BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

Monitors & Second Screens

Choosing a monitor, the right cable, and two screens on Windows or Mac — explained in plain English, one step at a time

A plain-English guide for seniors and their families

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

(330) 200-8042 · BillsHomeTech.com

For Windows 11, Mac, iPad & TVs · facts current November 2026

What's Inside

This is your guide to bigger, easier screens: picking a monitor that's kind to your eyes, finding the right cable, and getting a second screen working with a Windows PC, a Mac, a TV or an iPad. Read it in any order and at your own pace — there is no test, and you can't fall behind. Every setting comes with what it actually does *for you*, and slow, step-by-step directions. Menus change from time to time, so when a button has moved, look for the same words nearby.

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PART 1

Getting Started

What a monitor or second screen can do for you, and the handful of words you'll see on every box and in every settings menu. Start here.

CHAPTER 1

A Note from Bill

Hello, and welcome. If you've ever squinted at a laptop screen, wished the email and the recipe could sit side by side, or wondered what all those plugs on the back of a monitor are for, this guide is for **you**.

I'm Bill. I've spent more than 30 years working with technology, and these days I help folks here in Portage County feel at home with theirs. A bigger, clearer screen is one of the simplest, least expensive changes that makes a computer easier to live with. I wrote this guide the way I'd explain it at your kitchen table: patiently, in plain English, and without trying to sell you anything.

What this guide will do for you

- Help you choose a monitor that's easy on your eyes — the right size, the right sharpness, and a stand that fits you.
- Explain the plugs and cables in plain words: HDMI, DisplayPort, USB-C and Thunderbolt.
- Walk you step by step through setting up one or two screens on a Windows 11 PC or a Mac.
- Show you how to make text bigger, so you can read comfortably without leaning in.
- Cover the other screens in your home: using a TV as a monitor, and an iPad as a second screen.
- Fix the common problems: "No signal," blurry text, a lost mouse pointer, and black borders.

The big promise: you can't break anything

Plugging in a monitor won't hurt your computer, and every display setting in this guide can be changed back. On Windows, if you change the resolution and the picture goes wrong, it switches back by itself after a few seconds unless you click **Keep changes**. The worst that usually happens is a screen that looks odd until you change it back.

WHAT THIS DOES FOR YOU

Why this matters

A monitor that's the right size and set up properly means less squinting, less leaning toward the screen, and fewer sore shoulders. For a lot of people, it's the difference between putting up with the computer and actually enjoying it.

And I'm only a phone call away

If anything here leaves you unsure, call me at **(330) 200-8042**. There's no such thing as a silly question.

Let's start with what a bigger or second screen can do.

— Bill

CHAPTER 2

What a Monitor or Second Screen Can Do for You

A **monitor** is simply a screen you plug into a computer. It can be your only screen (for a desktop computer, or a laptop you keep closed on the desk), or a **second screen** alongside a laptop's own. Here are the everyday reasons people add one.

Bigger, easier reading

A 24-inch or 27-inch monitor gives you far more room than a 13-inch or 15-inch laptop screen. You can make the text larger and still see a whole page of an email or a website.

Two things at once

With two screens you can keep a video call on one and your notes on the other, or a recipe on one and the shopping list on the other. People who do online banking or family paperwork often like the statement on one screen and the spreadsheet on the other.

A laptop that feels like a desktop

Plug a laptop into a monitor, a keyboard and a mouse, and at the desk it works like a full-size computer — then unplug it and take it to the couch or on a trip. Chapter 18 explains how to use a laptop with its lid closed.

A comfortable height

A laptop screen sits low, so most of us look down at it. A monitor on an adjustable stand can be raised to a comfortable height, which is kinder to your neck. Chapter 23 covers setting up your desk.

WHAT THIS DOES FOR YOU

What this does for you

More room, bigger text and a better height — without buying a new computer. A monitor usually costs far less than replacing a laptop, and it works with the next computer you buy, too.

TIP

You don't need two screens to benefit

Many people are happiest with just **one** good monitor and a keyboard and mouse. Two screens are wonderful for some and simply confusing for others. Start with one; you can always add another.

CHAPTER 3

The Words You'll See

Monitor boxes and settings menus use a handful of words over and over. Here they are in plain English. You don't have to memorize them — come back here whenever one puzzles you.

Word	What it means
Screen size	Measured corner to corner, in inches. 24 and 27 inches are the most common desk sizes.
Resolution	How many tiny dots (pixels) make up the picture, written as width by height. More dots means sharper text — but also smaller text unless you adjust it (Chapter 4).
1080p / Full HD	1920 by 1080 dots. The everyday standard.
1440p / QHD	2560 by 1440 dots. Noticeably sharper; popular on 27-inch monitors.
4K / UHD	3840 by 2160 dots. Very sharp; needs scaling so text isn't tiny.
Scale / Scaling	A setting that makes everything on the screen larger without losing sharpness.
Refresh rate (Hz)	How many times a second the picture is redrawn. 60 Hz is fine for everyday use; higher numbers mostly matter for fast games.
Panel type (IPS, VA, OLED)	How the screen is built. IPS screens look good from an angle and are a safe everyday choice.
Matte / Glossy	The screen's surface. Matte cuts reflections; glossy looks richer but shows lamps and windows.
VESA mount	Standard screw holes on the back for attaching a wall mount or monitor arm, such as 100 by 100 millimeters.
HDMI, DisplayPort, USB-C, Thunderbolt	The kinds of plugs that carry the picture (Chapter 8).
Input / Source	Which plug the monitor is listening to. Picking the wrong one is the top cause of "No signal."
Extend	Two screens act as one big desk; you can move windows between them.
Duplicate / Mirror	Both screens show exactly the same thing.
Main display	The screen with the taskbar or menu bar, where new windows usually open.
Dock	A small box that plugs into a laptop with one cable and gives it more plugs for monitors, a keyboard, a mouse and power.

GOOD TO KNOW

Same idea, different names

Windows says **Duplicate**; a Mac says **Mirror**. Windows says **main display**; a Mac says **Main display** too, but you can also change it by dragging the little menu bar in the arrangement picture. They mean the same thing.

PART 2

Choosing a Monitor

Size, sharpness, screen finish, stand, speakers and eye comfort — what really matters for comfortable reading, and what a fair price looks like as of November 2026.

CHAPTER 4

Size & Sharpness: What Actually Helps Your Eyes

The two numbers on every monitor box are the **size** (in inches) and the **resolution** (1080p, 1440p or 4K). Here's the part the box doesn't tell you: a sharper screen doesn't automatically mean bigger, easier text. Often it's the opposite.

