

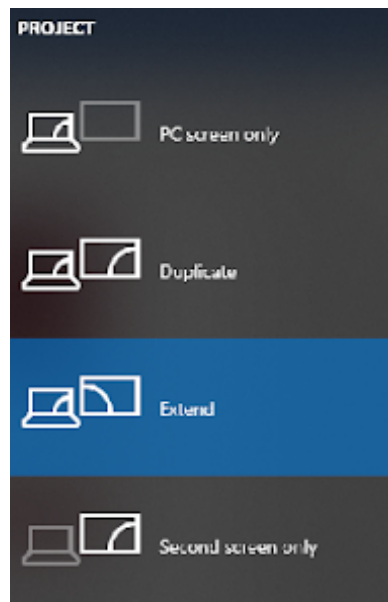


Top Tips for Second Monitors

Having a second monitor opens up fantastic opportunities for you to have access to Arbor, ClassCharts or anything else on your widescreen monitor and you can simultaneously continue to display anything to your students on your square monitor, leaving your lesson undisturbed whilst you work.

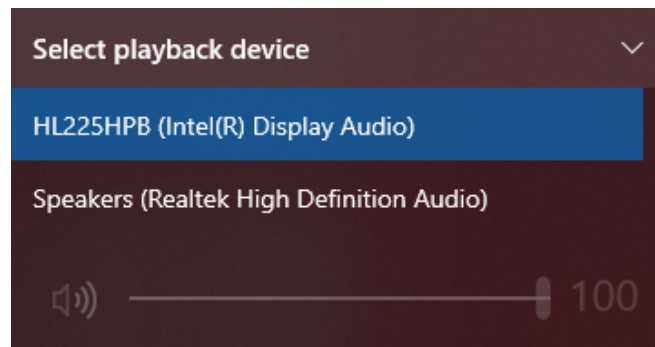
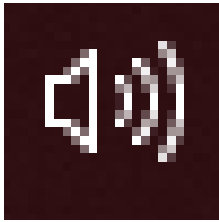
Change the Behaviour of Your Second Screen

Press the Windows Button + P to bring up the “Projection Settings”, which will let you adjust the behaviour of your monitors. The default mode (and the mode you’ll want to use for the majority of the time) is “Extend”. If your screens aren’t behaving as you expect, check here to ensure it’s set as you’d expect.



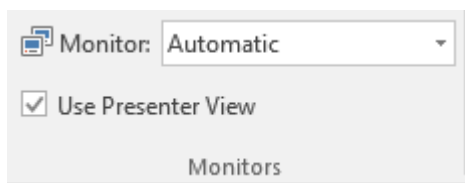
Second Set of Speakers

Your monitor comes with a set of speakers built in. You can swap between the monitor’s speakers and your large classroom ones by clicking on the sound icon in the bottom right (where you adjust the volume), then using the dropdown to choose which set you want to use. The monitors will display as “HL225HPB”, the other option is your main classroom speakers and may change depending on which device you have in your room. Most programs will let you swap at will, but older ones may require you to close the program and reopen it.



Change & Disable Powerpoint Presenter View

Powerpoint has a useful presenter view that will preview your next slide, and any notes you've written for the slide you're currently working on. You can change the screen you'll be presenting on with the drop down menu in the "Slide Show" tab's "Monitors" section. If you've already started the presentation, swap them by clicking "Display Settings" on the presenter view, then "Swap Presenter View and Slide Show". If you don't want to use presenter view, either untick the box or minimise it (not close) when it opens.



Arrange Windows Quickly

You can move a window to the sides and top of either of your screens to quickly rearrange and resize the windows. As you do this, you'll see a silhouette of the window appear. The top of the screen will maximise the window over all of the monitor, the sides will split the screen in two and ask you what you'd like to put on the other half. You can also do this to your current window by pressing the windows key and an appropriate arrow key. If you're splitting your screen, you can grab the centre of the two windows and slide it to adjust if you don't want them split 50/50.

