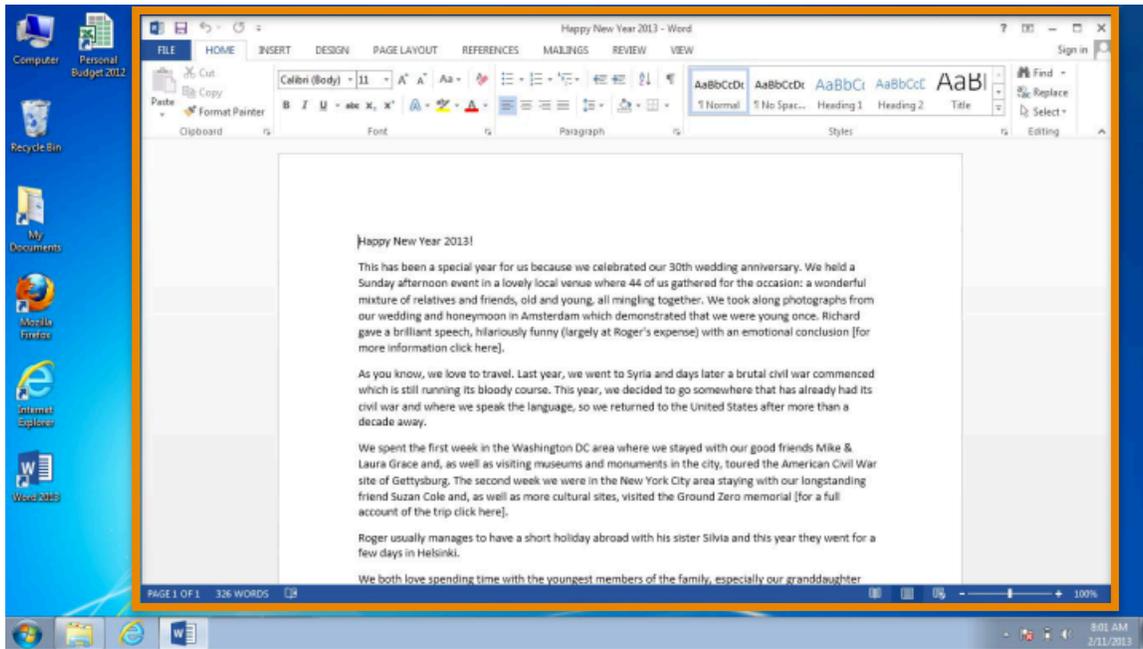
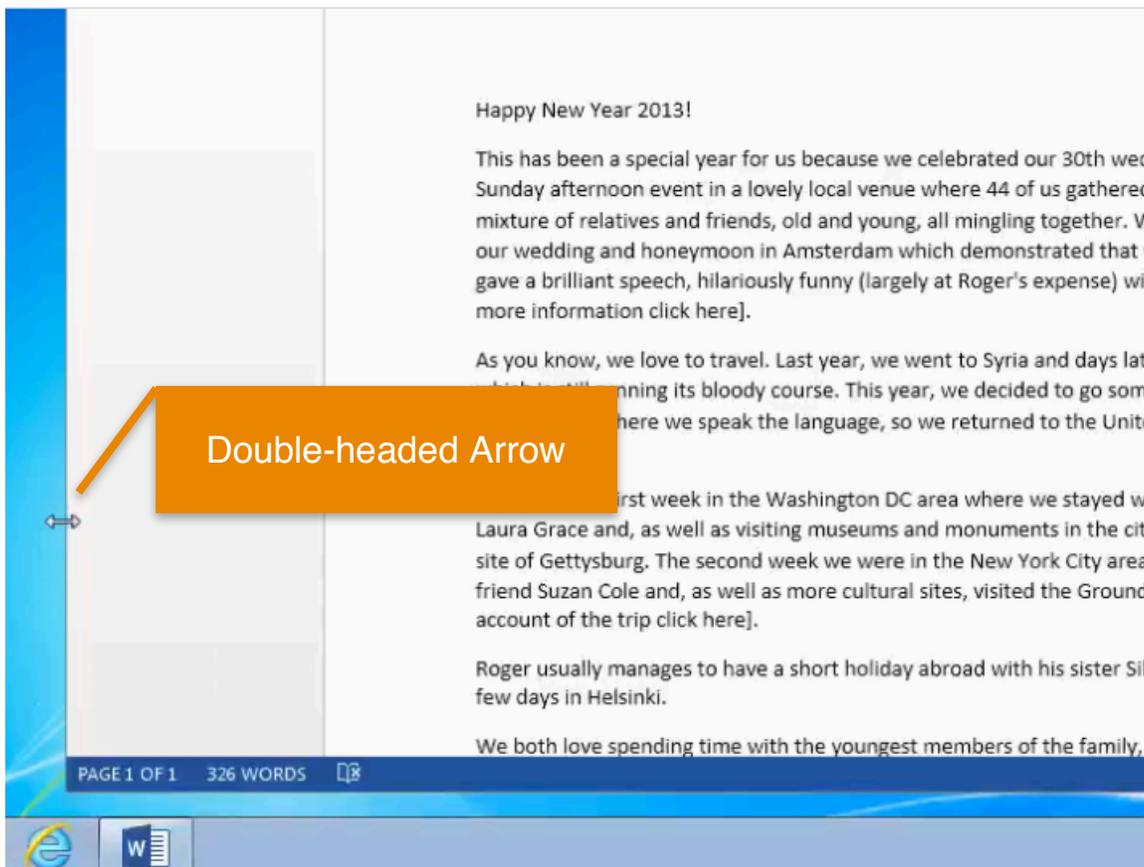


