

Seven simple things to know about a 'window'.

'Windows' are rectangular areas of the screen in which programs are run.

All 'windows' have a frame with the same features, or control buttons, around the edges or corners of the window.

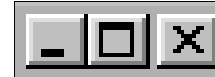
1 Title Bar

(blue when active)

Put your mouse pointer on to this blue bar and DRAG your mouse.

This will move the window to any part of the screen you wish.

2, 3, 4 and 5 The Window Control Buttons



Maximise.

The window now fills the screen and the restore button appears.



Restore

(appears after you have used the maximise button.) This will restore the window to its previous size.



Minimise

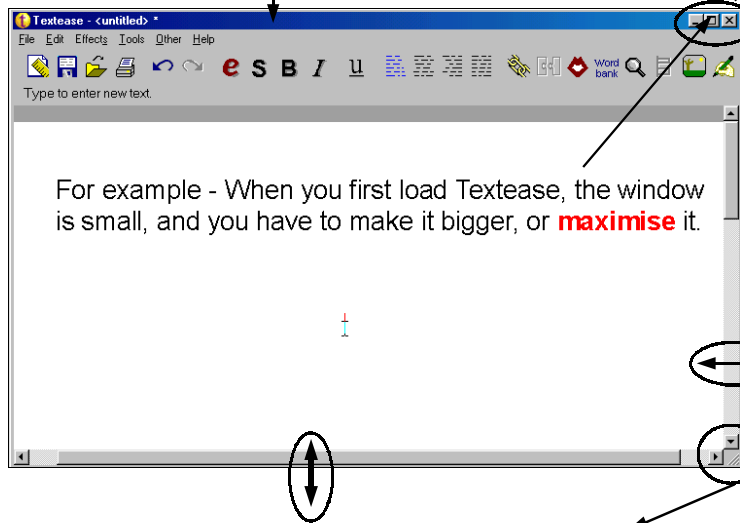
The window disappears but the button is on the task bar. (The bottom grey panel of your screen.)

Click on the button on the task bar to bring the window back.



Close

Click to close down the window completely.



For example - When you first load Textease, the window is small, and you have to make it bigger, or **maximise** it.

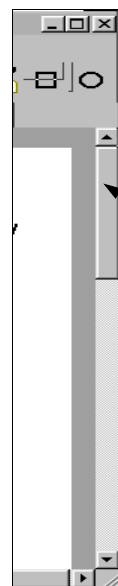
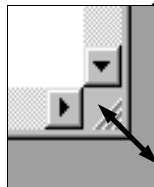
6 When the window is small (*not maximised*), there are three ways of **Changing the size and shape of a window.**

S-t-r-e-t-c-h the window, or **Shrink**

Click and drag to stretch or shrink the window. (Not if the window is already maximised.) Your mouse pointer must be on the diagonal lines in the corner and you will see a double headed arrow.

↑ Put your pointer on the bottom edge of the window. Drag the pointer when you see the double headed arrow.

← Put your pointer on the side edge of the window. Drag the pointer when you see the double headed arrow.



7 The Scroll Bar

This allows you to move up and down the window.

Either

DRAG the bar down the right panel

Or

Click on the 'Down' (or 'Up') arrows.

(Some windows also have horizontal scroll bars.)