Why a sharper screen can make text smaller

Picture a page of graph paper. A 4K screen packs four times as many squares into the same space as a 1080p screen. If the computer draws each letter using the same number of squares, the letters come out much smaller. That's why a brand-new 4K monitor can look like it has tiny writing.

The fix is a setting called **scale** (Windows) or choosing a larger text size in **Displays** (Mac). It tells the computer to use more of those squares for each letter, so text is the size you want *and* extra-crisp. Chapters 13 and 17 show you how.

A simple size guide

Monitor	How text looks	Good for
24-inch, 1080p	Comfortable size with no adjusting; a bit soft up close	Most people; tight budgets; a second screen beside a laptop
27-inch, 1080p	Big text, but you may see the dots	Those who want the biggest text with no fuss
27-inch, 1440p	A little smaller than 1080p, clearly sharper	A great all-round choice
27-inch, 4K	Tiny until you raise the scale; then very crisp	Mac owners and those who read a lot and like sharp text
32-inch, 4K	Large and crisp with scaling	Big desks; sitting a little farther back

TIP

Try before you buy, if you can

Text looks different in person. If a store has monitors on display, stand where you'd normally sit and read some small writing on each one. Bring your reading or computer glasses.

What about Macs?

Macs are designed to look their best on very sharp screens. On a 1080p monitor, Mac text can look slightly fuzzy to some people. If you have a Mac and your budget allows, a 4K monitor at 27 inches is the choice most Mac owners are happiest with.

WHAT THIS DOES FOR YOU

What this does for you

Knowing that scaling exists means you can buy a sharp screen without fear of tiny text — and you won't return a perfectly good monitor because the first look was too small.

GOOD TO KNOW

Curved and ultrawide screens

Curved and extra-wide monitors are popular with gamers. For reading and email they rarely help, they need a deep desk, and they cost more. A regular flat screen is the easier choice.

CHAPTER 5

Screen Finish, Stand & Speakers

After size and sharpness, three practical things make a big difference day to day: the screen's surface, the stand, and whether it has speakers or a camera.

Matte or glossy?

A **matte** (anti-glare) screen has a soft, non-shiny surface that scatters reflections from lamps and windows. A **glossy** screen looks richer and more colorful, but shows reflections like a mirror when a light is behind you. For most homes — especially a desk near a window — matte is the safer choice. Most everyday monitors are matte.

A stand that fits you

This matters more than most people expect. Look for these words in the description:

- **Height adjustable** — the screen slides up and down. The most useful feature of all.
- **Tilt** — leans back or forward. Almost every monitor has this.
- **Swivel** — turns left and right, handy for showing someone else the screen.
- **Pivot** — turns sideways to a tall, portrait shape, nice for reading long pages.

Many inexpensive monitors only tilt. If yours sits too low, a sturdy monitor riser or a stack of books works fine.

VESA mount holes

Most monitors have four screw holes on the back in a standard pattern called **VESA**, usually 100 by 100 millimeters (or 75 by 75). These let you attach a monitor arm that clamps to the desk or a wall mount. An arm frees up desk space and makes it easy to move the screen exactly where you want it. Check the arm's weight limit against the monitor's weight.

Built-in speakers and cameras

Some monitors have small speakers. They're fine for voices on a video call, but they usually sound thin for music. If sound matters, a pair of inexpensive computer speakers or your laptop's own speakers often sound better. A few monitors include a webcam; most don't, so if you use a laptop with its lid closed you may want a separate webcam for video calls.

TIP

Sound comes through the cable

If your monitor has speakers, sound travels through the HDMI, DisplayPort or USB-C cable along with the picture. If no sound comes out, choose the monitor as the sound output on your computer: on Windows, **Settings** > **System** > **Sound**; on a Mac, **System Settings** > **Sound**.

WHAT THIS DOES FOR YOU

What this does for you

A matte screen on a height-adjustable stand means fewer reflections to squint around and a screen at the right height for your neck — every single day you use it.

CHAPTER 6

Eye Comfort: Flicker-Free, Blue Light & Honest Claims

Monitor boxes love words like "Eye Care," "Low Blue Light" and "Flicker-Free." Some of these help; some are mostly marketing. Here's the honest version.

Flicker-free: worth having

Some screens dim themselves by flickering the backlight on and off very quickly. Most people can't see it, but some find it tiring. A monitor labeled **flicker-free** dims without flickering. Most decent monitors are flicker-free today, and it costs little or nothing extra, so it's a reasonable thing to look for.

Blue light: the honest truth

The American Academy of Ophthalmology says there's no scientific evidence that the blue light from computer screens damages your eyes, and it does not recommend blue-light-blocking glasses for computer use. The sun gives off far more blue light than any screen. Tired, dry eyes at the computer usually come from *how* we use screens: we blink less when we stare at them.

Blue light in the evening may make it harder for some people to fall asleep. That's what **Night light** (Windows) and **Night Shift** (Mac) are for: they warm the screen's colors after dark, and they're free. Chapters 14 and 17 show you how.

What really helps tired eyes

- **The 20-20-20 rule:** every 20 minutes, look at something about 20 feet away for 20 seconds.
- **Blink on purpose** now and then, and ask your eye doctor about lubricating eye drops if your eyes feel dry.
- **Turn the brightness down** so the screen isn't much brighter than the room. A glaring white screen in a dim room is tiring.
- **Make the text bigger** instead of leaning in (Chapters 13 and 17).
- **Get your glasses checked.** Tell your eye doctor how far away your screen is; computer glasses are made for that distance.

HEADS UP

Don't pay extra for "eye care" labels alone

A monitor with a special "eye care" mode isn't harmful, but don't pay a lot more for it. Flicker-free, adjustable brightness and a free Night light setting cover what matters.

STAY SAFE

See an eye doctor for real changes

If your vision changes suddenly, or you see flashes, a curtain, or wavy lines, that's not a monitor problem. Call your eye doctor promptly.

CHAPTER 7

What a Monitor Costs & Where to Buy

Good everyday monitors are much less expensive than they used to be. These are typical price ranges as of November 2026 for well-reviewed models from familiar brands. Prices move with sales, so treat these as a guide.

Monitor	Typical price (November 2026)	Notes
24-inch, 1080p	About $90 to $180	Height-adjustable stands at the upper end
27-inch, 1080p	About $120 to $200	Big text; slightly soft
27-inch, 1440p	About $130 to $300	Best all-round value for many people
27-inch, 4K	About $280 to $600	Higher for USB-C charging and built-in hub features
Apple's own displays	Much more	Beautiful, but far more than most people need

Where to buy

- **Local stores** let you see the screen and return it easily. Ask about the return window before you buy.
- **Online stores** often have lower prices. Buy from the store itself or the maker, and check that returns are free.
- **Your computer's maker** (Dell, HP, Lenovo, Apple and others) sells matching monitors, often with the right cable included.

