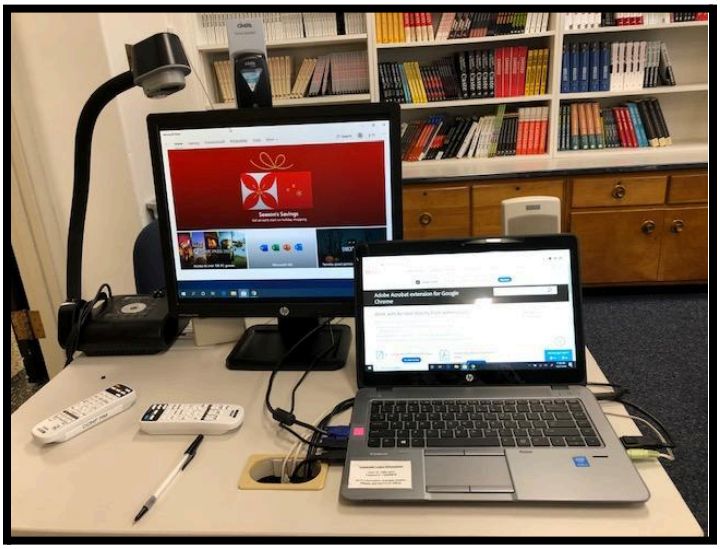
Extend your **desktop**

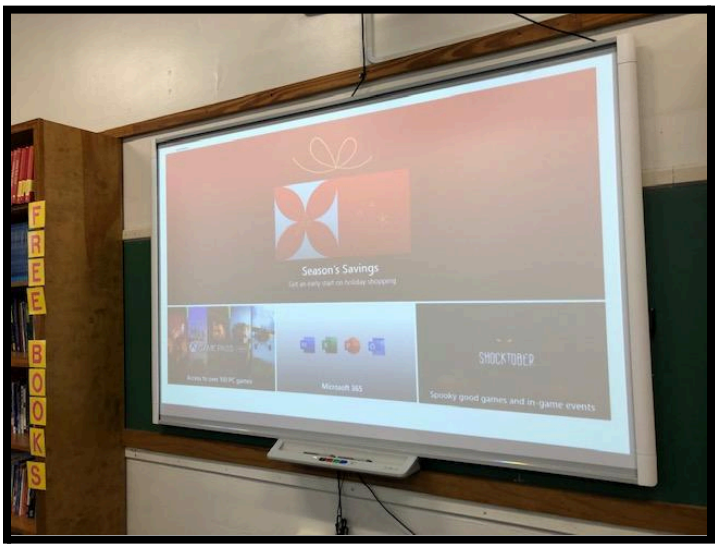
From your Laptop **Open** your Meet and Presentation **screens**

From your laptop monitor**, move active window** by dragging from the top of the screen **to the other monitor**

Go to Display Settings to change the **resolution** and **Modify Display** of your screen if necessary

[Video Tutorial]





