

How to Split Your Screen to Have More than One Program show at a Time

Sometimes it can be helpful to have more than one program showing at once. It is great for when you are copying and pasting materials. Here are two ways to achieve this:

Using Windows or Keyboard Shortcuts to Split Your Screen (easiest way)

1 Open the two programs that you would like to see at once.

2 Press **Windows Key + Right Arrow** to fill the right half of your screen with one window and Windows Key + Left Arrow to fill up the left side.

Windows Key =

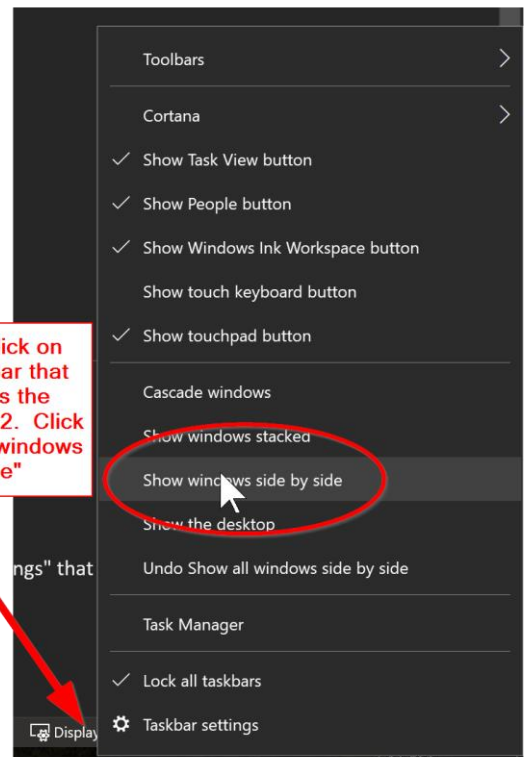


or

Right click on a space on the task bar at the bottom of your screen.

3 Click on **Show windows side by side**

1. Right click on the Task Bar that runs across the bottom. 2. Click on "Show windows side by side"

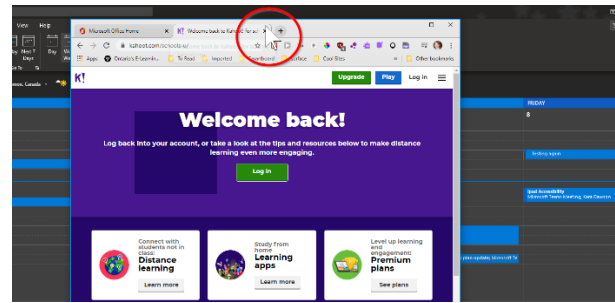


Using Your Cursor To Split your Screen

1 Open the two programs that you would like to see.

2

On the one that is open, move your mouse to the upper middle part of the screen. Press the **left mouse button** and hold it down. This will cause it to shrink.

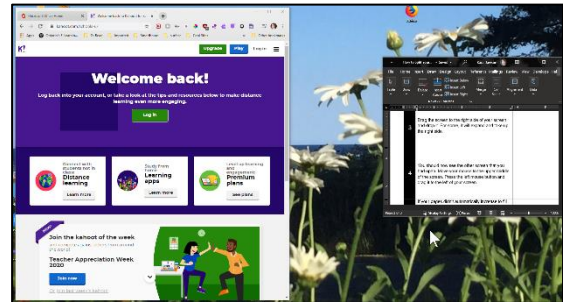


3

Drag the box to the right side of your screen and drop it. For some, it will expand and take up the right side.

4

You should now see the other screen that you had open. Move your mouse to the upper middle of the screen. Press the **left mouse button**, hold it down and drag it to the left of your screen.



5

If your pages didn't automatically increase to fill the page, you can click and drag the edges of the windows so that they fill their half of the screen.