Things to skip

- **Expensive cables.** A standard certified cable works as well as a gold-plated one.
- **Long extended warranties** on an inexpensive monitor. The maker's warranty (often one to three years) is usually enough.
- **Gaming features** like very high refresh rates, unless someone in the house plays fast games.

WHAT THIS DOES FOR YOU

What this does for you

Knowing the usual price range means you won't overpay, and you won't feel you need the most expensive model to get a good, comfortable screen.

TIP

Write down the model number

Before you buy, jot down the exact model number and look up two things: which plugs it has (Chapter 8) and whether the stand adjusts in height. Those two facts settle most decisions.

PART 3

Plugs, Cables & Docks

HDMI, DisplayPort, USB-C and Thunderbolt in plain words — how to tell which plug your computer has, which cable to buy, and when a dock makes life simpler.

CHAPTER 8

The Four Plugs You'll Meet

The picture travels from your computer to the monitor through a cable. Nearly every computer and monitor sold today uses one or more of four kinds of plug. You only need the one that both your computer and your monitor have in common.

HDMI

The same flat, slightly tapered plug used on TVs, cable boxes and streaming sticks. Almost every monitor and many laptops have one. HDMI carries both picture and sound. If your computer and monitor both have HDMI, an ordinary HDMI cable is the simplest choice.

DisplayPort

A plug with one corner cut off, found on most desktop computers' graphics cards and on many monitors. It does the same job as HDMI. Some cables have a little latch you press to unplug them — if a DisplayPort cable won't come out, press the button on the plug instead of pulling harder.

USB-C

The small, oval plug that fits either way up. It's on most new laptops, every recent Mac, and many phones and tablets. Here's the catch: **not every USB-C port can send a picture**. Some only charge and move files. A USB-C port that can carry video uses something called **DisplayPort Alt Mode** ("alternate mode"), and it's often marked with a small **DP** symbol next to the port.

Thunderbolt and USB4

Thunderbolt and USB4 ports *look* exactly like USB-C, but they can do more: drive one or two monitors, charge the laptop and connect other gadgets, all through one cable. Thunderbolt ports are usually marked with a small lightning-bolt symbol. Every Thunderbolt or USB4 port can also send a picture to an ordinary USB-C monitor.

Plug	Looks like	Carries a picture?	Sound too?
HDMI	Flat, tapered, like a TV plug	Yes	Yes
DisplayPort	One corner cut off	Yes	Yes

Plug	Looks like	Carries a picture?	Sound too?
USB-C	Small oval	Only if the port supports it (look for DP)	Yes, when it carries video
Thunderbolt / USB4	Small oval with a lightning bolt or USB4 mark	Yes	Yes

TIP

Not sure what a port does?

Look up your computer's exact model on the maker's website and find the **specifications** or **ports** section. It will say which ports support video or "external display." The model number is usually on a sticker underneath a laptop, or in **Settings** > **System** > **About** on Windows and in the Apple menu > **About This Mac** on a Mac.

GOOD TO KNOW

VGA and DVI: the old plugs

Older monitors and computers may have a blue **VGA** plug with screws, or a wide white **DVI** plug. They still work, but new laptops don't have them. An inexpensive adapter can bridge the gap, though the picture may be a little softer on VGA.

CHAPTER 9

Choosing the Right Cable or Adapter

Once you know which plugs your computer and monitor have, picking a cable is easy. Match the two ends. If there's no common plug, an adapter or a cable with a different plug on each end solves it.

The usual matches

Your computer has	Your monitor has	What to use
HDMI	HDMI	A plain HDMI cable
DisplayPort	DisplayPort	A DisplayPort cable
USB-C (with video)	USB-C input	A USB-C cable rated for video, often included with the monitor
USB-C (with video)	HDMI only	A USB-C to HDMI cable or adapter
USB-C (with video)	DisplayPort	A USB-C to DisplayPort cable
HDMI	DisplayPort only	Rarely works with a simple cable; ask for help first

Why a USB-C monitor is so handy with a laptop

Some monitors have a USB-C input that can also **charge your laptop** through the same cable. The box might say "USB-C with Power Delivery" or "65W charging." One cable carries the picture, the sound and the power, so the laptop's charger can stay in the bag. Check that the monitor's charging wattage is at least as much as your laptop's own charger.

Things that trip people up

- **Phone charging cables** often can't carry video, even though the plug fits. Use the cable that came with the monitor, or one labeled for video, Thunderbolt or USB4.
- **Very long cables** (over about 15 feet) can cause a flickering or missing picture. Use the shortest cable that reaches comfortably.
- **Adapters** work in one direction. A USB-C to HDMI adapter sends a picture from a laptop to a monitor, not the other way round.
- **Mac owners:** some Macs have an HDMI port right on the side. If yours does, a plain HDMI cable to the monitor is often the simplest answer.

WHAT THIS DOES FOR YOU

What this does for you

Buying the right cable the first time saves a trip back to the store and an afternoon of frustration. Write down which plugs your computer and monitor have before you shop.

HEADS UP

Pricey cables aren't better

A $40 "premium" HDMI cable gives exactly the same picture as an inexpensive one at normal lengths. If the box says "High Speed" or "Ultra High Speed," it will do the job.

CHAPTER 10

Docks & Hubs: One Cable for Everything

A **dock** (or **docking station**) is a small box that stays on your desk with the monitor, keyboard, mouse, printer and power plugged into it. You connect your laptop to the dock with one cable, and everything comes alive at once. A **hub** is a smaller, simpler version — often a little stick with a few ports that hangs off the laptop.

Who really benefits from a dock

- Anyone who takes a laptop away from the desk often and is tired of plugging in four or five things.
- People who want two monitors from a laptop with only one or two ports.
- Anyone with shaky hands or stiff fingers: one cable is much easier than several small plugs.

What to check before you buy one

1. **Your laptop's port.** Most docks connect by USB-C or Thunderbolt. Make sure your laptop's port supports video (Chapter 8).
2. **How many monitors you want.** The dock's description says how many screens it supports, and at what sharpness. Your computer also has its own limit — especially Macs (Chapter 15).
3. **Charging power.** Look for at least as many watts as your laptop's own charger.
4. **The ports you need.** Count your plugs: monitor, keyboard, mouse, printer, wired internet, memory card. Make sure there's a spot for each.

