Controlling two screens from one computer

The following instructions allow you to show one thing on a screen via a projector while having something totally different on your own computer screen.

1. From the Start menu, select Control panel and then Display.
2. Click on the ‘settings’ tab at the top of the Display Properties window.
3. You’ll now see this. Click on the second square and then tick the empty box.

The screen will probably flicker for a while. If you are connected to a projector, you’ll see your blank desktop projected without any of your usual icons. You can also check it’s working by sliding your mouse off to the right of your computer screen. It will appear on your other screen!

To show a PowerPoint presentation on your second screen:

1. Open up PowerPoint and click on ‘Slide Show’ at the top of the screen.
2. Select ‘Set Up Show’.
3. In the ‘Multiple monitors’ section, change the drop-down box to show ‘Monitor 2 Default Monitor’.
4. When you start your slide show presentation, you’ll find that it now only shows through your projector rather than on your computer screen. You can use your own screen for something else.

Three things to remember

1. You can now slide your mouse off the right side of your screen. If you can’t find it, keep moving it to the left until it re-appears.
2. Your presentation will only advance if you have clicked on it first in the task bar at the bottom of your own computer screen. To use a different application, you then need to click on your task bar again so your computer knows what it’s meant to be showing on the second screen.
3. You can move any other item on to the second screen by dragging it across to the right.