Setting a default layout for a screen

Click on “displays” from the list of options down the left hand side

This will bring up a window which will list all the displays that you have access too.

To assign a default layout, from the far right hand column of the display you wish to configure, click on the drop down arrow and select “default layout”
Then from the “Edit Default layout” window select the layout you wish to set as default for this particular display.

The default layout is the layout that will be shown for this display when there are no other layouts scheduled.