Connecting Windows to a Projector

Preferred Method Windows 10, 8, and 7

1. Press the **Windows key + P** on your keyboard. Select one of the following options according to your need:
   a. **PC screen only (Screen 1)**: The laptop will display an image exclusively on the laptop screen. Select this choice when not connected to a projector or secondary display.
   b. **Duplicate**: The same image will be displayed on both the projector and the laptop screen.
   c. **Extend**: The projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the background image of the laptop until content is placed there or a presentation is started.
   d. **Second screen only (Projector Only or Screen 2 Only)**: The image will not appear on the laptop screen. This option is not as useful in the classrooms.

Secondary Methods For Windows 10

1. Right click on the desktop and select **Display Settings**
2. The **Display** options will open in a new window where you can see a visual representation of your screen setup

   Display
   Select and rearrange displays

   ![Display settings window](image)

   Brightness and color
   (These settings apply to all displays)

   a. Scroll down to see choices of how this Secondary Screen (the projector) will behave
      i. **Show only on 1**: The laptop will display an image exclusively on the laptop screen. Select this choice when not connected to a projector or secondary display.
      ii. **Duplicate these displays**: The same image will be displayed on both the projector and the laptop screen.
      iii. **Extend these displays**: The projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the desktop of the laptop until content is dragged over or a presentation is started.
      iv. **Show only on 2**: When Projector Only is selected the image will not appear on the laptop screen. This option is not as useful in the classrooms.

1. Click the **Start** icon in the lower left corner of the computer and select the **Settings** cog.
Select System.
From the Windows Settings window, select Display.
When the display window appears on the left hand-side select the option labeled Connect to a Projector.
When this is selected there will be four choices: Computer Only, Duplicate, Extend, Projector Only. Select the appropriate choice depending on your preference:

- **Computer Only**: The laptop will display an image exclusively on the laptop screen. Select this choice when not connected to a projector or secondary display.
- **Duplicate**: The same image will be displayed on both the projector and the laptop screen.
- **Extend**: The projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the background image of the laptop until content is placed there or a presentation is started.
- **Projector Only**: When Projector Only is selected the image will not appear on the laptop screen. This option is not as useful in the classrooms.

**Secondary Methods For Windows 8**

1. On the keyboard press the **WINDOWS key** and the C key together. This will bring up the **Charms Menu** on the right hand side of the desktop.
2. From the Charms Menus select **Devices**.
3. Next select **Second Screen**.
4. When this is selected there will be four choices that appear, PC Screen Only, Duplicate, Extend, Second Screen Only. Depending on preference select the appropriate choice.
   - **PC Screen Only**: When the **Computer Only** box is selected the laptop will only display an image on the laptop screen. Select this choice when not connected to a projector or secondary display.
   - **Duplicate**: This option will show the same image on both the laptop and the projection screen.
   - **Extend**: When in Extended mode the projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the background image of the laptop until content is placed there or a presentation is started.
   - **Second Screen Only**: When **Projector Only** is selected the image will not appear on the laptop screen. This option is not as useful in the classrooms.

**Secondary Methods for Windows 7**

1. Right click on the desktop and select **Screen Resolution**
2. If the projector has not yet been detected, click on Detect in the top right corner of the box

3. You should now see a second box with a 2 in the center of it, just as there is a 1 in the center of the box representing the Laptop screen.

4. Under the Multiple Displays option, choose one of the following:
   a. Computer Only: The laptop will display an image exclusively on the laptop screen. Select this choice when not connected to a projector or secondary display.
   b. Duplicate: The same image will be displayed on both the projector and the laptop screen.
   c. Extend: The projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the background image of the laptop until content is placed there or a presentation is started.
   d. Projector Only: When Projector Only is selected the image will not appear on the laptop screen. This option is not as useful in the classrooms.

1. Click the Start icon in the lower left corner of the computer.
2. Select Control Panel.
3. In the new window that pops up, look at the Appearance and Personalization section, and choose the Adjust screen resolution link
4. Then follow the instructions from the Preferred Method above beginning with Step 3

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