

Hampsthwaite Online : managing windows

Opening a Window

- Double click on a desktop icon to open an application window - a **Web Browser** or **Search Engine** for example (*note that only a single click is needed on icons from the **Start Menu** - i.e. *)

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.