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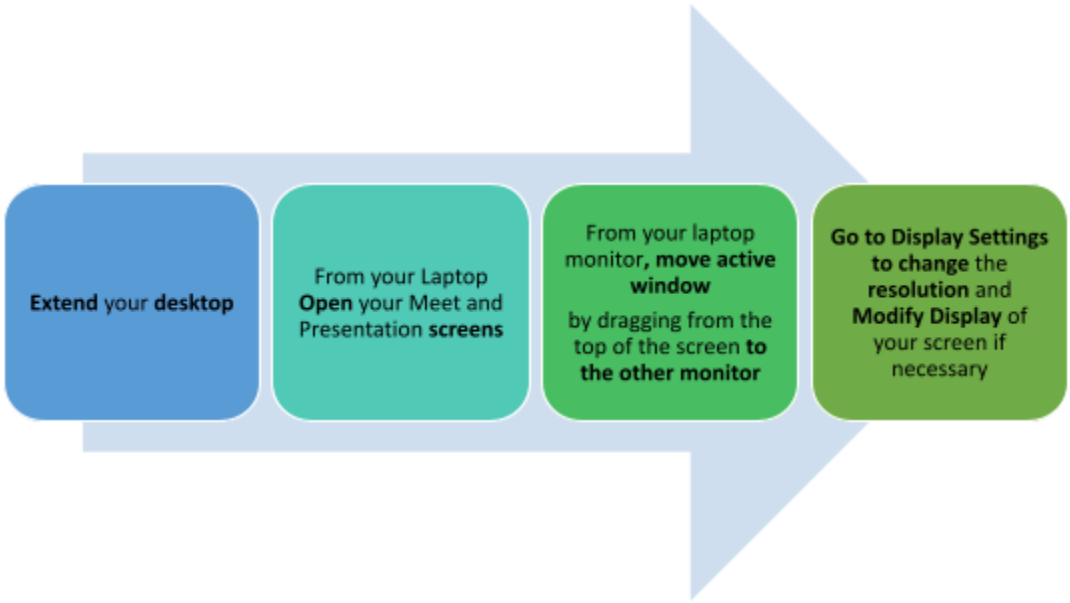
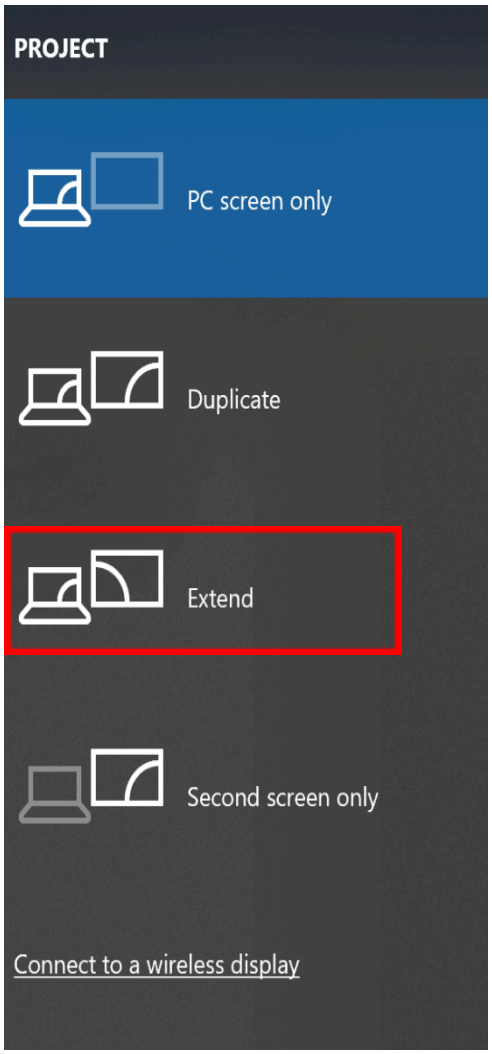


Extend the Desktop

When you are in the classroom and need to project to the Smart Board, connect your Laptop.

1. From the Laptop press the **Windows logo key + P**
2. Choose **EXTEND**.



- ✔ **PC screen only**. You will see everything on your PC. (When you are connected to a wireless projector, this option changes to Disconnect.)
- ✔ **Duplicate**. You will see the same things on both screens (Laptop screen and monitor)
- ✔ **EXTEND**. You will see everything across both screens, 2nd monitor and laptop screen. You can then drag and move items between the two monitors.
  For example, presentation in one monitor and meet displaying on the other monitor.
  Smart Board mirrors the second monitor.
- ✔ **Second screen only**. You will see everything **on the connected screen**. The other screen will be blank.

