



Computer monitor brightness and time to sleep

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1. Purpose

Question 10 in the LEAF bronze award asks: There is a system in place to ensure that computer monitor brightness settings and computer time-to-sleep have both been minimised. Where lab users are unsure of how to do this, competent staff (in local or through central IT departments) have been identified that can provide support.

This document provides guidance on the how to adjust computer monitor brightness and time to sleep settings on both PC and mac computers.

2. Scope

This document is relevant to all laboratory users that work with computers in the lab.

3. Procedure

The following can be used to adjust the computer monitor brightness and time to sleep settings on PCs hosting windows 10 and 11 and on Mac's.

3.1 Adjusting monitor Brightness


Adjusting your display brightness can greatly improve your viewing experience while also helping to save battery life.

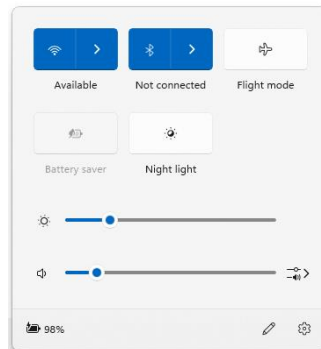
3.1.1 External Monitor

External monitors typically have buttons that allow you to adjust the brightness settings directly.





3.1.2 PC

3.1.2.1 Windows 11


- Select the **Network**  icon on the right side of the taskbar.
- Move the **Brightness** slider to adjust the brightness.

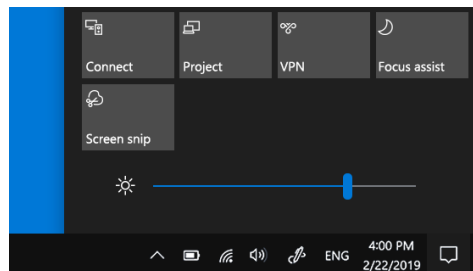


Alternatively, you can adjust the display brightness from:

- **Start**  > **Settings**  > **System**  > **Display** .
- Move the **Brightness** slider to adjust the brightness.



3.1.2.2 Windows 10

- Select **action centre**  on the right side of the taskbar
- Move the **Brightness** slider to adjust the brightness.





3.1.3 Mac

Use the brightness function keys:

- Press  or  (or use the Control Strip).

Manually adjust brightness:





- Choose **Apple menu**  > **System Settings** > **Displays** 
- Drag the **Brightness** slider to adjust the brightness of your display.

Depending on the type of display connected to your Mac, you may also see a Contrast slider that you can use to adjust the display's contrast.



3.2 Adjusting time to sleep settings

3.2.1 PC

3.2.1.1 Windows 11



- **Start**  > **Settings**  > **System**  > **Power & battery**  > **Screen, sleep, & hibernate timeouts.**
- **Turn my screen off after:** Select how long you want your device to wait before turning the screen off when you're not using your device, both when it's plugged in and when it's on battery power.
- **Make my device sleep after:** Select how long you want your device to wait before going to sleep when you're not using it, both when it's plugged in and when it's on battery power.

3.2.1.2 Windows 10



- **Start**  > **Settings**  > **System** > **Power & sleep.**
- Under **Screen**, select how long you want your device to wait before turning the screen off when you're not using your device
- Under **Sleep**, select how long you want your device to wait before going to sleep when you're not using it.

3.2.2 Mac

Set your Mac to go to sleep after inactivity



- Choose **Apple menu**  > **System Settings** > **Lock Screen** 
- Do any of the following:
 - Click the pop-up menu next to "Turn display off on battery when inactive", then choose an option.
 - Click the pop-up menu next to "Turn display off on power adapter when inactive", then choose an option.

Specify sleep and wake settings for a Mac laptop

- Choose **Apple menu**  > **System Settings** > **Battery** 
- Click **Options**, then do any of the following:

- *Stop automatic sleeping when the display is off:* Turn on “Prevent automatic sleeping on power adapter when the display is off”.
- *Put hard disks to sleep:* Turn on Put hard disks to sleep when possible.
- *Update your system while it’s asleep:* Click the pop-up menu next to Enable Power Nap, then choose an option.

Specify sleep and wake settings for a Mac desktop computer

- Choose **Apple menu**  > **System Settings** > **Energy Saver** 
- Do any of the following:
 - *Stop automatic sleeping when the display is off:* Turn on “Prevent automatic sleeping when the display is off”.
 - *Put hard disks to sleep:* Turn on Put hard disks to sleep when possible.
 - *Update your system while it’s asleep:* Turn on Enable Power Nap.

4. Changes to the procedure

Version	Reason for change	Date
1.0		December 2024