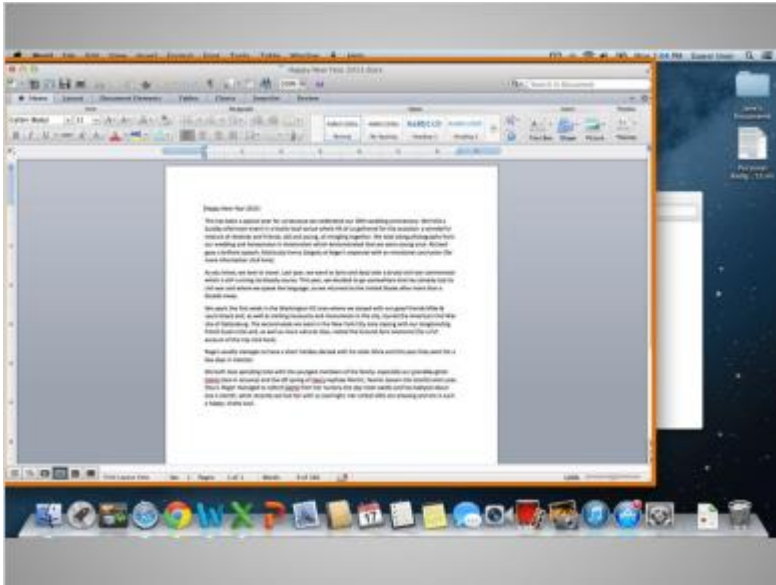


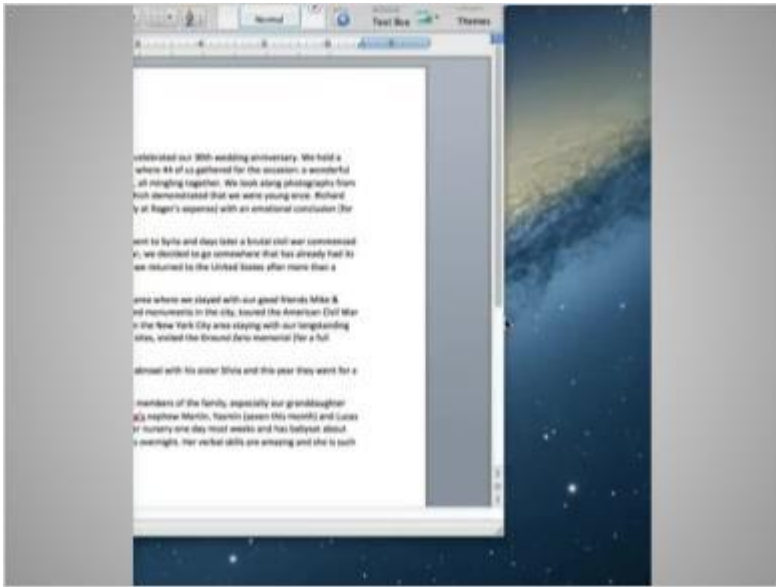
# Using a Window



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.

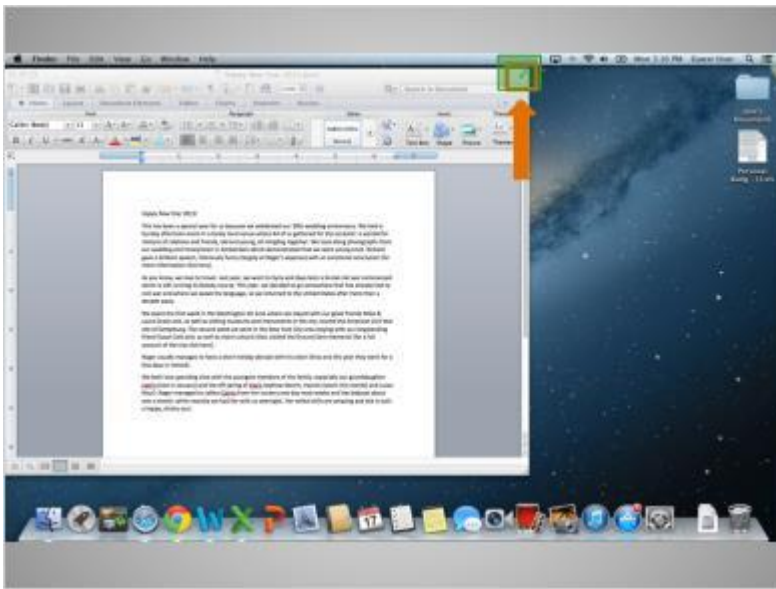
You can change the size of the window by hovering over a border or corner of the window with the mouse.

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.

