

# Managing Windows

## To minimize or maximize a window or restore it to its previous size

Click the appropriate button in the upper-right corner of the window:

- ☞ Click - to minimize the window to a taskbar button. To restore the minimized window to its previous size, click its taskbar button.
- ☞ Click the square in the middle to maximize the window so it covers the full screen.
- ☞ After maximizing a window, click to restore the window to its previous size.
- ☞ You can also double-click the window's title bar to maximize it or restore it to its previous size.

## To copy the window or screen contents

- ☞ To make a copy of the active window, press ALT+PRINT SCREEN.
- ☞ To copy the entire screen as it appears on your monitor, press PRINT SCREEN.
- ☞ To paste the image into a document, click the **Edit** menu in the document window, and then click **Paste**.

## To arrange all open windows

1. Right-click an empty area on the taskbar.
2. Click Cascade Windows, Tile Windows Horizontally, or Tile Windows Vertically.
3. Windows that are reduced to taskbar buttons will not be displayed.
4. To restore your windows to their previous state, right-click an empty area on the taskbar, and then click **Undo Cascade** or **Undo Tile**.

## To resize an open window

- ☞ To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left.
- ☞ To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow, drag the border up or down.
- ☞ To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow, drag the border in any direction.
- ☞ You cannot resize a window when it is displayed in a full screen (maximized).