

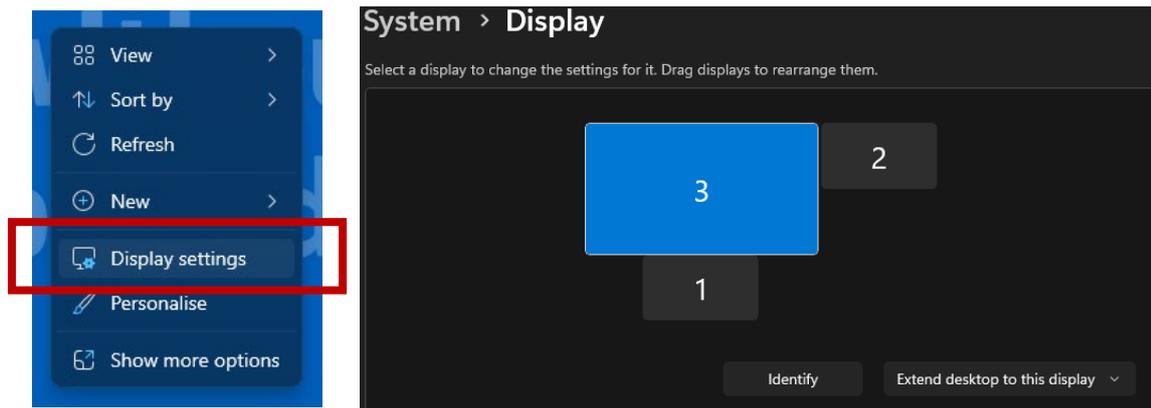
How to change the display settings

V1.0 December 2023

When using external displays directly or via a dock with your laptop, you will find the screens are not always setup as you would like. This guide explains the basics of changing the display settings to work with multiple displays.

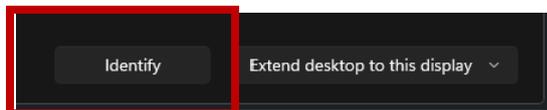
1. Open the Display Settings

Right click on any empty space on the Desktop background and select **“Display settings”**. This will open the displays settings window.

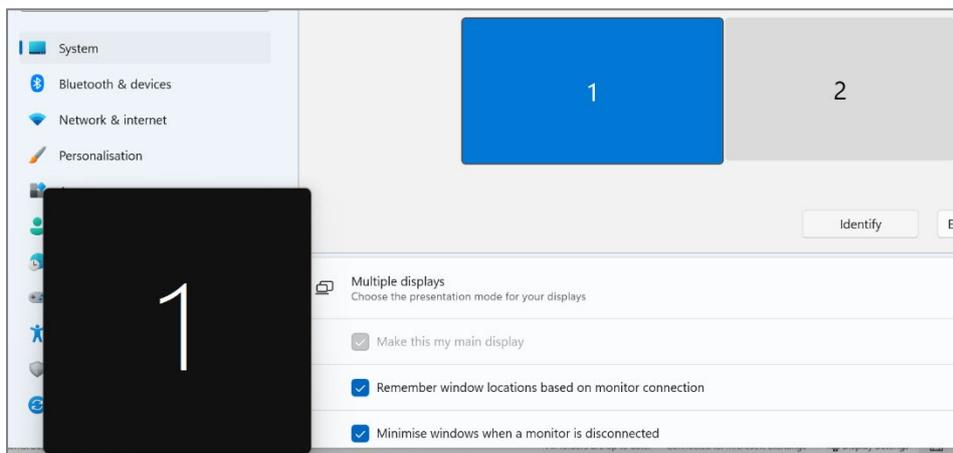


2. Identifying your displays

Click on the **“Identify”** button.



A number will appear briefly on each screen to determine which monitor screen you are rearranging.



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3. Rearranging your displays

You can now **drag and drop** each display shown according to its physical layout on your desk. **Click** the “**Apply**” button when finished. This will apply the new layout configuration.

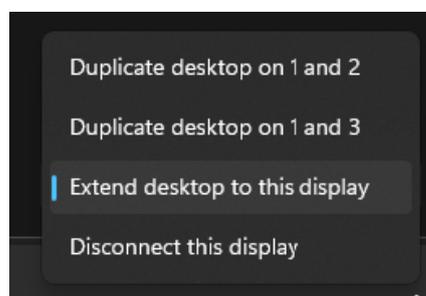
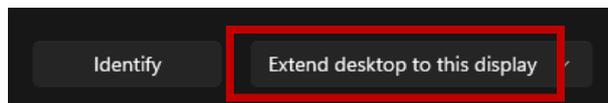


Tip: Ensure all displays align at the top perfectly. Otherwise, you may have problems moving the mouse between displays.

4. Changing the viewing mode

You may need to change the viewing mode for the extra displays. For example, on first connection some of the screens may be duplicating content.

To change this, first **select** the display you want to change. Then use the drop-down menu on the bottom right, next to the **Identify** button.



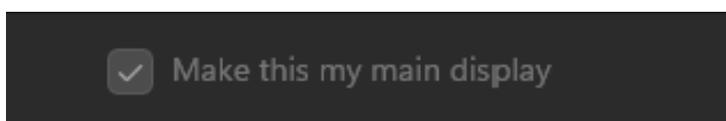
You will be met with 2 options:

- **Duplicate desktop** – This duplicates the desktop across all displays listed
- **Extend desktop** – This expands the desktops across all displays

5. Changing your main display

This allows you to choose which display should be the default. Apps will open on this screen first, and the system tray will show on this screen.

To change this, select the display you want to be the main display, then tick the “Make this my main display” option.



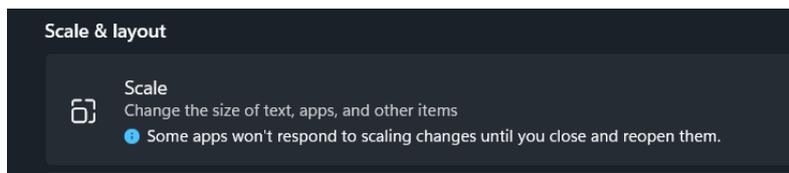
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6. Changing the Scale and layout settings

Windows normally applies the optimal display settings, but you may need to adjust the display's scaling or orientation.

To change the scale, choose the display you want to change. Under the "Scale and Layout" section choose the appropriate scale option.



Some applications might require a restart for the scaling to take effect.

You may want to change the orientation of the displays, so that one of your monitors is in portrait mode. To change this, choose the "Display orientation" option and then select the appropriate orientation option.

