Lethbridge SD 51 - Win 10 reminders and tips
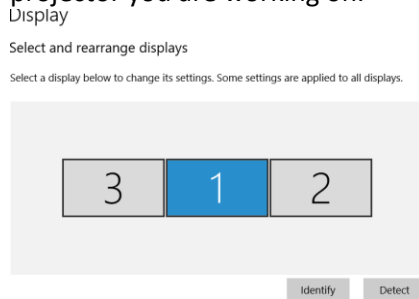
Resources: https://www.youtube.com/results?search_query=windows+10+tips+and+tricks
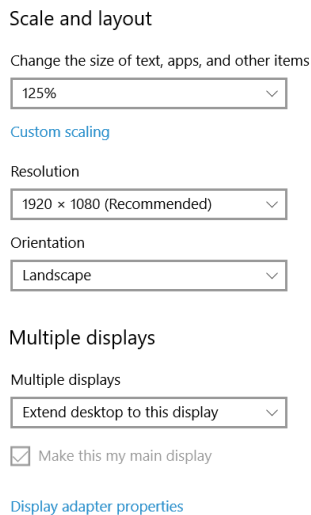https://support.microsoft.com/en-ca/help/17219/windows-10-whats-new-in-this-update

A. Win 10 - Display settings

Using Win 10 with multiple monitors… with two monitors, you can choose to either duplicate your display or extend your desktop.

- Right click on the desktop, display settings. Click **Identify** to confirm which monitor and which projector you are working on.

Display

Select and rearrange displays

Select a display below to change its settings. Some settings are applied to all displays.

| 3 | 1 | 2 |

Identify   Detect

- Scale and layout – move the slider bar to the right to 125 % to slightly increase the size of text and icons. This can affect both monitors.
- Multiple displays drop down choice – test both options to determine your user preference

Scale and layout

Change the size of text, apps, and other items

125%

Custom scaling

Resolution

1920 × 1080 (Recommended)

Orientation

Landscape

Multiple displays

Multiple displays

Extend desktop to this display

☑ Make this my main display

Display adapter properties

- **Extend desktop** – this is most effective when you wish to have email or a spreadsheet on one display and demoing info for students on the other display.
  - Choose extend desktop to this display, usually on the monitor on your desktop, choose the check box - make this my main display window. You can independently set the monitor size and zooming per display to make the projector best display.
  - On projector remote control – test changing mode / aspect and toggle between normal, 16:9, 4:3 for the best setting on your configuration.

- **Duplicate display** – this works when you want to clone/duplicate the info to be identical on both displays.
  - Disadvantage – monitor is in wide format mode, most Epson proctors / Smartboard are standard size and there will be a band of unused space on the monitor as they are trying to duplicate two different formats at the same time.

B. AirServer information

I have installed the current version of AirServer on the new Win 10 PCs. Software is currently set to run on any user login. You can also check / start the software by clicking Start, AirServer….

- Reminder that iPads must be on our LethSD wireless production network i.e. currently 51M-W to communicate with the teacher PC. Guest access will allow internet access but **not** allow communication to mirror iPad to PC.
- Check iPad settings, wireless… choose 51M-W

C. Signing out of Win 10

- Click Start, Profile icon….third button up, choose sign out
- OR, Right click start button, Shut down or sign out, choose sign out
- OR, Ctrl + Alt + Del, choose, sign out

D. Windows Explorer

- Windows Key + E starts Windows Explorer. Or click the Explorer icon in the bottom taskbar.
- Win 10 – drive mappings may be collapsed or hidden by default, click the expand ">" sign on This PC to expand the drive mappings
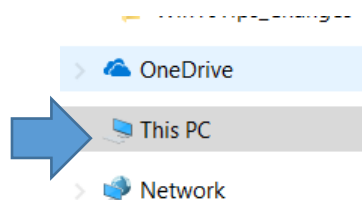
- Expanded view.
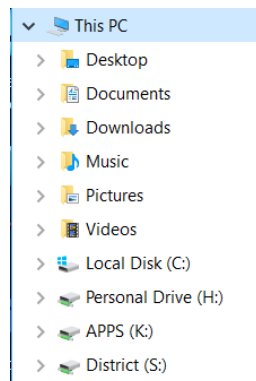
E. Outlook email

- Reminder that email can be accessed anytime using Office 365 webmail by typing in a browser… webmail.lethsd.ab.ca
- The full Outlook client can be accessed by Start, Outlook.
- Reminder – click the check box – "save password" and then type in your district username and password.
- The initial synchronization of folders and email could take 10 – 30 minutes depending on the amount of deleted items, email, folders that you have.
- Minimize the Outlook client and allow the synchronization to take place.
- Reminder – similar to Window Explorer view, you may need to expand the cabinets, the ">" under Inbox to see your folders

F. Setting Default Windows Printer

- One method - To set your default printer, click Win start button, search icon, type in "Devices and printers". Select the devices and printers which will start the Win 7 looking interface.

- Right click on your desired printer, choose set as default printer.
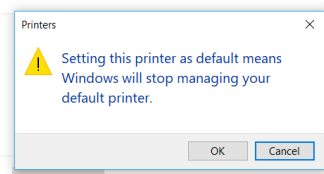
- After the message, click OK to continue.

- The **green** check mark will then highlight on your desired printer and this will be your first choice when printing. You will continue to have printing access to the other printers at your school.
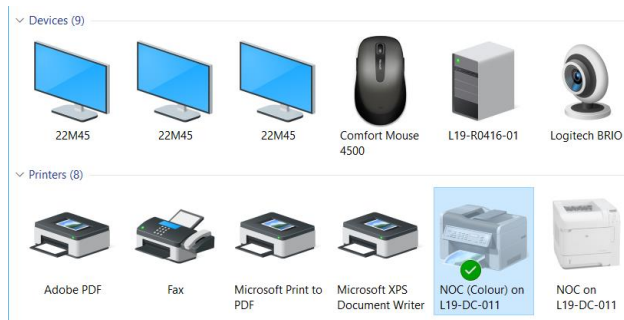
- A second method, click Start, type printers and scanners, and similarly click manage and then set as default printer.

G. Microsoft System Center
- This is a central software portal for our Lethbridge School District licensed software available for install by staff and students if required.
- Start →Microsoft System Center → Software Center
- Choose a check box on the licensed software to install.

- Bottom right, click install, wait until software is complete.
- Best practice, restart the PC and use the new installed software is now available.

H. Additional others ?