UBC LEARNING COMMONS GUIDES

Adapters Guide

An adapter is a device that helps connect two devices that would be otherwise incompatible. For example, connecting your Macbook with a USB-C display port to a projector with an HDMI port will require a USB-c to HDMI adapter.
Adapters are useful for charging, display, transfer of data, and more! However, the focus of this guide will be on the display functionality of adapters.

Available Adapters from the Chapman Learning Commons

Lightning	Mini DisplayPort	USB-C	HDMI	Misc.
to HDMI	to HDMI	to HDMI	to HDMI	Multiport adapter
to VGA	to VGA	to VGA	to VGA	3.5 mm to 2 male RCA
to AUX		to USB-A 3.1	to Mini/Micro HDMI	Magsafe to Magsafe 2 converter
		to AUX	Active/ Micro HMDI to VGA	

Adapter tips:

• VGA outputs visuals only

• AUX outputs audio only

• HDMI/Mini Displayport/Lightning outputs both video and audio

Presentation/using classroom screens at UBC:

• Classrooms at UBC have HDMI/VGA ports for presentations: check that you have the appropriate adapters

Ways to present:

• Mirroring- copying your screen onto an external display

• Separate display- showing only preferred parts of your screen on the external display. Note that on Windows, this is split into multiple options that have different features namely: "PC screen only", "Extend", and "Second screen only".

Adapters Guide

How to Use a Large Display with Mac (aka Mirroring)

Image 1

Step 1. Click the highlighted icon at the top right of your screen. In the menu that appears, click "Screen Mirroring".

Image 2

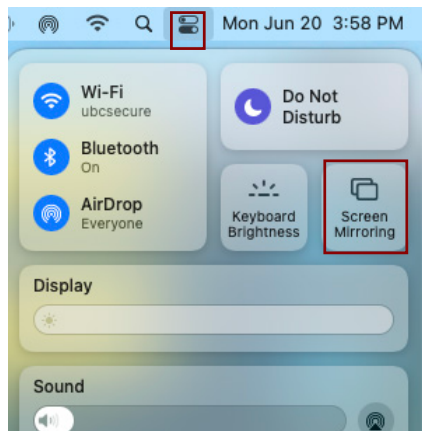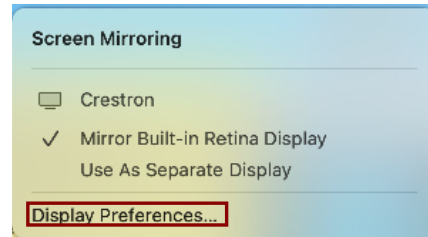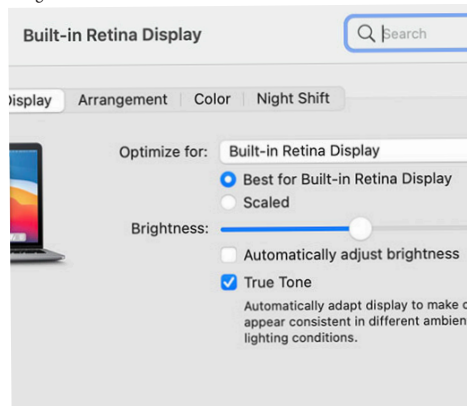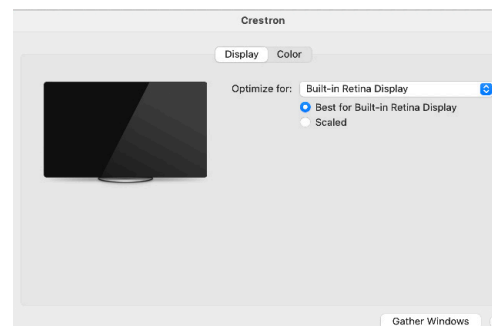Step 2. To mirror your screen, "Select "Mirror Built-in Retina Display." Note this option only appears if your computer is connected to an output with a screen.