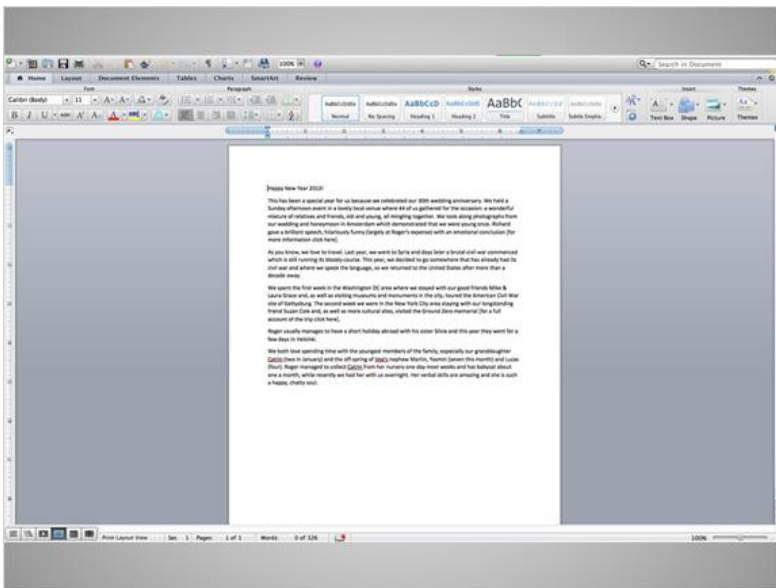
Jane drags the arrow to change the size of the window.

She releases the mouse button when the window is the desired size.

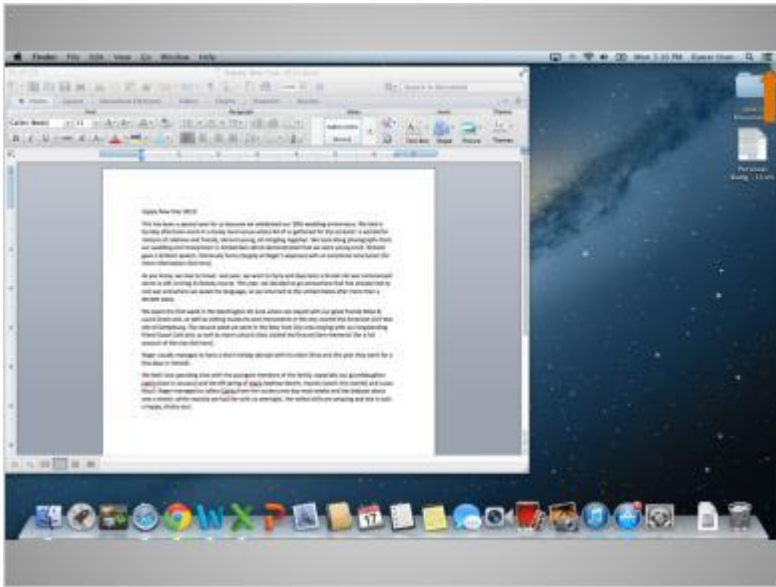


The top of the window includes some tools to help you manage the size and shape of the window.

If you wanted a window to fill a desktop, you could do that by clicking the arrows at the top right of the window.



When Jane clicks the arrows, the document fills the entire screen. The menu bar is also hidden.

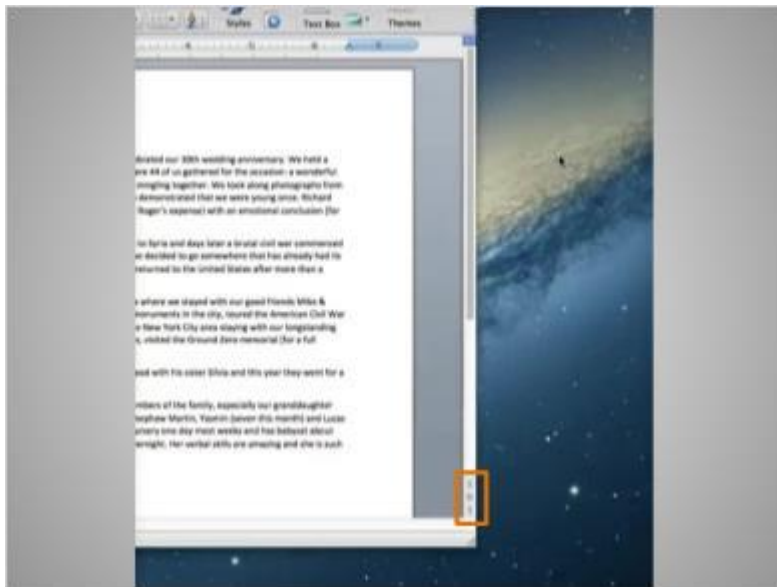


When you want to make the window smaller again, it can be a bit tricky since the menu bar is hidden.

You have to bring your mouse cursor to the very top right corner of the screen and let it sit there for a second.

The menu bar will appear again and the arrows will appear in a blue box.

You would then click on that box to return the window to its original size.