Windows



Once a file or folder opens, you will see a window. A computer window gives you a view into a file, folder, or an application just like a store's window gives you a view into the store.

The window is your working area.



When you open a window, it may appear in a size that's too big or too small for your work.

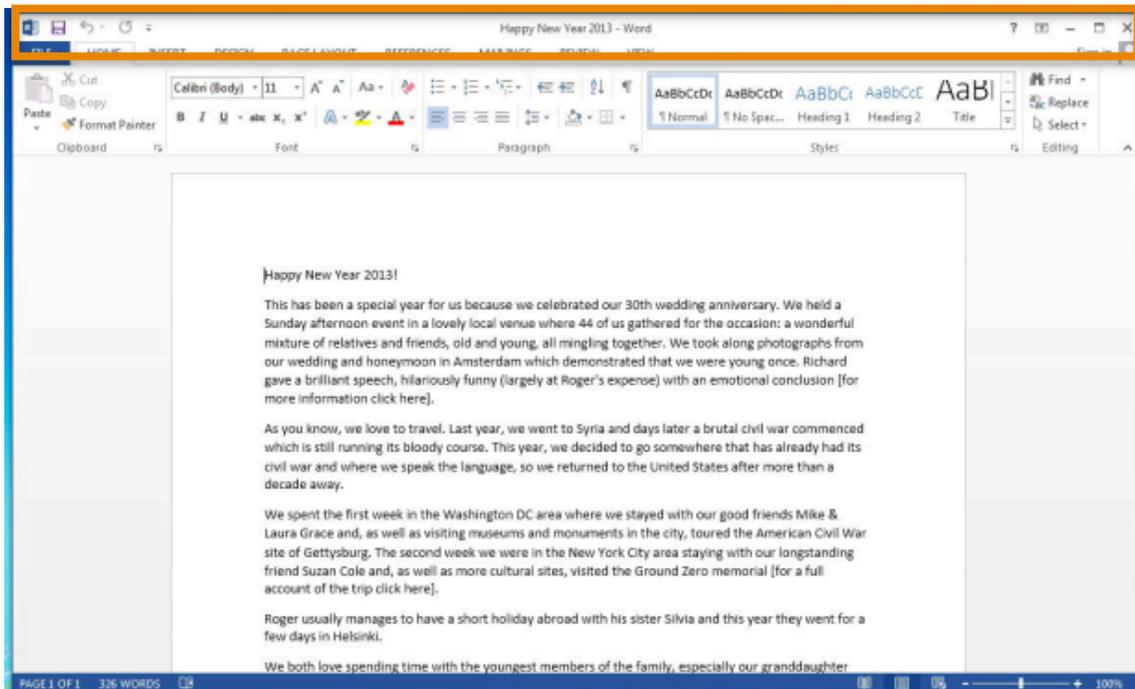
You can change the size of the window by hovering over a border or corner of the window with the mouse.

The mouse will then become a double-headed arrow.

