

You can display two windows side by side on your screen. This allows you to easily review the contents of both windows at the same time.



Displaying two windows side by side also allows you to easily move and copy information between the windows.



Is there a faster way to display two windows side by side?

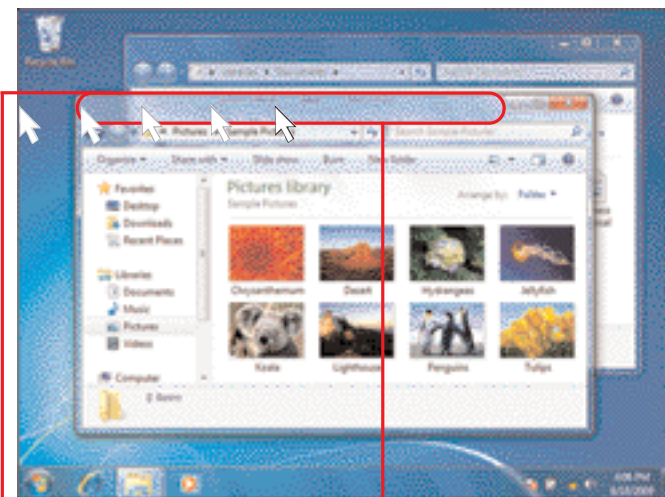
Yes. If you have only two windows open on your screen, right-click a blank area on your taskbar and then click **Show windows side by side** on the menu that appears. The windows will appear side by side on your screen. If you have more than two windows open, all of your open windows will appear side by side on your screen.



Is there another way I can display windows on my screen?

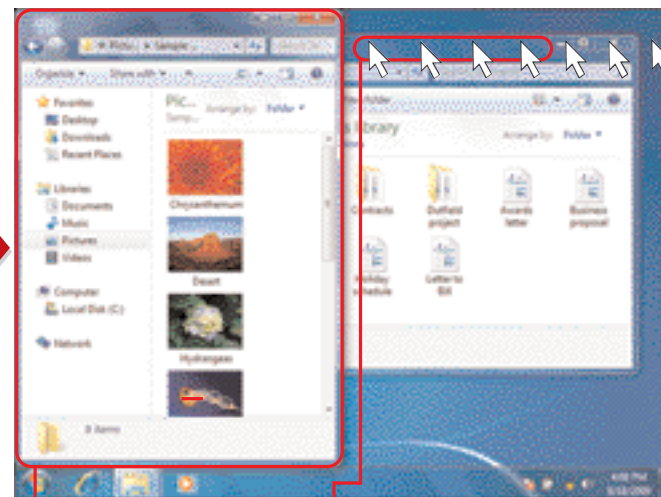
Yes. You can cascade your open windows so the windows neatly overlap each other. To cascade your open windows, right-click a blank area on your taskbar and then click **Cascade windows** on the menu that appears.

DISPLAY TWO WINDOWS SIDE BY SIDE



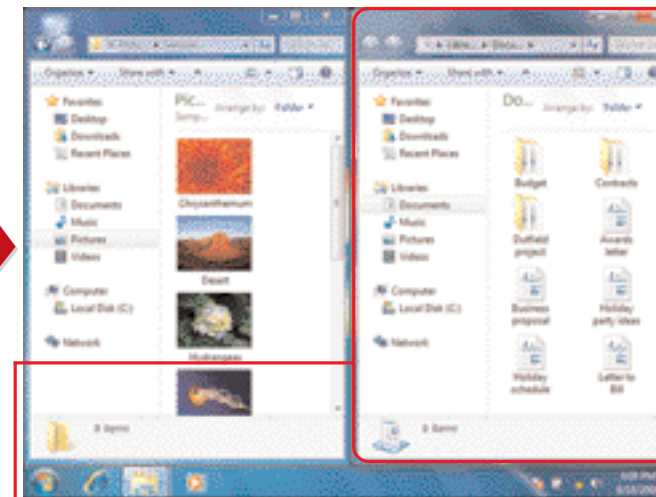
1 To display two windows side by side on your screen, position the mouse over the title bar of one of the windows.

2 Drag the mouse to the left or right edge of your screen.



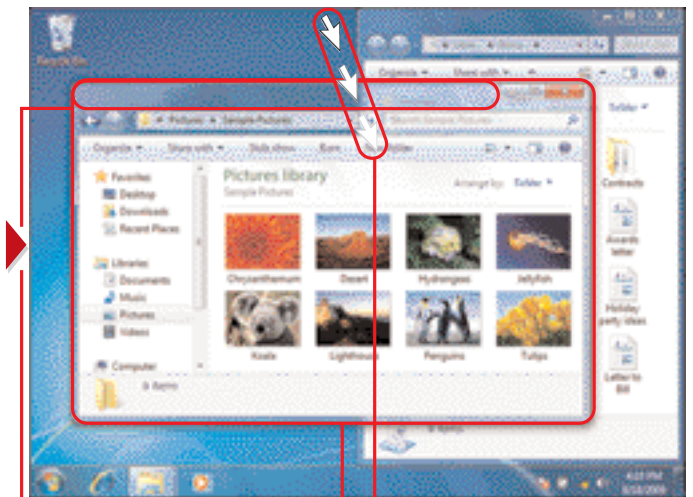
3 The window snaps into place and is resized to fill half of your screen.

4 Position the mouse over the title bar of the other window.
4 Drag the mouse to the opposite edge of your screen.



3 The window snaps into place and is resized to fill half of your screen.

4 The windows now appear side by side so you can easily see the contents of both windows at the same time.



UNDO SIDE BY SIDE

1 If you no longer want two windows to appear side by side on your screen, position the mouse over the title bar of one of the windows.

2 Drag the mouse away from the edge of your screen.
2 The window will return to its original size.

3 Repeat steps 1 and 2 for the other window.