Show what you want to show, where you want to show it: configuring multiple monitors, including projectors

When your computer is connected to one or more monitors (aka displays), you can control what content you see on which screen.

Windows

Are you in a smart classroom?

- If YES, and this is your first time in that classroom, then before proceeding with the steps below, follow the "First do this" steps on this page, *regardless of whether you are using the classroom's computer or a laptop.*
- If NO, proceed to the steps below.

Next: press Windows key, type "display settings" and press the Enter key, and then:

1. In the "Multiple Displays" area, choose in the drop-down menu whether you want to Duplicate (monitors show the exact same content) or Extend (you get more screen "real estate"). Ignore the other options listed.
If you don't see any options in the drop-down menu, scroll back up to the "Rearrange Displays" section, and click on a different display box, e.g. "2," "1|3" etc. Then scroll back down to "Multiple Displays."
2. In the "Rearrange Displays" area, click and drag the display boxes to arrange your displays relative to each other. This is helpful if you want your displays to match how they're arranged in the classroom. In Display settings, click and drag the display(s) to where you want. They can be arranged to be next to each other or on top of one another.
3. When you're done, select **Apply**. Test your new layout by moving your mouse pointer across the different displays to make sure it works like you expect. If it's not, repeat the steps above.
4. Once you've selected what you see on your displays, select **Keep Changes**, and close the Display settings.

TIP: In Windows, the Window key + P can be used to change the way the extra monitor is used. Pressing this key combination multiple times will cycle through the different display modes quickly. It will not let you arrange the display layouts however.
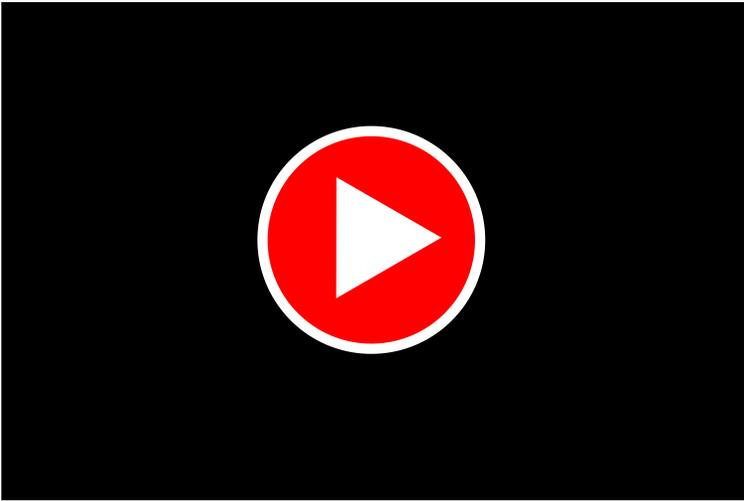

Mac

Are you in a smart classroom?

- If YES, and this is your first time in that classroom, then before proceeding with the steps below, follow the "First do this" steps on this page, *regardless of whether you are using the classroom's computer or a laptop.*
- If NO, proceed to the steps below.

Next: Select Apple menu > System Settings > Displays, and then:

1. Select the Arrangement tab (If you don't see it, select "Gather Windows" and you will see multiple settings windows, one of them will have the Arrangement tab)
2. To duplicate the screens, check the "Mirror Displays" box
3. Arrange your displays relative to each other. This is helpful if you want your displays to match how they're arranged in the classroom. In Display settings, (the one that has the Arrangement tab) drag the display(s) to where you want. A red border appears around the display as it's moved. They can be arranged to be next to each other or on top of one another.
4. Test your new layout by moving your mouse pointer across the different displays to make sure it works like you expect.
5. Close System Preferences when you are satisfied.

Need Help?

Here's how to get it.