GOOD TO KNOW

A word about DisplayLink docks

Some docks that promise extra monitors use a technology called **DisplayLink**, which needs a special program installed on the computer. They work, but they can be fussy, and a few Windows features (such as Night light) may not work on screens connected this way. If you see DisplayLink in the description, it's worth asking for help before buying.

TIP

Buy the dock your computer's maker recommends

Dell, HP, Lenovo, Microsoft and others sell docks tested with their own laptops. They often cost a little more, but they tend to "just work," and the maker's support line will help if they don't.

CHAPTER 11

Plugging In a Monitor, Step by Step

This is the same for Windows and Mac. Take your time; nothing here can hurt the computer.

Setting up the monitor

1. Unpack the monitor and attach the stand following the little picture guide in the box. Many stands click on without tools.
2. Peel off any plastic film from the screen and the frame.
3. Place the monitor about an arm's length away, directly in front of where you sit (Chapter 23).
4. Plug the monitor's power cord into the wall or a surge protector.
5. Plug one end of the picture cable into the monitor and the other into your computer. Push both ends in firmly until they stop.
6. Turn the monitor on with its power button — often on the bottom edge or the back, below the right-hand corner.
7. Turn the computer on, or wake it up. Within a few seconds, the monitor should show a picture.

If nothing appears

Don't worry — this is the most common hiccup of all. Usually the monitor is listening to the wrong plug. Press the monitor's **Input** or **Source** button (or open its menu) and choose the plug you used, such as **HDMI 1** or **USB-C**. Chapter 21 has the full checklist.

TIP

Label the cables

A small piece of masking tape on each end of a cable, marked "monitor" or "laptop," makes it easy to plug things back in after you dust or move the desk.

WHAT THIS DOES FOR YOU

What this does for you

Once it's plugged in, most computers find the monitor by themselves and show a picture with no setup at all. The next chapters cover making it look just right.

PART 4

Windows 11

Extending or duplicating your screen, arranging two monitors, choosing the main one, making text bigger and easing your eyes at night — all from Settings.

CHAPTER 12

Two Screens on Windows 11

When you plug a monitor into a Windows 11 computer, Windows usually notices it straight away. All the choices about how the screens work together live in one place: **Settings** > **System** > **Display**.

The quickest way: Windows key + P

Hold down the **Windows key** (the key with the Windows logo) and tap **P**. A small menu slides out with four choices:

Choice	What it does
PC screen only	Only the laptop's own screen is used. The monitor goes dark.
Duplicate	Both screens show the same thing. Handy for showing photos to someone beside you.
Extend	The screens act as one big desk. You can drag windows from one to the other.
Second screen only	Only the monitor is used; the laptop screen goes dark. Good with the lid closed (Chapter 18).

Click the one you want, or press **Windows key + P** again to move through them.

Arranging your screens

When you **Extend**, Windows needs to know where the monitor sits — left, right or above the laptop — so the mouse pointer slides across in the right direction.

1. Select **Start**, then **Settings**.
2. Select **System**, then **Display**.
3. At the top you'll see numbered boxes, one for each screen. Select **Identify**: a large number appears on each real screen for a few seconds, so you know which box is which.
4. Drag the boxes with the mouse until they match how the screens sit on your desk.
5. Select **Apply**.
6. Try it: move the pointer off the edge of one screen. It should appear on the other.

Choosing the main display

The **main display** is where the taskbar's Start button and clock sit and where most new windows open. Many people like the big monitor to be the main one.

1. In **Settings** > **System** > **Display**, select the box for the screen you want.
2. Scroll down and open **Multiple displays**.
3. Check **Make this my main display**. If the box is dimmed, that screen is already the main one.

Two helpful checkboxes

Also under **Multiple displays** you'll find **Remember window locations based on monitor connection** and **Minimize windows when a monitor is disconnected**. Leave both checked: when you unplug the laptop, your windows tidy themselves onto the laptop screen, and when you plug back in, they go back where they were.

WHAT THIS DOES FOR YOU

What this does for you

Once it's set, it stays set. Windows remembers your arrangement each time you plug the same monitor back in, so you only do this once.

TIP

Lost a window off the edge?

If a window opened on a monitor that's now unplugged, click it on the taskbar, then hold the **Windows key** and **Shift** and tap the left or right arrow key. The window hops to the next screen.

CHAPTER 13

Bigger Text on Windows 11

Windows has two separate ways to make things larger. One makes *everything* bigger; the other makes just the *words* bigger. You can use one or both, and you can set a different size for each monitor.

Make everything bigger: Scale

1. Open **Settings** > **System** > **Display**.
2. If you have two screens, first select the box for the screen you want to change.
3. Under **Scale & layout**, open the **Scale** list.
4. Choose a larger percentage, such as 125% or 150%. The change happens right away.
5. Try a few. Pick the one where you can read comfortably from your normal seat.

Windows suggests one setting and marks it **(Recommended)**. That's only a starting point — choose whatever is comfortable for *your* eyes.

Make just the text bigger: Text size

1. Press the **Windows key + U** to open Accessibility settings (or go to **Settings** > **Accessibility**).
2. Select **Text size**.
3. Drag the **Text size** slider to the right. The sample text above it grows as you go.
4. Select **Apply**. The screen may show "Please wait" for a moment.

> TIP
>
> **Which one should I use?**
>
> On a sharp 1440p or 4K monitor, start with **Scale** — it keeps everything in proportion. If the words are still a bit small, add a little **Text size** on top. Text size affects every screen at once; Scale is set for each screen separately.

Leave the resolution alone

Under **Display resolution**, Windows also marks one choice **(Recommended)**. That's the monitor's true sharpness, and it's almost always best to leave it there. Lowering the resolution does make things bigger, but it also makes them blurry. Use Scale instead.

If you do change the resolution and the picture goes wrong, don't touch anything: after about 15 seconds Windows switches back by itself, because you didn't select **Keep changes**.

WHAT THIS DOES FOR YOU

What this does for you

Comfortable text means no more leaning toward the screen or reaching for the magnifying glass. Many people find a 27-inch monitor at 150% scale is the most restful screen they've ever used.

GOOD TO KNOW

Zoom in on one web page

In Edge, Chrome or Firefox, hold **Ctrl** and press **+** to enlarge a web page, **-** to shrink it, and **0** to go back to normal. It's perfect for the one website with tiny print.

CHAPTER 14

Night Light, Brightness & Picture Settings on Windows

A few more settings on the same **Display** page make the screen easier on your eyes, especially in the evening.