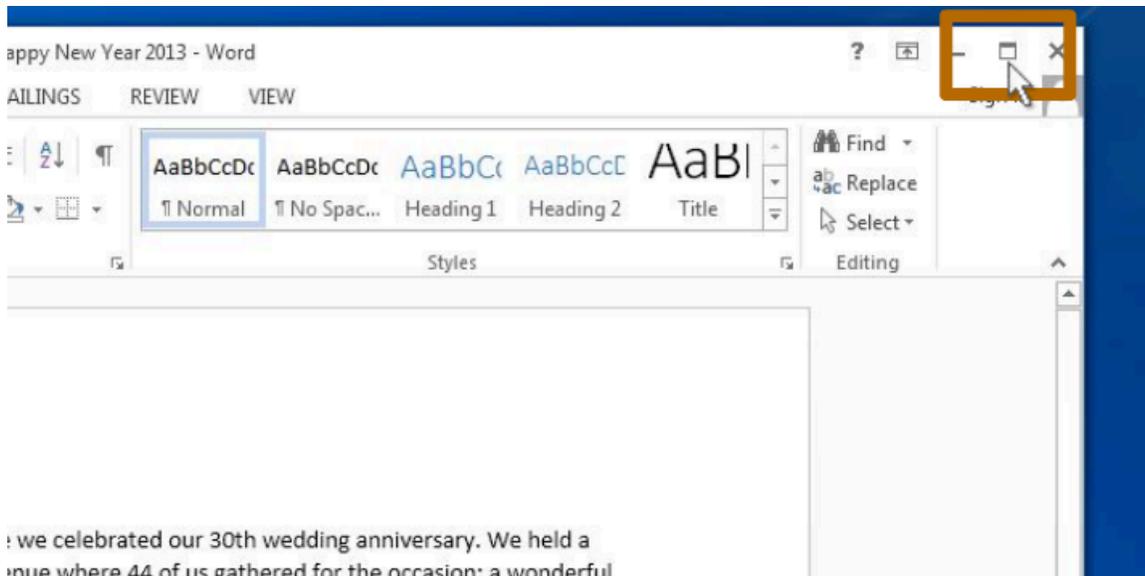
You can then click and hold the left mouse button to “grab” the edges of the window.

Drag the arrow to change the size of the window.

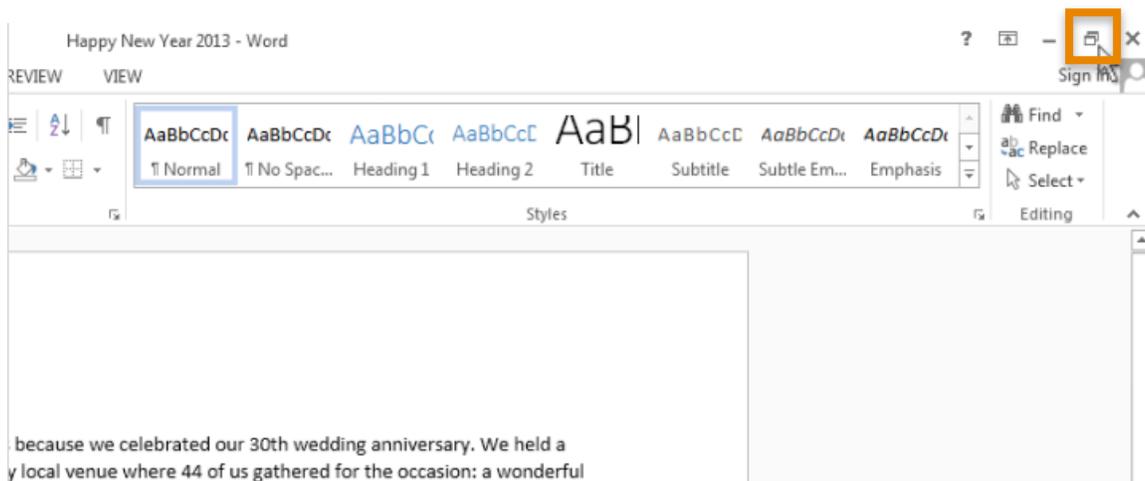
Release the mouse button when the window is the desired size.



