This guide will show you how to adjust the display settings on your Mac. The guide can be useful when you need to connect an external monitor or projector to your Mac and adjust the settings between the monitor or projector and your Mac.

Begin by going to the Display settings. You can find these settings in System Preferences either from your dock or by searching for ‘Display’ in Spotlight in the upper right corner.

In the Display section, you can change the resolution of the screen.

You can also choose to pin the Display icon in the menu bar in OS X which can be very useful if you often need to adjust the display settings. Pin the icon to the menu bar by checking ‘Show displays in menu bar’.

When using this icon, you can change the screen resolution and settings directly from the menu bar.
In order to connect a monitor or projector to your Mac, you need a VGA or DVI adapter. This adapter converts the signal from the Mini Displayport to VGA or DVI.

Once the monitor/projector has been connected, make sure that it is powered on. The system will then automatically find and calibrate the monitor/projector.

**CONNECT MONITOR OR PROJECTOR**

The system will automatically extend your desktop when you connect a monitor or a projector. This will extend your working area and make it easy for you to drag windows to the new screen.

If you have connected an external device without your Mac registering the unit, you can click ‘Detect Displays’ in the lower right corner in order to search manually for external units.

If you wish to extend the desktop and at the same time gather all windows on your primary screen, you can do so by clicking ‘Gather Windows’.

You can then drag windows to the external screen if you wish to have them shown on for instance a projector during a presentation.

This option can be repeated and can be very useful if for instance during a presentation, you lose track of all the open windows and their display on the Mac screen and the projector respectively.
ARRANGEMENT OF DISPLAYS

In the Arrangement section, you can change the arrangement of the displays. Your primary display is marked by a white bar on top of it.

This allows a large number of different arrangements between the two displays. If for instance you wish to switch the order of the screens so that your desktop is extended in the opposite direction, you can drag the displays in this window and set the arrangement between them.

Click and hold the display you wish to move and drag it to its new position.

When you are dragging the primary display, a red square around the actual display will let you know which display you are moving.

MIRROR DISPLAYS

Checking ‘Mirror Displays’ will let you duplicate the content of your Mac display to the external monitor or projector.
The Mirror Display option can also be activated from the Display icon that you can choose to pin to the menu bar of your Mac. Therefore, if you often wish to mirror the display of your computer during classes or presentations, you can do so quickly and easily by placing the Display icon in the menu bar.

### CHANGE PRIMARY DISPLAY

Your primary display is marked by a white bar on top of it.

If you have extended your desktop and you wish to make your secondary display your primary display, you can do so by dragging the white bar to the other display as shown in the picture.

### ADDITIONAL INFORMATION

By default, it is not possible to close the lid during a presentation without your Mac going to sleep. If you want to prevent this (either by closing the lid or in general), you can install and use free third party solutions such as NoSleep or InsomniaX.

It is possible, however, to connect an external monitor, an external mouse and external keyboard, for instance in your office, and then turn on the Mac and close the lid shortly after booting up without the Mac going to sleep.
Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students’ and employees’ daily use of typo3.

Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students’ learning process regarding their specific academic area which ensures the coherence between these courses and the students’ actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO
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