Night light: warmer colors after dark

Night light gently shifts the screen toward warmer, more yellow colors. Some people find it more restful in the evening, and it may help if bright screens keep you awake.

1. Open **Settings** > **System** > **Display**.
2. Select the words **Night light** (not just the switch) to see its options.
3. Select **Turn on now** to try it.
4. Drag the **Strength** slider until the color looks pleasant to you.
5. Turn on **Schedule night light**, then choose **Sunset to sunrise** or **Set hours** and type the times you'd like.

GOOD TO KNOW

Night light missing or grayed out?

Microsoft notes that Night light isn't available with some display drivers, such as DisplayLink docks or the plain "Basic Display" driver. If it's missing, the computer may need its proper graphics driver from Windows Update — see Chapter 24 about doing that safely.

Brightness

On a laptop screen, brightness is a slider under **Brightness & color** on the Display page, and in Quick Settings (select the Wi-Fi, sound and battery icons near the clock). On most **separate monitors**, brightness is set with the buttons on the monitor itself: press a button to open its menu and look for **Brightness** or **Picture**.

TIP

Match the room

A screen should be about as bright as the room around it. If it glows like a lamp in a dim room, turn it down. If it looks washed out in a sunny room, turn it up.

Refresh rate: usually leave it

Under **Advanced display** you can choose a **refresh rate**. For reading, email and video calls, 60 Hz is perfectly fine. If a new monitor can do more, Windows often picks a higher number automatically. It makes the mouse pointer move a little more smoothly, and it's harmless.

WHAT THIS DOES FOR YOU

What this does for you

A screen that's not too bright, with warmer colors in the evening, is simply more comfortable to sit with. These settings are free and take a minute to try.

PART 5

Mac

How many monitors your Mac can run, arranging and mirroring screens in System Settings, and making text bigger and colors warmer on macOS Tahoe.

CHAPTER 15

How Many Monitors Can My Mac Use?

This is the question that surprises Mac owners most. Unlike most Windows computers, each Mac has a firm limit on how many external monitors it can run, and it depends on the chip inside. Plugging in more than that — even through a dock — simply leaves the extra screen dark.

Find out which Mac you have

1. Click the **Apple menu** (the apple in the top-left corner of the screen).
2. Choose **About This Mac**.
3. Look at the line that says **Chip**, such as "Apple M4" or "Apple M5 Pro," and the name at the top, such as "MacBook Air." Write both down.

The limits for recent laptops

Mac laptop	External monitors	Notes
MacBook Neo	One	Up to 4K; only the left-hand USB-C port supports a monitor
MacBook Air with M4 or M5	Two	With the built-in screen still on
MacBook Pro with M4, M4 Pro or M5	Two	With the built-in screen still on
MacBook Pro with M4 Max or M5 Max	Four	With the built-in screen still on
Older MacBook Air with M1 or M2	One	A common surprise for two-monitor shoppers

Apple says that on the MacBook Air and MacBook Neo, **closing the lid doesn't raise the number** of external monitors. The exact limits also depend on how sharp the monitors are, so for anything beyond one everyday monitor, search Apple Support for "How many displays can be connected to" followed by your Mac's name. Apple keeps a page for each model.

HEADS UP

Docks can't get around the limit

A dock that advertises "three monitors" is describing what it can do with a Windows laptop. On a Mac with a one-monitor limit, you'll still get one. Some DisplayLink docks can add screens using extra software, but they're fussier (Chapter 10).

Which port to use

On most recent Macs, connect the monitor to a **Thunderbolt** port (marked with a lightning bolt) or to the **HDMI** port if your Mac has one. On the MacBook Neo, use the USB-C port on the left side; if you use the other one, the Mac shows a message explaining that the port doesn't support a display.

WHAT THIS DOES FOR YOU

What this does for you

Checking the limit before you buy saves money: you won't pay for a second monitor or a fancy dock your Mac can't use.

CHAPTER 16

Arrange, Mirror & Choose the Main Screen on a Mac

All of a Mac's screen settings live in **System Settings** > **Displays**. When a monitor is plugged in, the Mac usually extends the desktop onto it right away.

Open Displays settings

1. Click the **Apple menu** and choose **System Settings**.
2. Click **Displays** in the list on the left (you may need to scroll down).
3. You'll see a picture of each screen at the top. Click a screen's picture to see its settings below.

Arrange the screens

1. In **Displays**, click **Arrange**. (It only appears when a second screen is connected.)
2. Drag the screen pictures until they match how they sit on your desk.
3. To make a different screen the **main display** — the one with the menu bar and the Dock — drag the thin white bar at the top of one picture onto the other picture.
4. Click **Done**.

Mirror instead of extend

To show the same picture on both screens (Apple calls this **mirroring**), click the monitor's picture in **Displays** and look for the **Use as** menu. Choose **Mirror** for the screen you want copied. Choose **Extended display** to go back to two separate screens.

> **TIP**
>
> **Menus move between macOS versions**
>
> Apple has rearranged Displays settings several times. If a button isn't exactly where this guide says, look for the same words — Arrange, Mirror, Main display — nearby on the same page.

GOOD TO KNOW

Monitor not showing up?

In Displays, hold down the **Option** key. On some Mac versions a **Detect Displays** button appears. If not, unplug the monitor's cable, wait ten seconds and plug it back in. Chapter 21 has more.

WHAT THIS DOES FOR YOU

What this does for you

With the big monitor as the main display, the menu bar, the Dock and new windows all appear on the screen that's easiest to read.

CHAPTER 17

Bigger Text & Night Shift on a Mac

A Mac makes text bigger in a slightly different way from Windows: you choose a **resolution** setting that Apple describes as **Larger Text** or **More Space**. On a sharp monitor, the Mac keeps the text crisp as it makes it bigger.

Make everything bigger

1. Open **System Settings** > **Displays**.
2. Click the picture of the screen you want to change.
3. Look at the row of small screen pictures. The one toward **Larger Text** makes everything bigger; the one toward **More Space** fits more on the screen. **Default** is the Mac's recommendation.
4. Click a picture toward Larger Text. The screen changes right away. Try a couple to find the most comfortable one.
5. If you see a list of numbers instead of pictures, a lower number means bigger text.

> **GOOD TO KNOW**
>
> **Why some monitors only show a list**
>
> On Apple's own displays and Mac laptop screens you get the friendly Larger Text pictures. On many other monitors, especially 1080p ones, you get a list of resolutions instead. A lower resolution does make text bigger, but on a 1080p monitor it can look a little soft. That's one reason a 4K monitor suits a Mac well (Chapter 4).

