

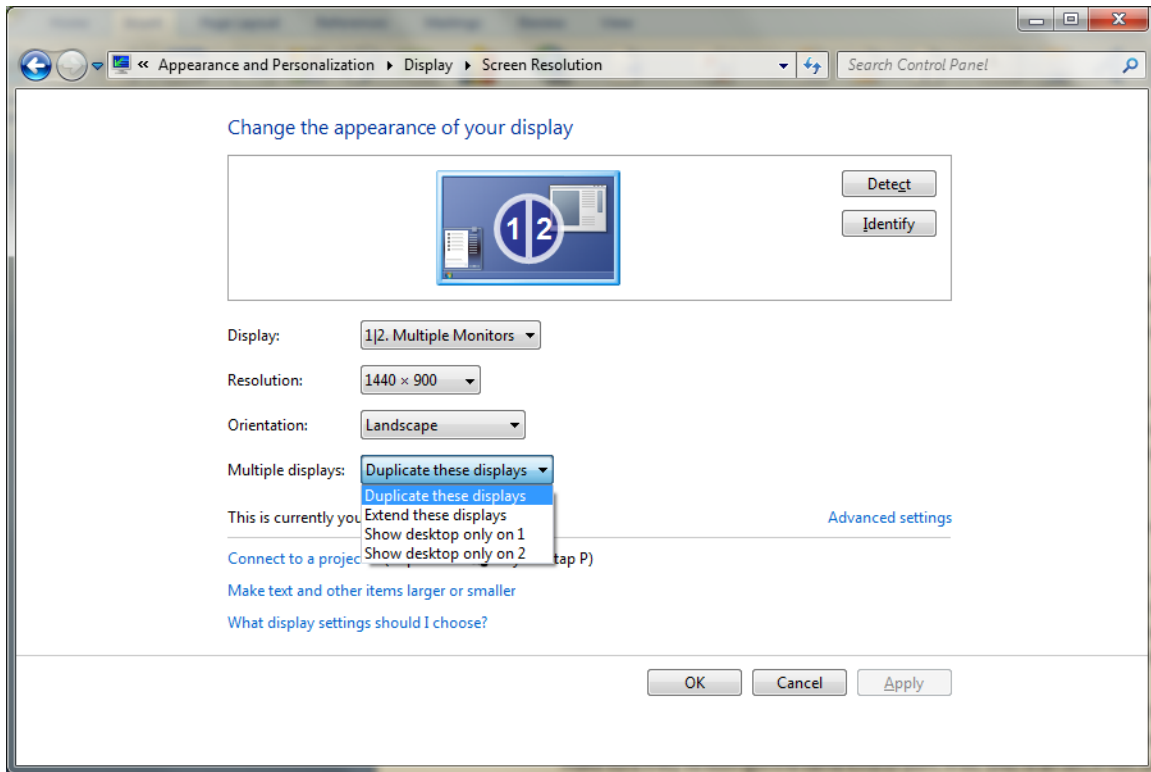
How to adjust your mouse:

1. Click on the **start menu**
2. Click on **Control Panel**
3. Click on **Hardware and Sound**
4. At the top of the screen under Devices and Printers click on Mouse
5. In the new window find the tab called **Pointer Options** and click on it
6. At the top of the window you can adjust the motion of your mouse. Slower to the left and faster to the right.
7. When you're done you can click OK and then the red X at the top of all the windows to close out.

How to split your screen into two screens when you're connected to your projector or smartboard

****Note you must have your projector or smartboard connect to your laptop before making these changes.**

1. Right click on your desktop (If you can't see your desktop minimize all of your windows.
2. Click on Screen resolution
3. The only thing you need to adjust is Orientation:
4. Click on Orientation and a drop down will appear
5. From here you have four options to pick from:
Duplicate these displays: The screen will be the same on both screens
Extend these displays: This will extend your displays but will only show your desktop wallpaper.
Show desktop only on 1: This option will show your taskbar on monitor 1
Show desktop only on 2: This option will show your taskbar on monitor 2



If you choose to extend your display you will need to open your file or Google Chrome or Internet Explorer. Once the application is on you can now drag and drop it to the other screen. You can do this by clicking and holding at the top of the application and then dragging it to the right. You'll notice the application will disappear from your laptop screen and then make sure you look at your smartboard on projector screen because the application will appear on that screen.

To undo and return to one screen:

1. Right click on the desktop
2. Click on Screen resolution
3. Click on orientation and a drop down will appear
4. Click on Duplicate these display

How to add a favorite (Bookmark) in Internet Explorer:

1. Open Internet Explorer
2. Go to the webpage you would like to add to your favorites
3. Click the Star at the top left hand corner
4. Now click add to favorites
5. A box will appear: In this box you can type in the name of the web site if it's not already there and click add.

How to save a bookmark in Google Chrome:

1. Open Google Chrome
2. Go to the webpage you would like to add to your bookmarks
3. At the top right hand corner you will notice three bots in a line going up. Click on it and hover your mouse over bookmarks.
4. Click on Bookmark this page
5. A window will appear type in the name of the page and click done.

How to save your Google Chrome bookmark to the desktop:

1. Open Google Chrome
2. Go to the webpage you would like to add to your bookmarks
3. At the top right hand corner you will notice three bots in a line going up. Click on it and hover your mouse over bookmarks.
4. Click on Bookmark this page
5. A window will appear type in the name of the page and click done.
6. Now shrink your Google Chrome down to half screen and drag and drop your bookmark to the desktop

Windows Shortcut keys:

Ctrl + C (or Ctrl + Insert)

Copy the selected item

Ctrl + X

Cut the selected item

Ctrl + V (or Shift + Insert)

Paste the selected item

Ctrl + Z

Undo an action

Ctrl + Y

Redo an action

Alt + Tab

Switch between open items

Ctrl + Mouse scroll wheel

Change the size of icons on the desktop

Cable types:

VGA cable: This cable carries the video signal from your laptop to the projector.



USB cable: This cable carries the data from your laptop to the smartboard.



Sound cable (Headphone jack): This is where you would plug in your speakers or headphones.

