

Beginners: Manipulating Desktop Windows

There might be occasions when you might find it useful to see the contents of more than one window at the same time on your desktop.

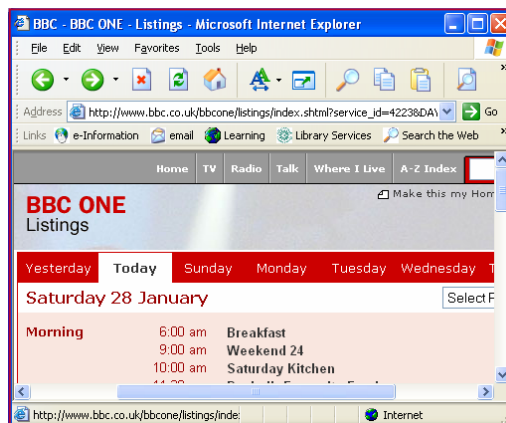
For example, you might wish to compare two sets of data contained in two different word processing documents.

You can achieve this by **resizing** and **repositioning** any open window, as long as they are in the **Restored** state, i.e. they are not displayed in full screen (maximised).

Resizing an Open Window

To change the **width**:

1. point to the left or right border.
2. When the pointer changes into a horizontal double-headed arrow, \leftrightarrow drag the border to the right or to the left.



To Drag:

1. Click and hold down the left mouse button;
2. Drag the cursor to the required position and release.

To change the **height**:

1. point to the top or bottom border.
2. When the pointer changes into a vertical double-headed arrow, \updownarrow drag the border up or down.


To change the **height and width** at the same time:

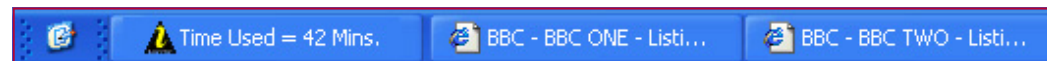
1. point to any corner.
2. When the pointer changes into a diagonal double-headed arrow, \nwarrow drag the border in any direction.

Repositioning an Open Window

1. Point anywhere within its **Title** bar (the blue bar at top).
2. Drag the window to your preferred location on the **Desktop** (Note that only the silhouette of the window might move, this is normal). Ensure that no part of the window is off the screen.

Reduce All Open Windows to Taskbar Buttons

Click on the **Show Desktop** icon  on the taskbar. All open windows and dialog boxes will be minimized. All minimized windows appear as buttons on the taskbar, but dialogue boxes do not.



In the example above, three windows were minimized: the launcher pad (the button that says “Time Used = 42 Mins,”) and two MS Internet Explorer windows looking at two different BBC web pages.

To **restore** all windows and dialogue boxes to their previous state, click on the **Show Desktop** icon on the taskbar again.

YOUR TURN!!!

1. Open the MS Internet Explorer application and Restore it down.
2. Resize it so that it occupies about half of the Desktop.
3. Move it to the left side of the Desktop.
4. Click on the Launcher Pad button on the taskbar (“Time Used”).
5. Open the MS Word application (Programmes tab) and minimize it.
6. Resize it so that it occupies about half of the Desktop.
7. Move it to the right side of the Desktop.

Both applications should now be visible and side by side.