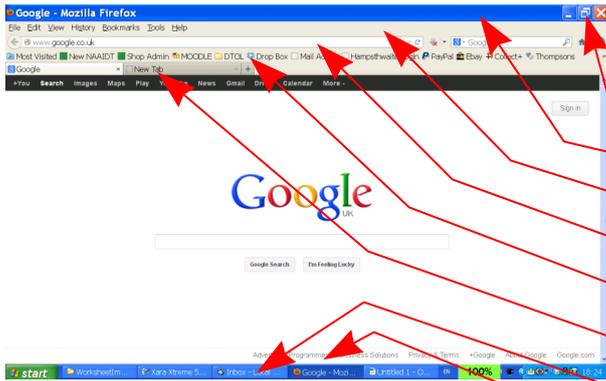


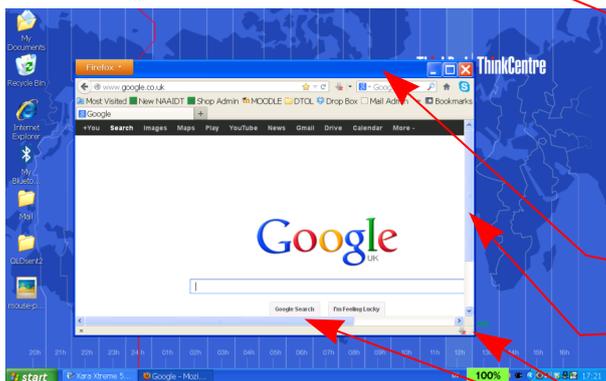
# Hampsthwaite Online : working with windows



## Opening a Browser Window (most Windows are similar)

- Icons - to **Re-size**, **Minimise** and **Quit**.
- Title Bar - use to **Drag** a reduced size Window.
- Menu Bar - to access possible actions
- Navigation Bar - type here the **URL** or web address.
- Favourites Bar - contains **Bookmarks** to web sites
- Tabs - each Window can open in a new **Tab**.
- Task Bar - e.g. to see what programs are running
- Status Bar - e.g. provides help information

**Note:** some of these bars can be hidden if required - right-click on the bars to see choices available.



## Working with a Re-sized Window

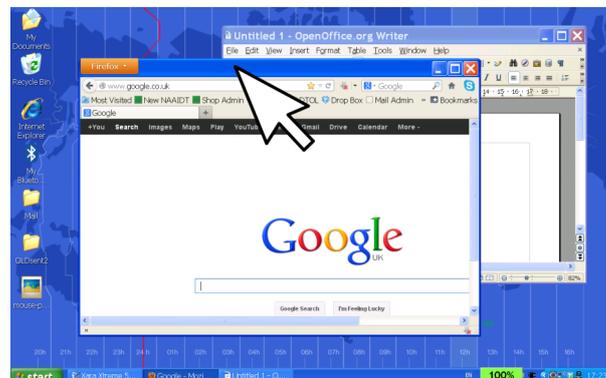
- Title Bar - use to **Drag** a reduced size Window.
- Vertical Scroll Bar - same action as a **Mouse wheel**.
- Re-size corner - to change the Window size.
- Horizontal Scroll Bar - to **Drag** horizontally - try also using the **Mouse wheel** with **Shift** held down.



## Enlarging text in Browsers

- Click on **View** on Menu Bar to see **Zoom** options
- or hold down **Ctrl** and press **++** (i.e. + twice)
- hold down **Ctrl** and press **--** (i.e. - twice) to zoom out
- or hold down **Ctrl** and use the **Mouse** wheel
- choose **Reset** from the **View** menu to return to the original size or press **Ctrl +0** (i.e. hold down the **Ctrl** key then press + followed by 0).

**Note:** holding down **Ctrl** while pressing other keys to initiate an action is known as using **Hot Keys** and the various **Hot Key** combinations can be seen listed in the **Menus**.



## Multiple Windows

- Clicking on a **Title Bar** will bring a Window to the front and make it the **Active Window**.
- Windows can be moved around the screen by **Dragging** the **Title Bar**
- Right-clicking an empty space on the **Task Bar** will reveal options to arrange multiple Windows such as **Tiling** side by side or **Cascading**.