Night Shift: warmer colors after dark

1. Open **System Settings** > **Displays**.
2. Scroll down if needed and click **Night Shift**.
3. Open the **Schedule** menu and choose **Sunset to Sunrise**, or **Custom** to type your own times.
4. Drag the **Color temperature** slider toward More Warm or Less Warm until it looks pleasant.
5. To try it now, turn on **Turn on until tomorrow**.

Sunset to Sunrise needs **Location Services** turned on so the Mac knows when the sun sets where you are.

TIP

Zoom in on one web page

In Safari or Chrome on a Mac, hold **Command** and press **+** to enlarge the page, **-** to shrink it, and **0** to go back to normal.

WHAT THIS DOES FOR YOU

What this does for you

Text that's big enough to read from your normal seat, and a screen that's gentle in the evening — both are built into every Mac and cost nothing.

PART 6

Laptops, TVs & iPads

Using a laptop with its lid closed, putting your computer on the big TV, and turning an iPad into a second screen.

CHAPTER 18

Using a Laptop with the Lid Closed

Many people like to close the laptop and use only the big monitor, with a regular keyboard and mouse. The laptop tucks out of the way — on a stand, or upright in an inexpensive holder — and the desk feels like a desktop computer.

What you need

- A monitor connected to the laptop (Chapter 11).
- A separate **keyboard and mouse** (wired or wireless), since the laptop's own are hidden.
- The laptop's **charger plugged in**. Macs require this, and on Windows it's wise anyway.
- A webcam, if you make video calls — the laptop's camera is under the lid.

On a Windows 11 laptop

Normally, closing the lid puts a Windows laptop to sleep. You can tell it to stay awake when it's plugged in:

1. Open **Settings** > **System** > **Power & battery**.
2. Open **Lid & power button controls**.
3. Next to **Closing the lid will make my PC**, set **Plugged in** to **Do nothing**.
4. Leave **On battery** set to **Sleep**, so it still sleeps when you take it away.
5. Close the lid. Press **Windows key + P** and choose **Second screen only** if the monitor doesn't fill in by itself.

If you don't see **Lid & power button controls** in Settings, your computer has an older version of Windows 11. Search the Start menu for **Control Panel**, open **Power Options**, and choose **Choose what closing the lid does**. Set **Plugged in** to **Do nothing** and select **Save changes**.

On a Mac laptop

Apple calls this **closed-display mode**. There's no setting to change: connect the charger, the monitor, and an external keyboard and mouse or trackpad, wait for the desktop to appear on the monitor, then close the lid. If the monitor goes dark, press a key or click the mouse to wake it.

HEADS UP

Give it room to breathe

A closed laptop can't shed heat through its keyboard. Don't put it under papers or on a soft surface. An upright stand that leaves space around it works well. Remember from Chapter 15 that closing a MacBook Air or MacBook Neo doesn't let it run more monitors.

WHAT THIS DOES FOR YOU

What this does for you

A full-size keyboard, a mouse that fits your hand and a big screen at eye level — then you unplug and take the same laptop, with all your files, to the kitchen or on a trip.

CHAPTER 19

Using a TV as a Computer Screen

A TV has the same HDMI plug as a monitor, so you can use one as a very big computer screen. It's lovely for showing family photos and videos to a room full of people, or for a video call with the grandchildren where everyone can see.

Plugging in

1. Connect an HDMI cable from the computer to a free HDMI port on the TV. If your laptop only has USB-C, use a USB-C to HDMI adapter or cable (Chapter 9).
2. Note the number printed beside the TV's port, such as **HDMI 2**.
3. On the TV remote, press **Input** or **Source** (on some remotes, an icon of an arrow going into a box) and choose that HDMI number.
4. On Windows, press **Windows key + P** and choose **Duplicate** to show the same thing on both. On a Mac, choose **Mirror** in **Displays** (Chapter 16).
5. Sound usually plays from the TV. If not, choose the TV as the sound output (Chapter 5).

If the edges are cut off

TVs often enlarge the picture slightly and trim the edges — a habit called **overscan**. On a computer, that can hide the taskbar or the menu bar. Fix it on the **TV**, not the computer:

- Open the TV's **Picture** settings and look for **Picture Size**, **Aspect Ratio** or **Screen Size**.
- Choose an option such as **Screen Fit**, **Just Scan**, **Fit to Screen**, **1:1** or **Full Pixel**. The name depends on the brand.
- If there's a separate **Overscan** switch, turn it off.
- Some TVs let you label an HDMI input as **PC** or **Computer**, which also turns off overscan and makes text crisper.

TIP

Sit back, scale up

You sit much farther from a TV than from a monitor. Raise the scale on Windows (Chapter 13) or choose Larger Text on a Mac (Chapter 17) so text is readable from the couch.

GOOD TO KNOW

No cable? Try wireless

Many TVs can show a phone, tablet or computer screen without a cable using AirPlay, Chromecast or Miracast. That's covered in our guide on AirPlay, casting and screen mirroring. For everyday computer work, a cable is steadier.

HEADS UP

A TV isn't ideal as an everyday desk monitor

A large TV on a desk sits too close for comfortable reading, and many TVs add a slight delay to the mouse unless you turn on **Game mode** or **PC mode**. For daily use at a desk, a monitor is the better choice.

CHAPTER 20

An iPad as a Second Screen

If you have a Mac and an iPad, the iPad can act as a second screen for the Mac. Apple calls this **Sidecar**. It's wonderful for keeping a video call, a recipe or a reference page on the iPad beside your laptop — and it costs nothing extra.

Before you start

- Both the Mac and the iPad must be signed in with the **same Apple Account**.
- Turn on **Wi-Fi** and **Bluetooth** on both, and **Handoff** on both.
- Keep the iPad within about 30 feet of the Mac to use it wirelessly, or connect it with a USB cable, which also keeps it charged.
- Sidecar works with recent Macs and iPads. If you don't see your iPad as an option, check Apple's "Use an iPad as a second display for a Mac" support page for your models.

Turning it on

1. On the Mac, click **Control Center** in the menu bar (the icon of two small switches near the clock).
2. Click **Screen Mirroring**, then choose your iPad from the list.
3. Or open **System Settings** > **Displays** and choose your iPad from the **Add Display** (plus sign) menu.
4. The iPad becomes an extension of your Mac's desktop. Drag a window onto it.
5. To choose between extending and mirroring, click the iPad's picture in **Displays** and use the **Use as** menu.
6. To stop, open **Control Center** again and click the iPad's name, or tap the disconnect button in the sidebar on the iPad.

