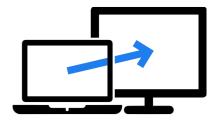# UCLA Health

How to Add a Monitor to Your Laptop

FOR WINDOWS 10   FOR MACBOOKs
FOR WINDOWS 7

For Your Windows 10 Laptop

Your Windows 10 Laptop is readily able to handle two monitors: the laptop's own screen and an external monitor. That's because a monitor connector is a standard feature on all laptops. The reason is so that you can use the external monitor or projector for making presentations. Even if you're not making a presentation, you can use the monitor connector to add a larger or second monitor to your laptop computer system.

To add the external monitor, locate the monitor connector on your laptop's back or side. Plug in the monitor. Turn on the monitor.

Cables you might need, please check what your computer/monitor is compatible with in order to choose the right one for you:
- USB to Display Port Cable
- HDMI to HDMI Cable
- USB to HDMI Cable
- VGA to VGA Cable
- USB to VGA Cable
- DVI Cable
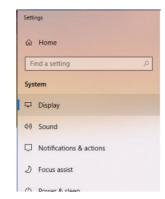
These will be your options for your display:
- **Extend These Displays (Recommended):** Use the second monitor to extend the desktop area, giving you one computer with two monitors.
- **Duplicate These Displays:** Also known as the mirroring option, the laptop uses both displays at the same time, showing the same image on each. This option is chosen automatically when you attach an external monitor (or projector) to your laptop.
- **Show Only on 1:** Use only the laptop's display; ignore the external monitor
- **Show Only on 2:** Use only the external monitor.

Your laptop may ask you how to setup the second monitor when you plug it in. Sometimes, you have to press an Fn key combination to use the second monitor. Or you can use the Screen Resolution screen to configure an external monitor. Follow these steps:

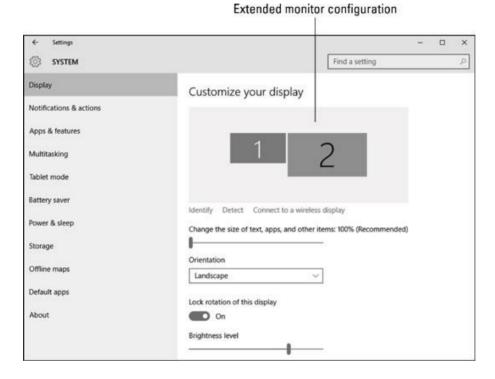1. Right-click the desktop background

2. Choose the Display Settings command.

3. Choose an option from the Multiple Displays menu.

Extended monitor configuration

4. Click the Apply button to temporarily confirm the monitor configuration.

5. Click the Keep Changes button to lock in any changes.

For Your Windows 7 Laptop

Windows 7 is readily able to handle two monitors: the laptop's own screen and an external monitor. Although previous versions of Windows will allow you to use multiple monitors, Windows 7 allows you to really control the display by changing the resolution, orientation, and appearance of items in each monitor.
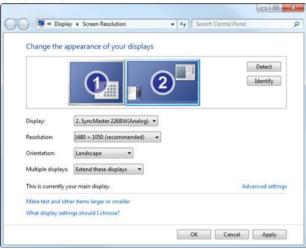
Cables you might need, please check what your computer/monitor is compatible with in order to choose the right one for you:

- USB to Display Port Cable
- HDMI to HDMI Cable
- USB to HDMI Cable
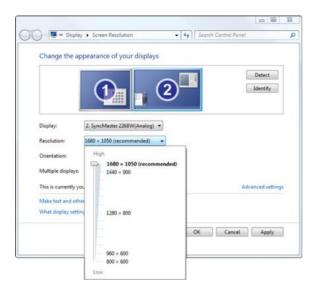- VGA to VGA Cable
- USB to VGA Cable
- DVI Cable

Once you've plugged in all the monitors you want to use and hooked them up to your computer, follow these steps:

1. Right-Click in any blank place on the Windows 7 Desktop background and choose Screen Resolution.

2. Click the 1 box to set up your first monitor and 2 set up the second.
   a. You can set up as many as four monitors. If you can't figure out which monitor is which, click the Identify Monitors button. Windows 7 puts a big 1 on the actual Monitor 1 and a big 2 on Monitor 1, etc.
3. You can also choose where to show the primary Desktop.
4. To change the orientation of one of the monitors, click the desired monitor and select the desired orientation from the drop-down box.

5. To change the resolution on either display, click the desired monitor and then adjust the resolution using the vertical slider

6. Click the Apply button.
   a. Windows 7 changes the display's resolution and opens a dialog box that asks whether you want to keep the new settings.
7. Click the Keep Changes button to keep the new settings or click Revert to return to the old ones.

   a. If the display becomes unreadable, press Esc to return to the old settings. (Or, if you wait 15 seconds, Windows 7 returns to the old settings automatically.) If you can't read the screen, you chose a resolution that your monitor can't display.
8. When you're done, click the OK button to close the Display Settings dialog box.

For Your MacBook

You can make all of your displays mirror each other, or extend your workspace with different apps and windows on each display. If you use an external display with your Mac notebook, you can also use closed-display mode.

Check your requirements

- Check the ports on your Mac to find out whether you need an adapter.
- Check how many displays your Mac supports: Choose Apple menu □ > About This Mac, click Support, then click Specifications. On the webpage that appears, the number of displays your Mac supports appears under Video Support.

Use extended desktop mode

Maximize your workspace with extended desktop mode, which lets you enjoy full-screen apps and windows on each monitor. Then, use Mission Control to organize apps and windows across your displays. If your Dock is on the bottom of your screen, it appears on any of your displays when you move your pointer to the bottom edge of your display.

Turn on extended desktop mode

1. Make sure that your external display is turned on and connected to your Mac.
2. Choose Apple menu □ > System Preferences, then click Displays.
3. Click the Arrangement tab.
4. Make sure that the Mirror Displays checkbox isn't selected.

Arrange your displays or change your primary display

So that you can move apps and windows across your displays in one continuous motion, arrange your displays to match the setup on your desk. You can also change your primary display, which is where your desktop icons and app windows first appear.

1. Choose Apple menu □ > System Preferences, then click Displays.
2. Click the Arrangement tab.
3. To change the position of a display, drag it to the desired position. A red border appears around the display as it's moved.
4. To set a different display as the primary display, drag the menu bar to the other display.

Use AirPlay

With Apple TV, you can mirror the entire display of your Mac to your TV, or use your TV as a separate display. To turn on AirPlay, follow these steps:

1. Make sure that your TV is turned on.

2. Choose ⬚ in the menu bar, then choose your Apple TV. If an AirPlay passcode appears on your TV screen, enter the passcode on your Mac.

3. Mirror your display or use your TV as a separate display:

   - To mirror your display, choose ⬚, then choose Mirror Built-in Display.

   - To use your TV as a separate display, choose ⬚, then choose Use As Separate Display.

4. To turn off AirPlay, choose ⬚, then choose Turn AirPlay Off.