

## Dual Displays on a Windows 10 Computer Settings – “Duplicated” or “Extended”

**A Windows 10 computer with dual displays (two monitors or a monitor & projection screen combination for example) can be set to utilize the dual displays in one of two ways:**

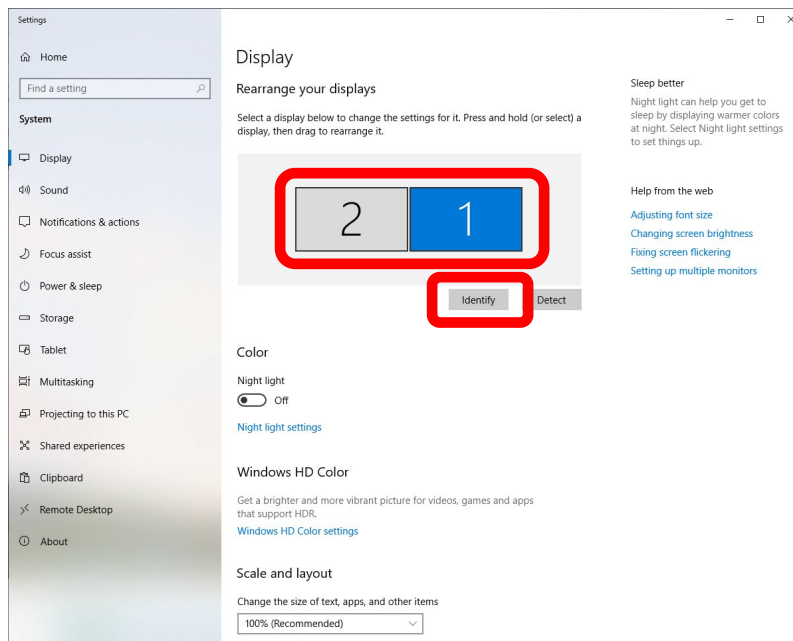
1. Duplicated – everything that appears on the “primary” display is also displayed on the secondary display.
2. Extended – the two displays are treated as two separate screens and you have to move your mouse and/or open applications between the two screens.
  - a. When in “Extended” mode, screen 2 may appear blank/black (no background display or apps shown on it).
  - b. In other words, you may have to move the mouse or program you are running from the screen it launched on to the screen you want to see it on.
  - c. You would do this by running the app as a “windowed” app (not in full screen mode).
    - i. Then you would click and hold down the left mouse button on the app’s “title bar” (the blue bar across the top of the app).
    - ii. Then, while holding down the left mouse button you would drag the app from the current screen to the other screen.

## How to switch a Windows 10 computer from “extended displays” to “duplicated” displays.

- A. Right-click somewhere on the Windows 10 “desktop” (not on a desktop icon).
- B. Then click on “Display Settings” on the context sensitive menu that appears.

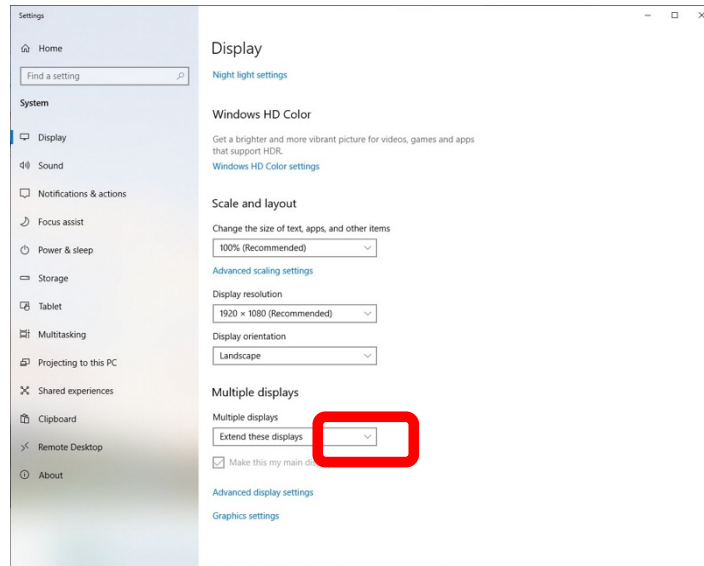


- C. The “Display” settings window should appear.
  - a. The top of this screen also shows you how it thinks the multiple displays are arranged physically and which screen it considers “screen 1” and which screen it considers “screen 2”.
  - b. The “Identify” button will cause a 1 & 2 to be displayed on each screen so that you can see which screen is considered the “primary” (1) and “secondary” (2) screen.



D. Scroll to the bottom of the Window.

E. In the “Multiple displays” selection window, click on the drop-down arrow.



F. Select appropriate option:

- a. Duplicate these displays – both displays display identically (at possibly different resolutions).
- b. Extend these displays – Windows 10 treats them as two separate displays and you have to manually position those apps you wish to run on the screen from which you wish to run it.
- c. Show only on 1 – display 2 won't be used.
- d. Show only on 1 – display 1 won't be used.