WHAT THIS DOES FOR YOU

What this does for you

A second screen that goes wherever your laptop goes, using a tablet you already own. Put the family video call on the iPad and keep your notes on the Mac.

With a Windows computer

Sidecar only works between a Mac and an iPad. Windows has no built-in way to use an iPad or an Android tablet as a second screen. Apps that do this are sold in the app stores, but they vary in quality and some need a subscription. If you're curious, ask before you pay — a portable USB-C monitor, which plugs into a laptop with one cable, is often the simpler answer.

GOOD TO KNOW

Portable monitors

A **portable monitor** is a thin 13- to 16-inch screen, about the size of a laptop lid, that folds into a case. Most plug into a laptop's USB-C port with a single cable for picture and power. They're handy for travel, or for a second screen on a small desk.

PART 7

Fixing Common Problems

"No signal," a black screen, blurry text, flicker, black borders and a lost mouse pointer — calm, step-by-step fixes, easiest first.

CHAPTER 21

"No Signal" or a Black Monitor

A monitor that says **No signal**, **No input** or **Check cable** is telling you it's switched on but isn't receiving a picture. Most of the time, the fix is one of the first three steps below. Work through them in order.

The checklist, easiest first

1. **Wake the computer.** Move the mouse or press a key. A sleeping computer sends no picture.
2. **Check the input.** Press the monitor's **Input** or **Source** button and choose the plug you're using, such as **HDMI 1**, **DisplayPort** or **USB-C**.
3. **Reseat the cable.** Unplug the picture cable at both ends, look for bent pins or dust, and push it back in firmly.
4. **Try Windows key + P** on Windows and choose **Extend** or **Duplicate**. The monitor may have been set to "PC screen only."
5. **Restart the computer** with the monitor already plugged in and turned on.
6. **Try another port or cable.** If you have a second HDMI port or a spare cable, swap one thing at a time.
7. **Check the dock or adapter.** Plug the monitor straight into the computer, without the dock, to see if the dock is the problem.
8. **Check the Mac's limit.** If a second or third monitor stays dark on a Mac, it may be beyond what your Mac supports (Chapter 15).

> TIP
> **The Windows "wake up the screen" keys**
>
> On Windows, pressing **Windows key + Ctrl + Shift + B** together restarts the graphics system. The screen blinks and may beep. It's harmless and often brings a blank screen back.

If the computer's own screen is black too

If the laptop screen and the monitor are both dark, the problem is with the computer, not the monitor. Our guide on a computer that won't start or freezes covers what to try. On a Mac, hold the power button for up to 10 seconds until it turns off, unplug any external monitor, and turn it back on.

WHAT THIS DOES FOR YOU

What this does for you

Most "broken" monitors aren't broken at all. A minute with this checklist usually saves a phone call, a return trip to the store, or a new monitor you didn't need.

CHAPTER 22

Blurry Text, Flicker, Borders & the Lost Pointer

The monitor works, but something doesn't look right. Here are the common complaints and what usually fixes each one.

Text looks blurry or fuzzy

- **Check the resolution.** On Windows, go to **Settings** > **System** > **Display** and set **Display resolution** to the one marked **(Recommended)**. Then use **Scale** to make things bigger (Chapter 13).
- **On a Mac**, choose **Default** in Displays, then try the Larger Text options (Chapter 17).
- **Turn off sharpness boosts** in the monitor's own menu, and reset the monitor's picture settings to factory defaults if someone has fiddled with them.
- **Windows ClearType:** search the Start menu for **Adjust ClearType text** and follow the short steps, picking the sample that looks clearest to you.
- **Duplicate mode** can make one screen blurry, because both screens must share one resolution. Use Extend instead if you don't need the same picture on both.

Flicker, flashing or a picture that drops out

- Push the cable in firmly at both ends, and try a shorter or newer cable.
- Plug the monitor directly into the computer, bypassing any adapter or dock.
- On Windows, check **Advanced display** and try a lower **refresh rate**, such as 60 Hz.
- Move phone chargers and power strips away from the cable.
- If a monitor flickers with every computer and every cable, the monitor itself may be failing. Check its warranty.

Black borders or edges cut off

Black bars all around a **monitor's** picture usually mean the resolution isn't set to the recommended one. On a **TV**, edges that are cut off are overscan — see Chapter 19. Also check the monitor's own menu for an **Aspect** or **Image size** setting and choose **Full** or **Auto**.

I can't find my mouse pointer

- It's probably on the other screen. Move the mouse firmly in one direction, then the other.
- If it leaves the screen in the wrong place, the screens are arranged wrong. Fix the arrangement (Chapter 12 or Chapter 16).
- On a Mac, shake the mouse or wiggle a finger on the trackpad quickly: the pointer grows large for a moment so you can spot it.
- On Windows, you can make the pointer bigger and a bright color in **Settings** > **Accessibility** > **Mouse pointer and touch**.

Windows open on the wrong screen

Make your favorite screen the main display (Chapter 12 or Chapter 16). To move one window, drag it by its title bar, or on Windows press **Windows key + Shift + left or right arrow**.

GOOD TO KNOW

"Unknown monitor" or a picture that looks wrong after an update

Sometimes a Windows update installs a new graphics driver, or a driver goes missing. Restarting usually sorts it out. If not, check **Settings** > **Windows Update** for updates. Get drivers only from Windows Update or your computer maker's website — never from a pop-up (Chapter 24).

PART 8

Comfort, Safety & Help

Setting up a desk that's kind to your neck and eyes, keeping screens from tipping over, avoiding fake driver pop-ups, and when to call for a hand.

CHAPTER 23

Glare, Comfort & a Kinder Desk Setup

Where you put the monitor matters as much as which monitor you buy. A few small changes can ease a stiff neck, tired eyes and sore shoulders.

Height and distance

- **Distance:** about an arm's length from your eyes. If you have to lean in, make the text bigger rather than pulling the screen closer.
- **Height:** the top of the screen at or slightly below eye level, so you look a little downward at the middle of the screen.
- **Bifocal or progressive lenses?** Lower the monitor a bit more and tilt it back slightly, so you don't tip your head back to read through the bottom of your glasses.
- **Straight ahead:** put the screen you use most directly in front of you. With two screens of equal use, put the join between them in front of your nose.

Taming glare

- Turn the monitor so windows are to the **side**, not behind it (too bright to look at) or behind you (reflections).
- Close a blind or curtain in the brightest part of the day.
- Use a lamp to light the room evenly, rather than sitting in the dark with a bright screen.
- A **matte** screen helps a great deal (Chapter 5).

