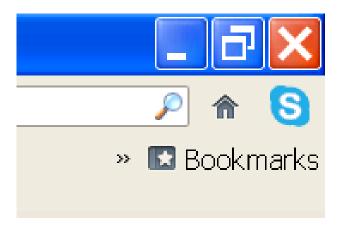
Hampsthwaite Online: managing windows

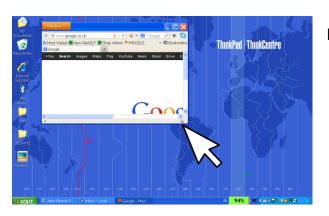


Opening a Window

Window icons

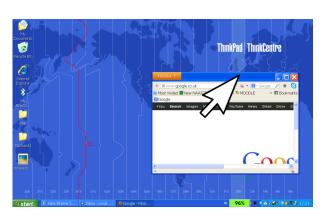


- The cross found at the top right of any Window will close or quit that Window.
- The leftmost of the group of three icons will minimise the Window to the bottom of the screen.
- The middle icon will reduce the Window such that it can be further re-sized and moved around the screen. This icon will also re-size a reduced Window to full screen note how it changes.



Re-sizing a Window

- A reduced size Window can be further re-sized by hovering over a corner until a double arrow appears () then **Dragging** to size by holding down the left-hand **Mouse** or **Touch Pad** button.
- Windows can also be reduced in width or height by hovering over an edge then **Dragging** from there once a double arrow appears (←→)



Moving a Window

- Dragging from the top bar or Title Bar will move a
 Window around the screen (note also that clicking
 on the top bar of a Window when more than one
 are open will bring that Window to the front).
- Also, clicking the right-hand or Menu button in the bottom bar or Task Bar will reveal options to re-arrange Windows when more than one are open.