



## *Using Your Data Projector as a Second Monitor*

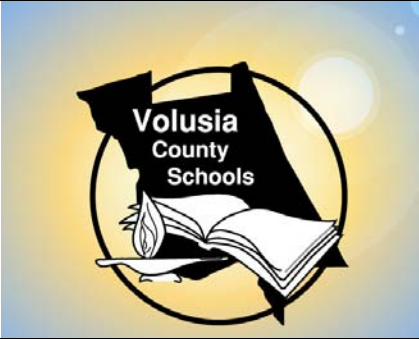
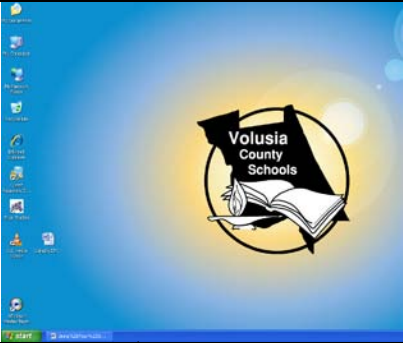
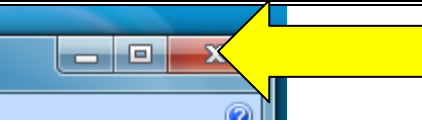
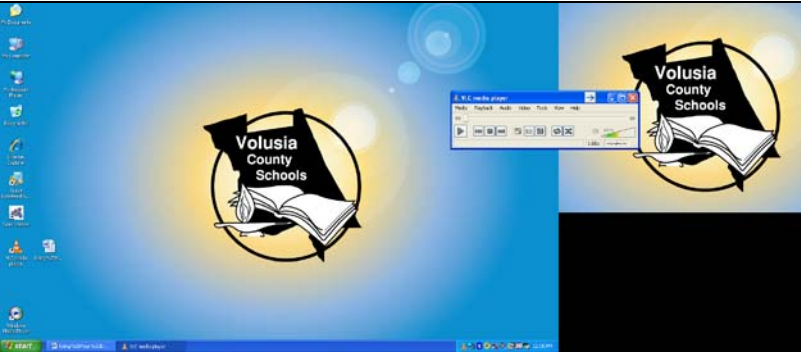
By using your projector as a second monitor, you may project other sources (videos, documents, PowerPoint, etc) without interfering with your ability to take attendance or accomplish other work on your work station. As in any computer application, there are multiple methods of accomplishing the same task.

### 1) Determine which operating system you have on your computer and follow the appropriate directions.

  Windows XP Operating System (OS) Icon (lower left-hand corner of computer)	  Windows 7 Operating System (OS) Icon (lower left-hand corner of computer)
Follow Directions on pages 2-3	Follow Directions on pages 4-5

### 2) These directions are assuming that your laptop or docking station is already connected to the data projector and audio enhancement system. If you require assistance with setup, please contact your media specialist or submit a Technology Services ticket.

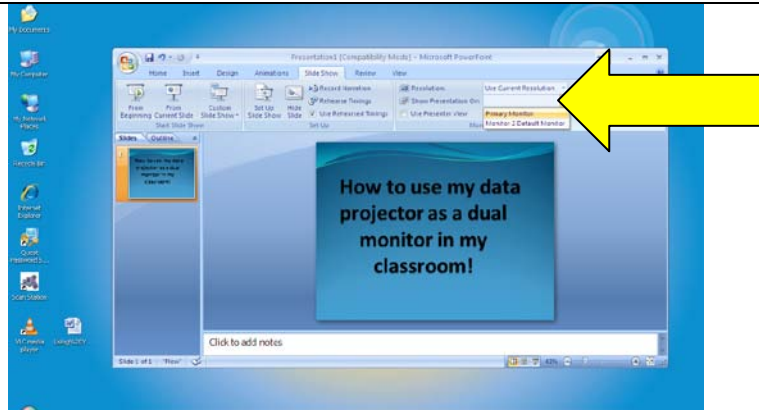
## Windows XP Users: One Method to Use Your Data Projector as a Second Monitor

<p>Right Click on Desktop</p>	<p>Select Graphics Options → Output to → Extended Desktop → Notebook &amp; Monitor</p>	
	<p><b>Monitor</b> = Classroom Data Projector <i>(view should be teachers laptop <u>without</u> icons)</i></p>	
	<p><b>Notebook</b> = Teacher's Laptop <i>(view should be teacher's laptop <u>with</u> icons)</i></p>	
<p>Use the Restore Down Icon (between minimize and X) for anything that you want to students to view on the data projector while you can utilize your teacher laptop.</p>		
<p>~ Drag <b>Tool Bar</b> of what you've "Restored Down" and drag it to the <u>extreme right</u> of your laptop screen so the mouse pointer will appear on the Data Projector which is serving as your dual monitor.</p> <p>~ Restore to full size what you want to show and <u>control it with your keyboard/mouse on the data projector.</u></p> <p><b>Video Tip:</b> Do not start a video on your laptop, start it on the data projector once it's been pulled over.</p>		

**PowerPoint Tip:**

Select the "Slide Show" Tab and Under Show Presentation: Select Monitor 2

This allows you to display the full-screen on your data projector (monitor 2)



