


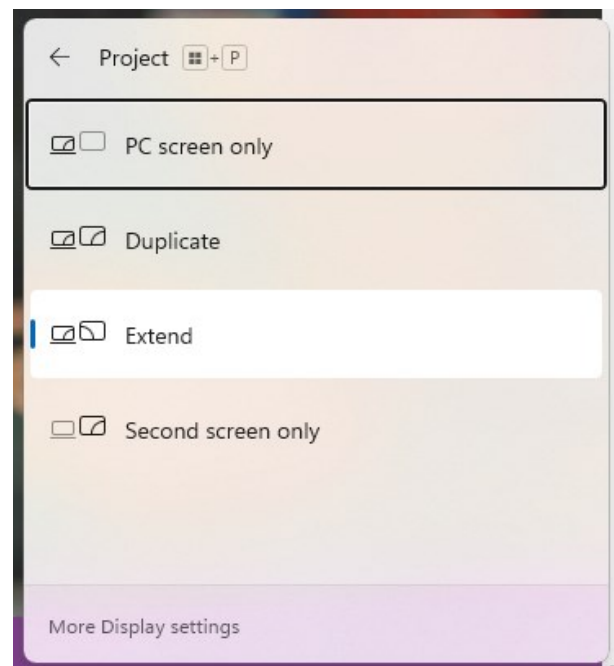
Issues with your display - Screen not duplicating

When you want to share your screen with the projector or interactive board, Windows has a handy menu called the **“Projection menu”** which can be accessed very simply by holding the Windows Key  + **P** at the same time.

Shown here is the menu which will appear once you open the projection menu.

The options displayed are as follows:

- **PC Screen Only** - Only displays an image on your primary display. In most cases this is your PC monitor
- **Duplicate** - This is the most common option and it duplicates the image on both your displays (i.e A monitor and a smartboard/projector)
- **Extend** - This allows a different image to be displayed on each display and for open programmes to be dragged between displays while only being shown on one display. This is useful for when you need a presentation on one screen while having another programme open such as your emails on the other display.
- **Second screen only** - Only displays an image on your secondary display. In most cases this is your Smart board/Projector. We don't recommend this option as there is not a real practical situation where you would want only to display on a secondary display and not your main monitor.



Once you have decided which usage you need, simply select the option from the menu and you're all good to go!