Rest your eyes

The American Academy of Ophthalmology recommends the **20-20-20 rule**: every 20 minutes, look at something at least 20 feet away for at least 20 seconds. We blink less when we look at screens, and a short break lets your eyes catch up.

WHAT THIS DOES FOR YOU

What this does for you

A screen at the right height and distance, without glare, means you can enjoy an hour of photos or email without an aching neck afterward.

TIP

Tidy the cables

Bundle cables together with a few reusable ties and run them along the back of the desk. It looks neater, makes dusting easier, and means nobody catches a foot on a cord.

CHAPTER 24

Safety & Scams: Tip-Overs and Fake Driver Pop-Ups

Monitors are safe, everyday things. But two dangers are worth knowing: heavy screens falling on small children, and fake warnings that try to sell you "driver updates" you don't need.

Keep screens from tipping over

The U.S. Consumer Product Safety Commission warns that televisions and furniture tipping over injure thousands of people each year, most often young children and older adults. A big TV or monitor on a dresser or a narrow stand can come down if a child pulls on it or climbs.

- **Anchor** TVs and large monitors to the wall with an anti-tip strap, or mount them on the wall using the VESA holes (Chapter 5).
- If you can't anchor it, put it on a **sturdy, low** piece of furniture made for the job, and push it as far back as it will go.
- Keep **cords out of reach** so little hands can't pull on them.
- Don't put toys, remotes or treats on top of the furniture a TV sits on — it tempts children to climb.
- On a desk, make sure the monitor's stand or arm is firmly attached and the desk is steady.

STAY SAFE

When the grandchildren visit

Walk through the rooms they'll use and look for anything heavy a child could pull down — a TV on a dresser, a monitor on a wobbly table. Anchoring kits are inexpensive and take a few minutes to fit.

Fake "driver update" warnings

A **driver** is the small program that lets the computer talk to a piece of hardware, such as the graphics chip that runs your monitor. Scammers know that people who've just plugged in a new monitor might search for help, so they push pop-ups and ads that say things like "Hundreds of drivers out of date!" or "Your display driver is corrupted — call now."

SCAM ALERT

Windows will never ask you to call a number

Real Windows messages don't show a phone number and don't ask you to download a "PC help" program. If a pop-up says your drivers are out of date, urges you to call, or wants payment or remote access, it's a scam. Close the browser — on Windows, press **Ctrl + Shift + Esc** to open Task Manager and end the browser if the pop-up won't close — and don't call. Never pay with gift cards, and never let a stranger connect to your computer.

Where real driver updates come from

1. Open **Settings** > **Windows Update** and select **Check for updates**. Windows installs the drivers your computer needs automatically.
2. For extras, go to **Windows Update** > **Advanced options** > **Optional updates**. Only install an optional driver if a device actually isn't working.
3. Or use the support page or app from your computer's maker, such as Dell, HP or Lenovo.
4. Skip "driver updater" programs from ads. Microsoft doesn't recommend them.

On a Mac, there are no separate display drivers to download: updates come through **System Settings** > **General** > **Software Update**. Any pop-up telling a Mac owner to download a display driver is a scam.

SCAM ALERT

If you already called or let someone in

Don't panic. Turn off the computer's internet, call your bank if you paid anything, and change your important passwords from another device. You can report it at ReportFraud.ftc.gov. And give me a call — a careful check-up is exactly the kind of thing I help with.

CHAPTER 25

When to Call Bill

Most monitor setups are plug in, pick the input, and go. But some jobs are easier with a second pair of hands and someone who has done it many times.

When a hand is worth it

- Choosing a monitor, a cable and maybe a dock that all work together with *your* computer.
- Setting up two monitors, arranging them and getting the text size just right on each.
- A monitor that stays dark after you've tried the checklist in Chapter 21.
- Mounting a monitor on an arm or a TV on the wall, and anchoring screens before grandchildren visit.
- Setting up a laptop to work with the lid closed, a keyboard and a mouse.
- Getting Sidecar going between your Mac and iPad.
- Anything that involved a pop-up, a phone call or someone asking to get into your computer.

What working with me is like

I've spent more than 30 years working with technology, and I help people right here in Portage County. We go at your pace. I explain what I'm doing as I go, I write down anything you'd like to remember, and I don't sell monitors or take a cut from any store — so my only interest is what works for you.

FROM BILL

Book a time

$49 remote · $99 in your home. Call **(330) 200-8042** or book at **billshometech.com/book**. For a monitor setup, an in-home visit is usually best, so I can see the desk, the cables and the light in the room.

GOOD TO KNOW

Who answers the phone

If I'm with another customer, **Sophie**, my AI receptionist, may answer the phone or the chat on my website. She can take your details and book a time for you.

CHAPTER 26

Your Monitors & Second Screens Cheat-Sheet

The essentials on one page. Keep it near your desk.

What	How
Windows screen choices	**Windows key + P**: PC screen only, Duplicate, Extend, Second screen only.
Windows display settings	**Settings** > **System** > **Display** (arrange, Identify, main display, Scale, Night light).
Windows bigger text	**Windows key + U** > **Text size**; or **Scale** in Display.
Mac display settings	Apple menu > **System Settings** > **Displays** (Arrange, Use as, Larger Text, Night Shift).
Mac main display	In Arrange, drag the white menu bar onto the screen you want.
iPad as a second screen	Mac: **Control Center** > **Screen Mirroring** > your iPad.
Zoom one web page	Windows: **Ctrl** and **+**. Mac: **Command** and **+**. Back to normal: **0**.
No signal?	Wake the computer, press **Input** on the monitor, reseat the cable.
Edges cut off on a TV	TV **Picture Size**: Screen Fit, Just Scan or Fit to Screen.
Driver updates	Only from **Windows Update** or your computer maker. Never from a pop-up.

Write it down once

Item	Mine
My computer and chip	_____
My monitor's make and model	_____
Plug I use (HDMI / DisplayPort / USB-C)	_____
Monitor input name (such as HDMI 1)	_____
My favorite Scale or text size	_____
Monitor warranty ends	_____

When something's wrong, in order

1. Wake the computer: move the mouse or press a key.
2. Press the monitor's **Input** or **Source** button and pick the right plug.
3. Unplug and firmly replug the picture cable at both ends.
4. Windows: press **Windows key + P** and choose Extend. Mac: check **Displays**.
5. Restart the computer with the monitor on.
6. Try a different cable or port, without the dock.
7. Still stuck? Call Bill at **(330) 200-8042**.

You've got this. Take your time — you can't break it.