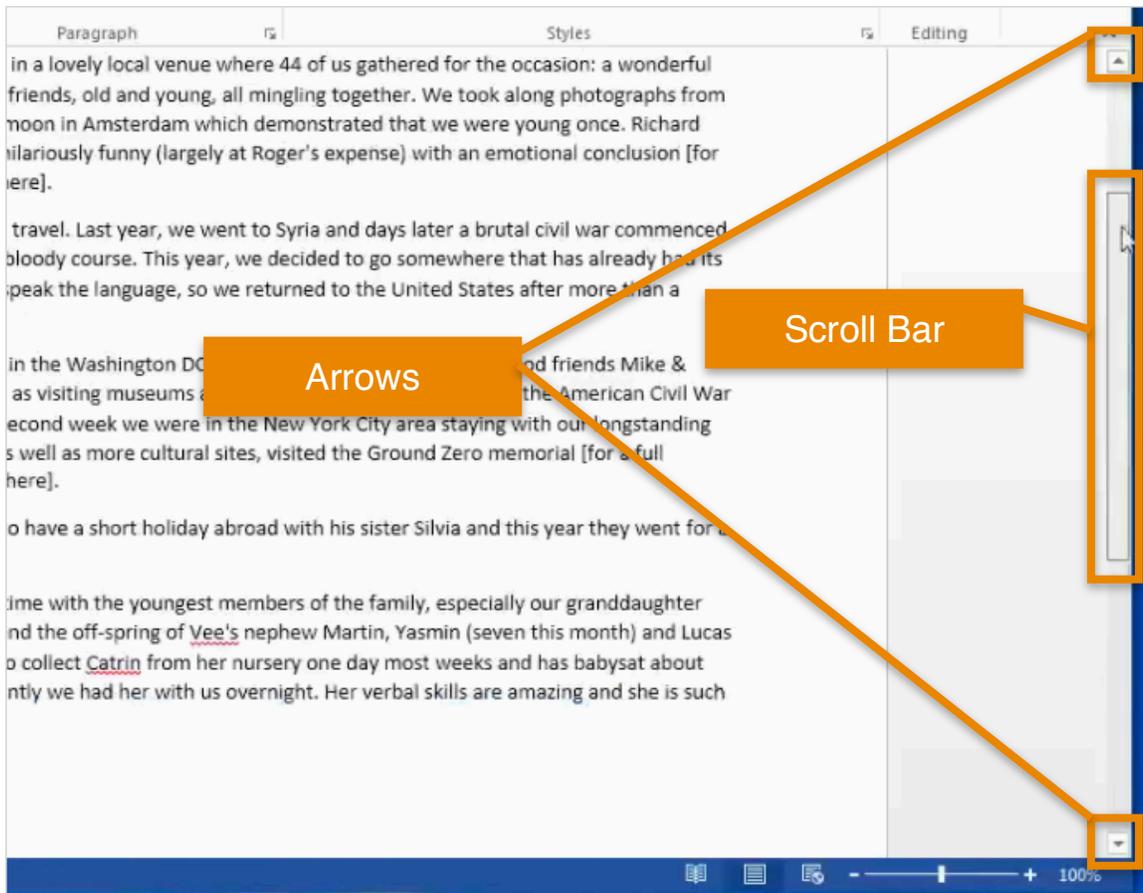
The top of the window includes the title bar. This area has tools on it to help you manage the window.



If you wanted a window to fill a desktop, you could do that by clicking the maximize button on the title bar.



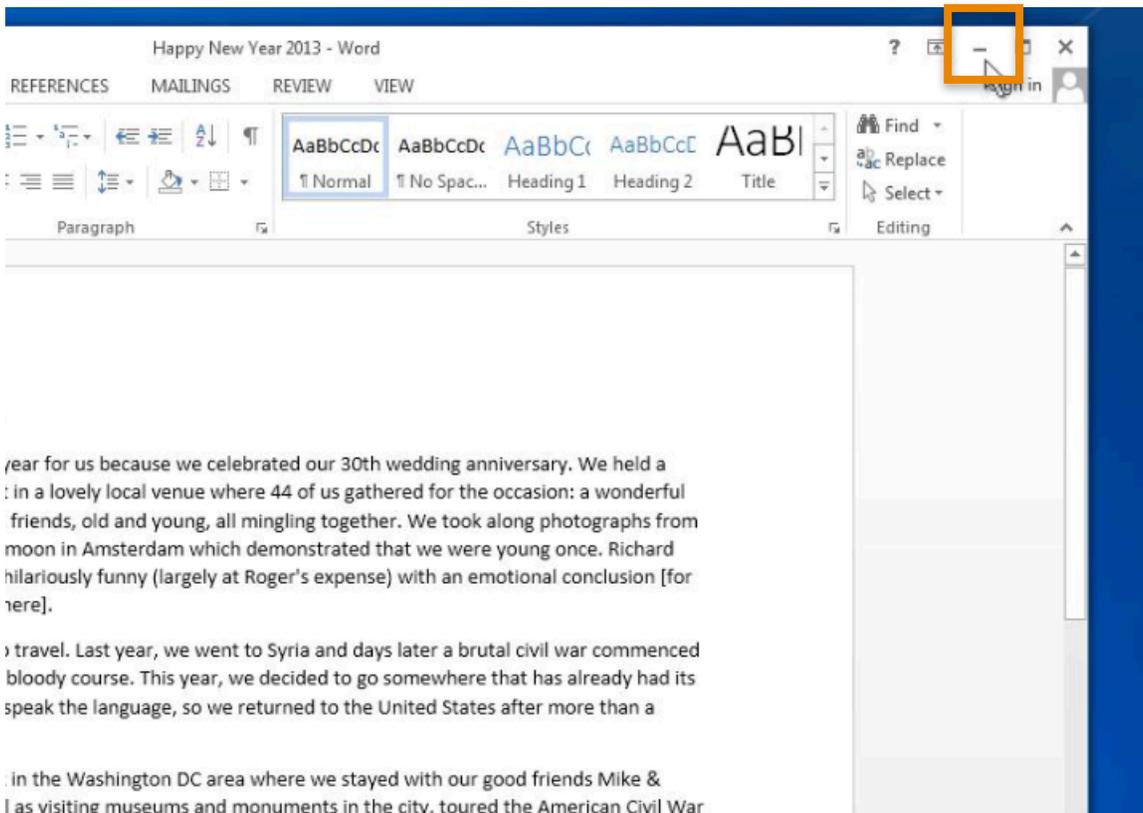
When you want to make the window smaller again, click the restore button, which replaced the maximize button, and the window will return to its previous size.