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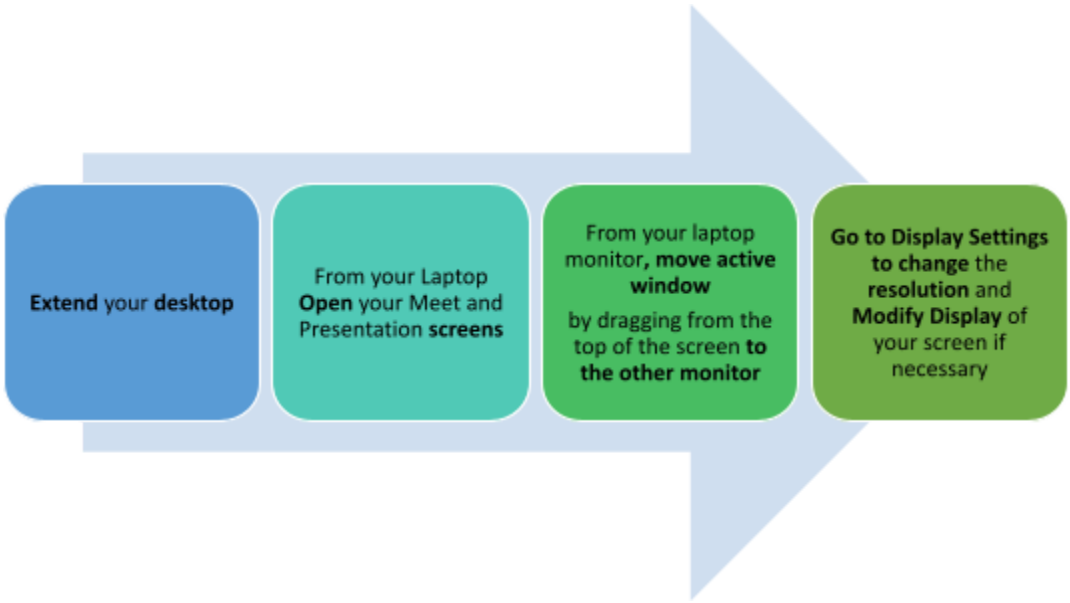


Move Windows between Monitors

To move windows between monitors, use the **mouse**. Click the title bar of the window you'd like to move, then drag it to the edge of the screen in the direction of your other display. The window will move to the other screen. To move it back to the first display, drag the window back in the opposite direction.

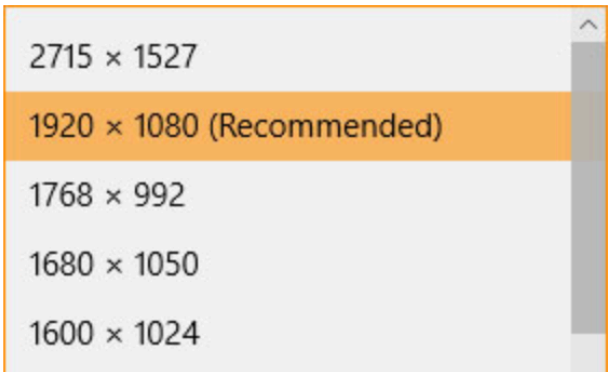
Keyboard shortcut that can instantly move a window to another display without the need for a mouse.

- ✔ If you want to move a window to a display located to the **left** of your current display, press **Windows + Shift + Left Arrow**.
- ✔ If you want to move a window to a display located to the **right** of your current display, press **Windows + Shift + Right Arrow.**

Change Resolution/Modify Displays

As you increase the resolution, the overall picture gets smaller. However, the image quality improves because there are more pixels shown on the on the screen. For example, a resolution of 1920 x 1080 appears much larger and has a poorer image quality than a resolution of 3840 x 2160

