

Tech Tips for Teachers

Extended Displays



Instructions

Some teachers use an “extended desktop” on their computer. This allows the teacher to show one thing on the projector screen and still use their computer of the screen to do something else that won’t be projected. If you can’t find the mouse cursor on the screen, or you press “Play” on a video and the video disappears, or you play a PowerPoint and things look different on the computer screen than on the projector screen, your the computer is probably using an extended desktop.

- Use an extended desktop the same way you use a regular desktop, except **sometimes you’ll need to move your mouse off the screen** that you see on your monitor.
- In set-ups B and C: Once the mouse has moved off the monitor, **you’ll need to look at the projector screen to see where the mouse is**. This means you’ll need to have the projector on so you can see what you’re doing.
- If you want to display something to the students, you will need to **click and drag the video or PowerPoint** onto the extended desktop so that it will show on the projector screen.
- **To project in extended mode**, press the **windows key and P** and then choose extend.
- PowerPoint automatically puts your computer into an extended display.
- If you connect to the projector and it is only showing your desktop background, and not what is on your screen, you are in extended mode instead of duplicate.

Set-up A:
No extended desktop



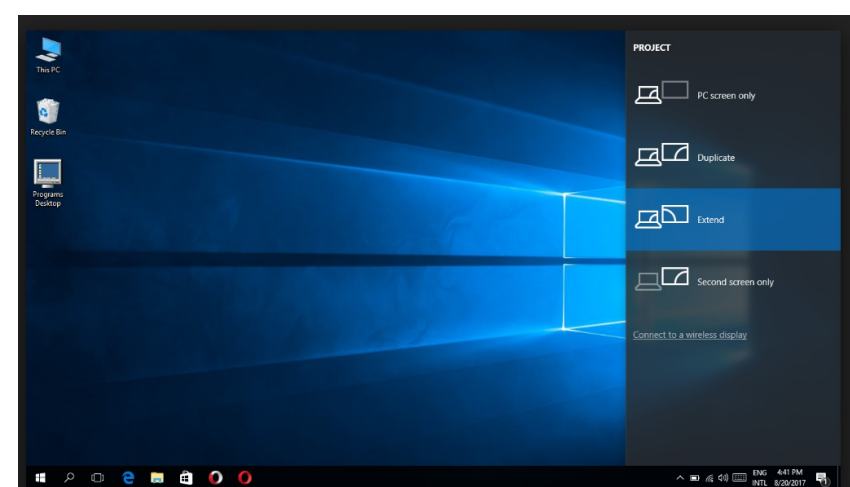
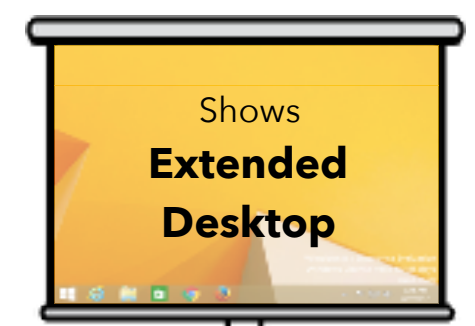
Set-up B:
Extended desktop on the right



Set-up C:
Extended desktop on the left



Set-up D:
Two monitors, extended desktop on the left



Do you still need help?
Call the Help Desk (4444) or contact the Tech or coach in the school.