Published on *University of Colorado* (https://www.cu.edu)

How to easily correct the layout for dual monitors [1]

March 1, 2022 by UIS Communications [2]

Almost all hoteling desk stations are set up with two monitors. If you find that they are not in the correct order, requiring you to scroll in the opposite direction of a monitor's physical location, you can easily correct the layout.

1. Right click on the desktop screen where no applications are open.

2. A Display screen will open. Select **Identify**.

3. Click and drag the box representing the monitor(s) and move it to the order you prefer.

4. Click **Apply**.

If the image from your laptop screen is being duplicated to an external display, you can also fix this in **Display Settings**. Scroll down to **Multiple Displays**. Then use the dropdown menu to select **Extend desktop to this display**.

1800 Grant [3], computer help [4], hybrid work [5]
Display Title:
How to easily correct the layout for dual monitors
Send email when Published:
Yes

Source URL:https://www.cu.edu/blog/tech-tips/how-easily-correct-layout-dual-monitors

Links
[1] https://www.cu.edu/blog/tech-tips/how-easily-correct-layout-dual-monitors [2] https://www.cu.edu/blog/tech-tips/author/76184 [3] https://www.cu.edu/blog/tech-tips/tag/1800-grant [4] https://www.cu.edu/blog/tech-tips/tag/computer-help [5] https://www.cu.edu/blog/tech-tips/tag/hybrid-work