

Using Dual Monitors

TimeTabler supports dual monitors (two VDUs), so that you can see two (or more) of **TimeTabler**'s screens at the same time. i.e. one on your computer's main screen, and one (or more) on an additional screen plugged into your computer. Using two screens is a great help during scheduling, and can save your time as well as benefit your school with a better timetable.

A Laptop machine

A Laptop machine normally has an 'external VDU' socket that you can simply plug a second VDU into. A modern 19" LCD monitor can be obtained for less than £150 (or 17" for less than £100), or you may be able to borrow one for the timetabling season.

A Desktop machine

A Desktop machine normally does not have an extra external VDU socket, in which case you will have to buy a USB-to-VGA adapter **or** an extra video card.

[A card may be faster. You can buy a card with a single (extra) output socket, but sometimes it is better to get a card that has twin (matched) output sockets (typically £60). This card must then be installed in your machine. This is easy to do but if you haven't ever done it before, you may wish to ask your ICT technician to do it, or ask the shop from where you buy the card.]

Telling Windows that you have 2 monitors

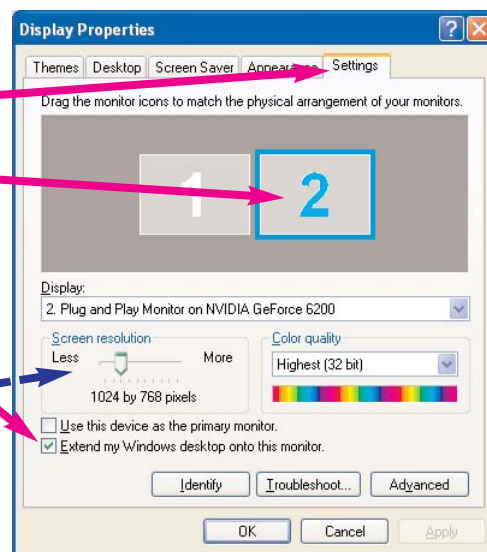
Right-click on your Windows 'desktop', then select 'Properties', then select the 'Settings' tab.

Click on the picture of the second monitor and then put a tick in the box labelled 'Extend my Windows desktop onto this monitor'.

By default the second monitor is at the right. If not, then drag the '2' monitor to the left if that is where you have physically placed it.

You can also change the screen resolution of each monitor independently if you wish. (We recommend 1024 x 768 for the main screen.)

Then click OK.



Telling TimeTabler that you have 2 monitors

In **TimeTabler**, go to the **Customize Menu** and tick:



Using the 2 monitors :

During scheduling, on either the Visual Builder Screen or the Priority Screen, click on the icon for the

Class Timetable Screen:



or the Staff Timetable Screen:



or the Room Timetable Screen:



The timetable appears on screen (sometimes behind the Visual Builder Screen or the Priority Screen). With your mouse, grab the top bar of this Timetable Screen and drag it across to your second monitor (you may have to un-maximise the screen before you drag it).

Now, all the decisions and assignments that you make on the Visual Builder Screen or the Priority Screen will be shown immediately on the Class/Staff/Room Timetable on the second monitor.

You do not have to switch back & forth between views, wasting time.

There are 4 main arrangements you can use.

In each case, display the Visual Builder Screen or the Priority Screen on the 1st/main VDU.

1. Put the Class Timetable Screen (only) on the 2nd VDU, maximised.
2. Put the Class Timetable Screen and the Staff and Room Timetable screens on the 2nd VDU, with each of them adjusted to be a strip covering one-third of the screen.
3. Put the Container Block Screen on the 2nd VDU.
4. Stretch the Visual Builder Screen (expanded), or the Priority Screen, widthways over both screens. This is very useful if you have a very long timetable cycle (eg. 100 periods).