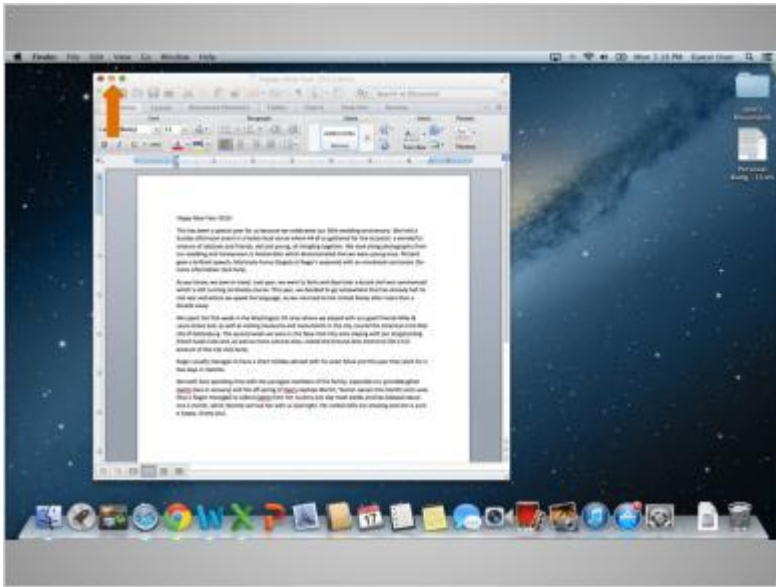


You can scroll in the window to display different content. This will move you up and down the page, similar to turning the pages of a multipage document.

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 yellow button at the top left of the window to minimize that window.

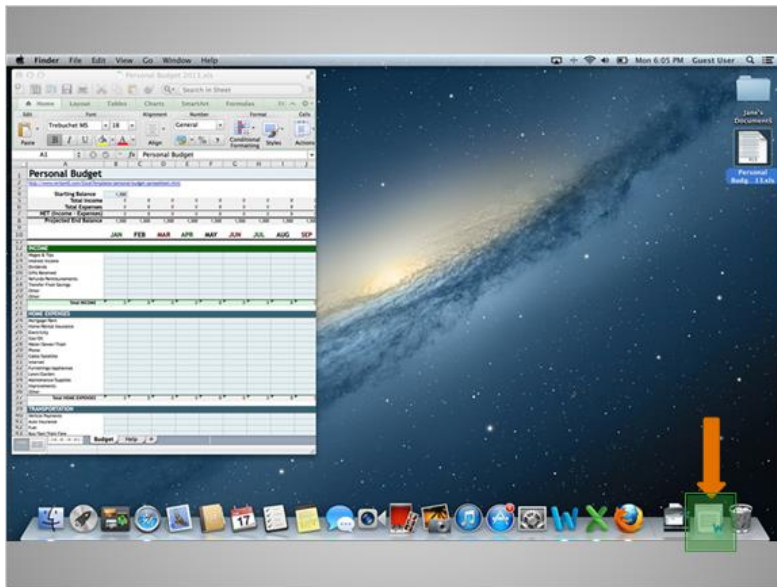
This will collapse the window into the dock at the bottom of the screen so that you can see and use the desktop.



Now that the first file is minimized, it appears on the dock at the bottom as an icon.

This frees up the desktop so that we can find another file.

We'll double click on the personal budget file now to open it.

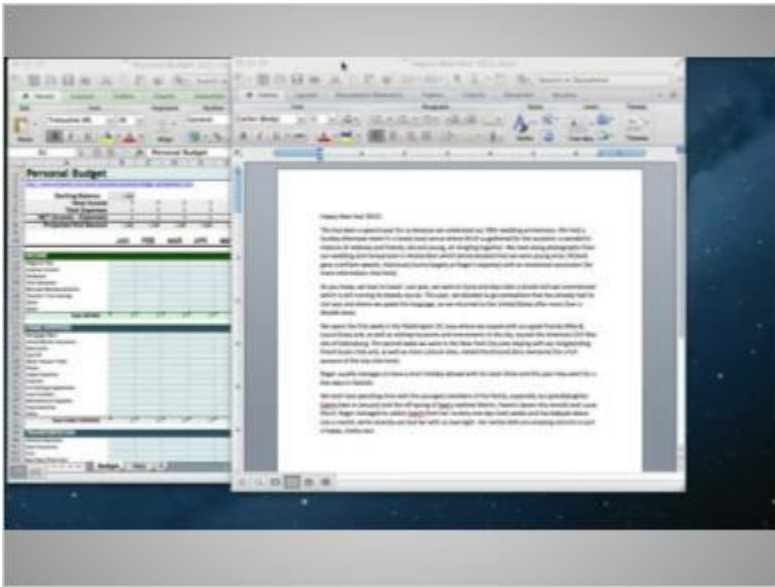


It is possible to have many windows open at the same time.

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

Single clicking on the icon for the first file that is in the dock will open it back up, so that we have two open files.





When you have two windows open, you may want to move them around to make it easier to move between them.

You can pick up a window by the grey bar at the top and move it.

You would do this by placing the cursor of your mouse above the grey bar and clicking down on the mouse button.

While still holding the mouse button down, move the window.

When the window is where you want it, release the mouse button to place the window.

Again, windows can also be resized to make it easier to work between them.