1. Press the **Windows** Key.
2. Select the **Settings** icon.
3. Select **System**.



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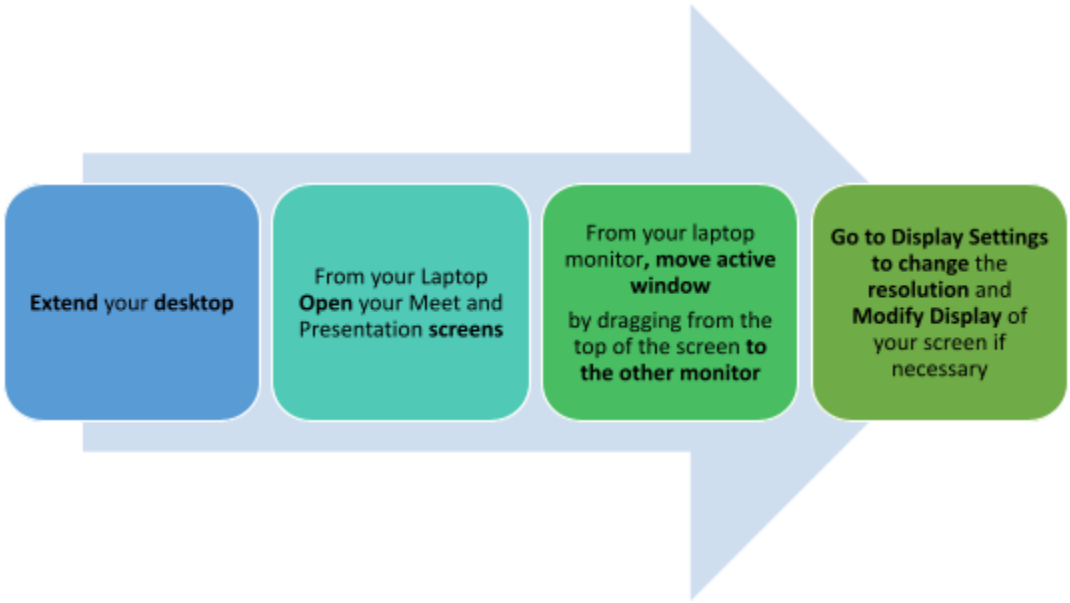
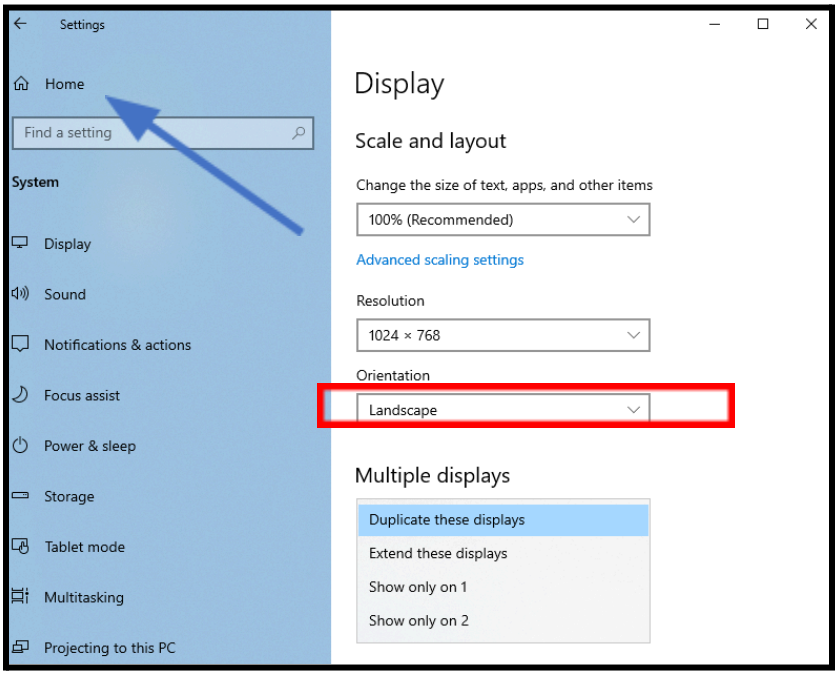
4. Click **Display** settings.
5. Click on the menu under **Resolution**.
6. Select the option you want. We strongly recommend going with the one that has (Recommended) next to it.
7. Click **Apply**.
8. Scroll down to **Multiple Displays** and make sure **EXTENDED** is selected.