

# How to Manage Your Monitor and Projector

You have the option to use different display modes in your classroom. When doing so, your projector is treated and labeled as a screen. By default, your computer is set to **Duplicate**. This means whatever is on your desktop monitor will also be shown on your projector. If you prefer, you can switch to **Extend**, which allows your desktop monitor and projector to operate as connected, but independent, screens.

Press and hold the **Windows Key + P**

[How-To-Manage-Your-Monitor-And-Projector-1\\_Border.png](#)

A menu will appear, allowing you to choose a mode.

[How-To-Manage-Your-Monitor-And-Projector-2\\_Border.png](#)

If you are using **Extend** and want to move a window to the other screen (e.g. from your desktop monitor to the projector) there are two ways to accomplish this. First, you can use your mouse. Click and hold on the window, and then drag it to the other screen. Second, you can use your keyboard. Press and hold the **Windows Key + P** and then use the arrow keys to shift the selected window to the other screen.

[How-To-Manage-Your-Monitor-And-Projector-3\\_Border.png](#)

**NOTE:** When in **Extend** mode, the only way to run the Elmo software (Image Mate) in full screen on your projector is to first maximize it and then use **Windows Key + P** and the arrow keys to move it to the right display.

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