You can scroll in the window to display different content. This can be done in two different ways.

One way is to click and hold the left mouse button on the scroll bar to “grab” it and then drag it to move in the document.

The other way is by clicking on the arrows on the scroll bar.

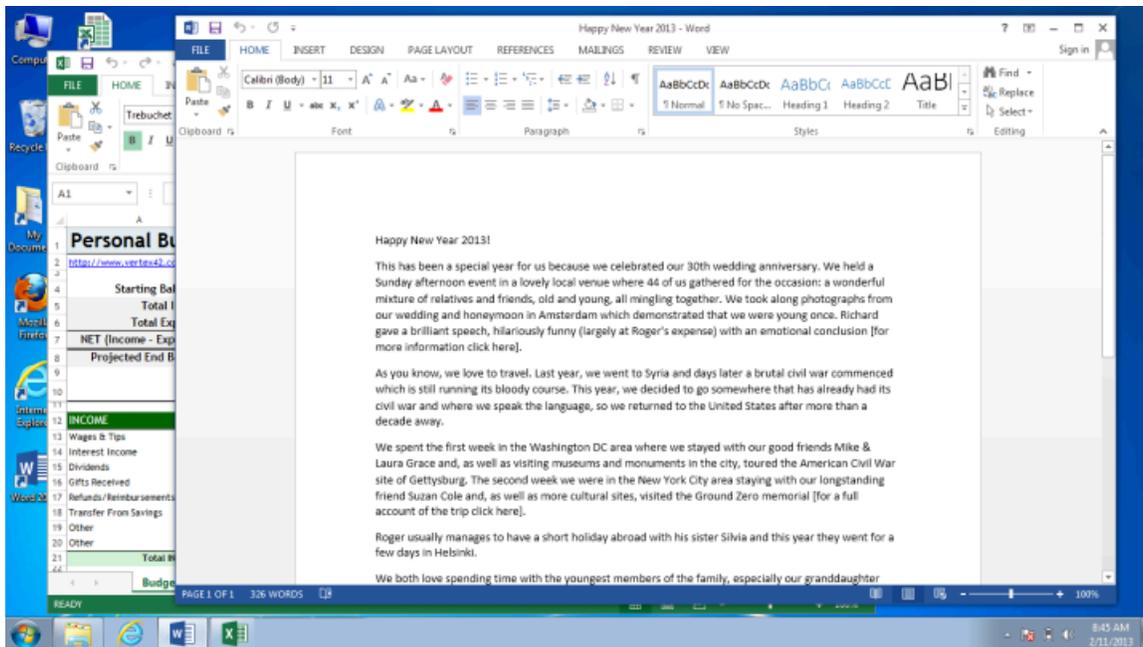


If you need to access other files or folders on the desktop, you can use the minimize button in the title bar to minimize the window.

This will collapse the window into the task bar at the bottom of the screen so that you can see and use the desktop.



Now that the first file is minimized, it will appear on the task bar at the bottom of the screen as an icon. We can now access the desktop and find another file.



It is possible to have many windows open at the same time.

This allows you to switch between tasks, or work between multiple files.

You can pick up a window by the title bar and move it around.

Again, windows can also be resized to make it easier to multiple windows at the same time.