Image 3

Step 3. To change display preferences, click "Display Preferences" highlighted in Image 2. Two windows resembling Images 3 and 4 should pop up. Image 3 is for adjusting settings on your Mac.

Image 4

Step 4. Use options in Image 4 to adjust settings on the external display

*Mac Big Sur 11.6.2 was used

How to Use a Large Display with Windows (aka Mirroring)

Image 5
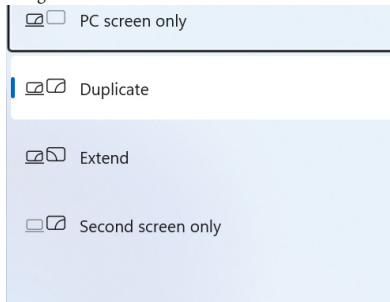
Step 1. Press the Windows key + P to bring up the menu in Image 5. For mirroring, select the "Duplicate" option. All other options fall under separate display functionality. For more detailed settings, proceed to next steps.

Image 6
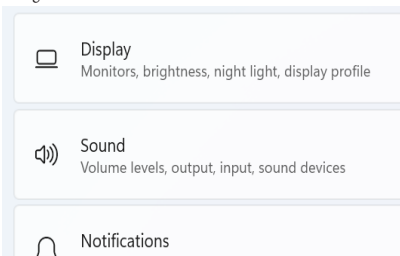
Step 2. Press the Windows key and type "settings". Open the settings window and navigate to "System". In the System setting menu, open "Display."

Image 7
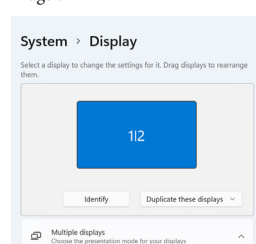
Step 3. The picture in Image 7 will only show up if an external display is connected and detected. In this window, you can modify your presentation mode.

Image 8
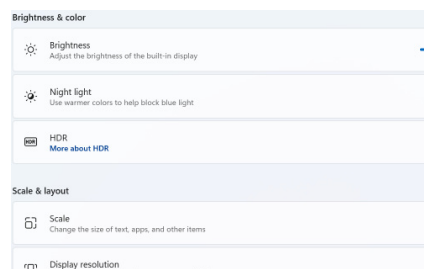
Step 4. Scroll down to see the settings in Image 8. Here, you can find more advanced settings. To change settings for a specific screen in separate display mode, be sure to select that screen in step 3.

*Windows 11 was used

Guidelines for Consistency:

- Title "UBC LEARNING COMMONS GUIDES" stays the same for all infographics
- Corbel font
- ITEM NAME = 18 pt font
- Headings = 12 pt font
- Body text = 10 pt font
- Inset spacing of either 0p3 or 0p6
- Use swatches "Chapman Red" + "Chapman Grey" for style and flairs
- MUST include LOAN TIME of the item somewhere on the infographic (+ charges for internal use infographic)
- Use images
- Ensure that images are spaced evenly (0.9 pts or one box apart)
- Note, these are guidelines. You may break these "rules" if the situation requires it or if by breaking these "rules" the end product is more effective to our patrons
- For the insert cards, follow the general theme and size of the example cards given below

Helpful Tips:
- Include tips
- Images > text
- Avoid placing frames/text/images past the pink line on the grid
- Note that the insert cards will be wholepunched, leave a space for the whoel punch

Shortcuts:

"command" + "z" = undo
"command" + "b" = inset spacing preferences & columns
"command" + "d" = insert image
"command" + "g" = group objects
"command" + "shift" + "g" = undo grouping
"command" + "l" = lock objects to position
"command" + "+" = zoom in
"command" + "-" = zoom out
"command" + "e" = export to... (pdf)

"w" = disable/enable grid
"v" or "escape" = selection tool
"a" = selection of image within frame
"f" = framing tool
"t" = textbox

Quick Start

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Item Name Quick Start

Tips

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Item Name Tips

LOAN TIME: **1** DAY

FAQ

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Item Name FAQ