

VISUAL RESOURCES COLLECTION

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TIPS ON USING PERSONAL LAPTOPS

Any laptop with a VGA connector can connect to the classroom digital projectors. All laptops have the ability to toggle through 3 display states.

1. laptop only
2. projector only
3. laptop and projector.

Ideally most users will prefer simultaneous laptop and projector display.

Each laptop is different in the keys needed to toggle through the 3 states. Laptop users are responsible for knowing what keys will trigger the toggle, but here are some hints:

In most cases there is a key near the space bar labeled "Fn". Holding down the "Fn" button and pushing one of the function keys (F1 – F12) at the top of the keyboard will produce the toggle.

To find the proper key look at the function keys at the top of the keyboard. The correct key will have "CRT/LCD" written on it – or an icon of a small display/large display. If both possibilities are present ALWAYS choose CRT/LCD.

Once you have found the correct key combination, hold down the Fn button while pressing the correct Function key once. If you do not get the desired result do it again. There are only three possibilities so you should only need to cycle through 3 times. Be aware that some laptops are slow to respond to the toggle so you need to be patient in between key presses.