## Windows XP : How to RETURN to Single Monitor Projection

<p>Right Click on Desktop</p>	<p>Select Graphics Options → Output to → Intel R Dual Display Clone → Notebook &amp; Monitor</p>
	<p><b>NOTE:</b>You might have to adjust the presentation mode on your laptop. Presentation mode mirrors what is on the laptop. It is NOT dual monitor.</p> <p>Presentation Mode is toggling using the Function (Fn) key and one of the function keys at the top of the keyboard on your laptop. The correct function key varies by your laptop. It may say "LCD/CRT" or have an icon that looks like a monitor screen on it.</p> <p>Pressing the "Fn" key and the correct Function Key generally toggles between three modes:</p> <ol style="list-style-type: none"><li>1- Display on laptop only, nothing on projector screen</li><li>2- Display on projector screen only, nothing on laptop screen</li><li>3- Display shared by both laptop and projected screens. ( This is probably the state most teachers want)</li></ol> <p>Sometimes the switch takes a second or two to take effect, so press once, then wait a couple of seconds before trying again. The number of times you have to do this will depend on where you are in the toggle sequence when you start.</p>

# Windows 7 - One Method to Use Your Data Projector as a Second Monitor

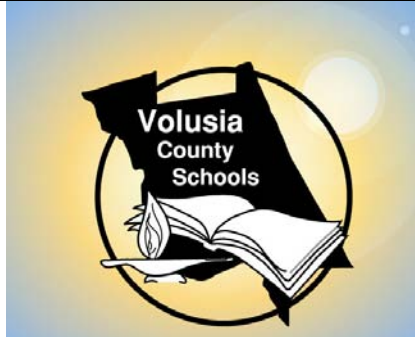
Hotkey Method:  
Win +P



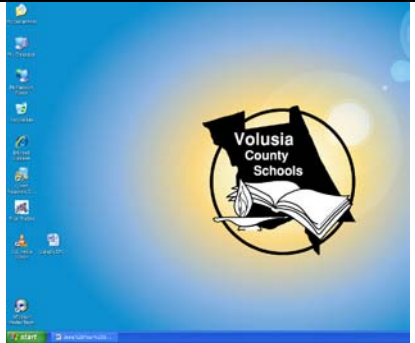
Select Extend



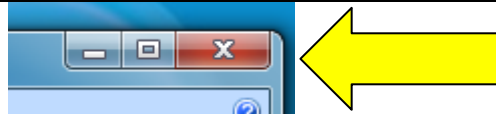
**Extend** = Classroom Data Projector  
(your dual monitor)  
*(view should be teachers laptop  
without icons)*



**Extend** = Teacher's Laptop  
*(view should be teacher's laptop  
with icons)*



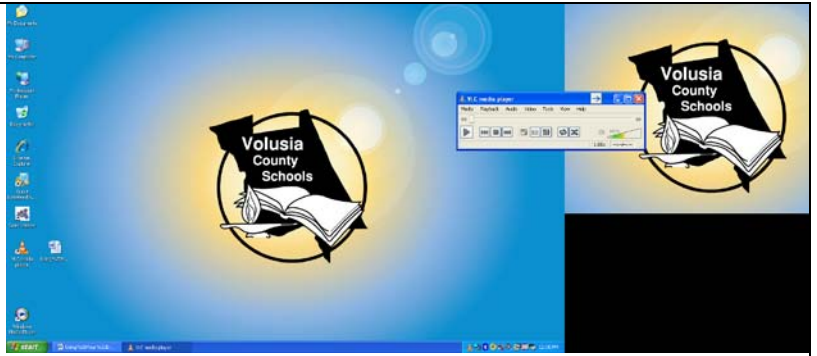
Use the Restore Down Icon (between minimize and X) for anything that you want to students to view on the data projector while you can utilize your teacher laptop.



~ Drag **Tool Bar** of what you've "projector which is serving as your dual monitor.

~ Restore to full size what you want to play and control it with your keyboard/mouse on the data projector.

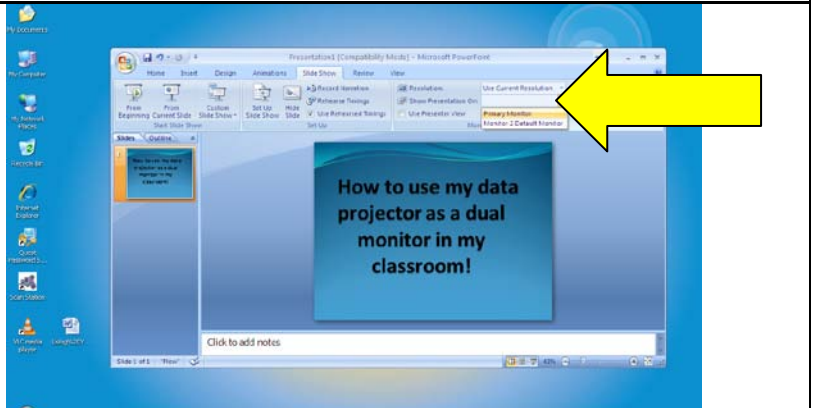
**Video Tip:** Do not start a video on your laptop, start it on the data projector once it's been pulled over.





**PowerPoint Tip:**

Select the "Slide Show" Tab and Under Show Presentation: Select Monitor 2

This allows you to display the full-screen on your data projector (monitor 2)



## Windows 7 Users: How to RETURN to Single Monitor Projection

<p>Hotkey Method: Win +P</p>	<p>Press  + </p>
<p>Select Duplicate</p>	