Second Monitor Setup - Windows XP

To insert a second monitor

• Insert the Monitor into the second monitor port in the computer. **
• Open the Display Properties by either;
  ▪ Right mouse click the Desktop and choose Properties.
  ▪ From the Start menu, choose Control Panel, (in some views you may need to go to Settings first) and then double click the Display icon.
• Open the Settings tab.
• Select the monitor icon One (or select from the Display drop down list)
• Make sure Use this device as the primary monitor check box is selected.
• Select the monitor icon Two (or select from the Display drop down list)
• Make sure Extend my Windows desktop onto this monitor check box settings is selected.

** Depending on the computers age and type, you may need an adaptor or even a new video card.

PowerPoint second display

You can use this setup to run a slide show on the full screen of a secondary monitor while you view the presentation in normal view on the primary monitor. When using a laptop and data projector, this means the laptop (Primary) has the Normal view, including notes and the screen (Secondary) has the slide show running.

To setup the display in PowerPoint,

• From the Slide Show menu, choose Set Up Show.
• In the Multiple monitors area, in the Display slide show on: list, click the monitor you want the slide show to appear on.

Note, the Computer second screen settings and PowerPoint settings may need to be reversed when finished.