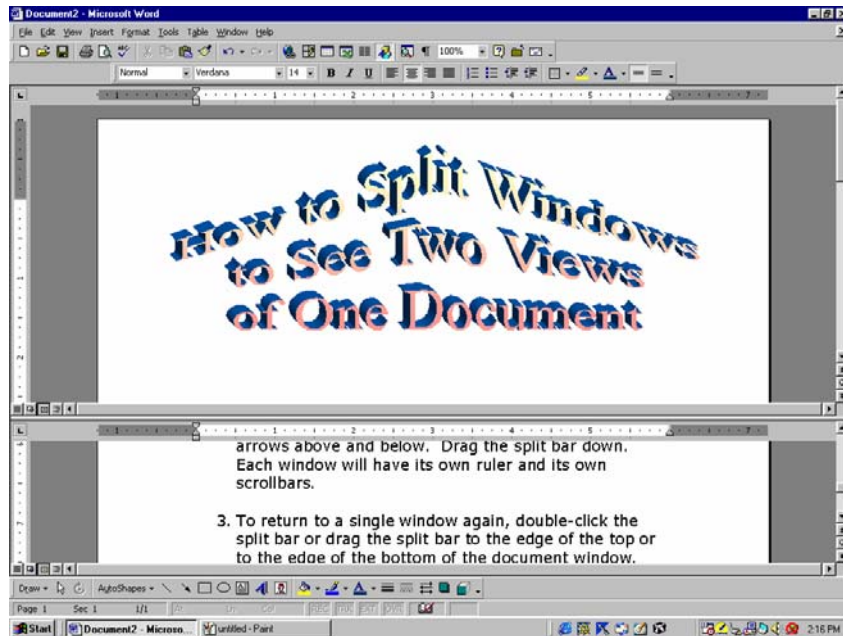


# How to Split Windows to See Two Views of One Document



1. Pull down the **Window menu** on the main menu and click **Split**.
2. Your cursor will change to a pair of horizontal lines with arrows above and below. Drag the split bar down. Each window will have its own ruler and its own scrollbars.
3. To return to a single window again, double-click the split bar or drag the split bar to the edge of the top or to the edge of the bottom of the document window. You can also click **Window** and click **Remove Split**.