

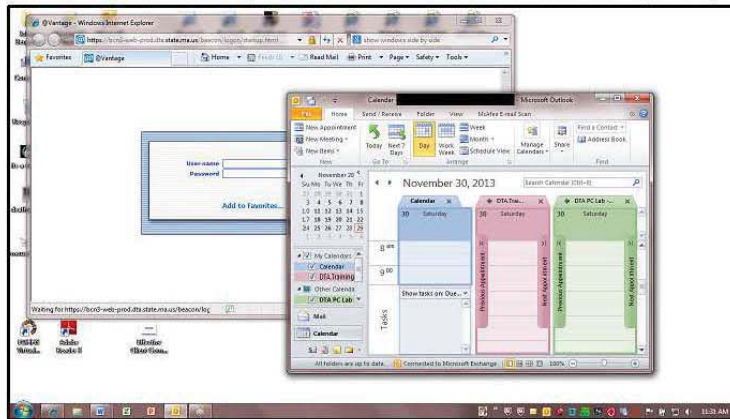
Training Corner

Window Snapping

The new 24-inch monitors provide a larger and more efficient space to work, but take a little practice to utilize them to their full potential. One of the most fundamental techniques for maximizing your new work space is called *Window snapping*, or viewing windows side-by-side. Window snapping allows you to have your new screen split between two or more active programs and eliminates the need to constantly minimize and maximize. To “snap” your windows, follow these easy instructions:

Viewing windows side-by-side:

1. Open the programs to be used (in this example, BEACON and Outlook were opened).



2. **Right-click** on the Task Bar located at the bottom of the screen.

Result: A window with a list of options will appear.



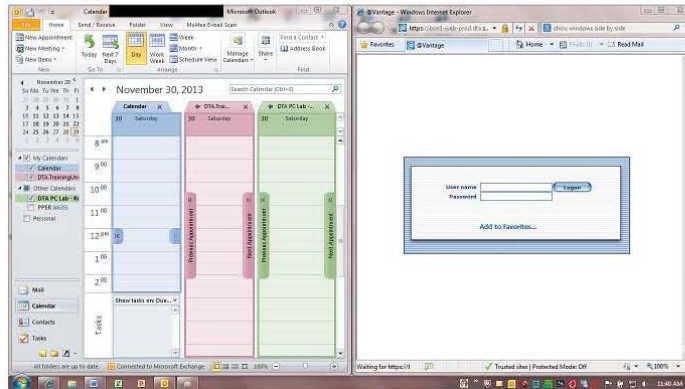
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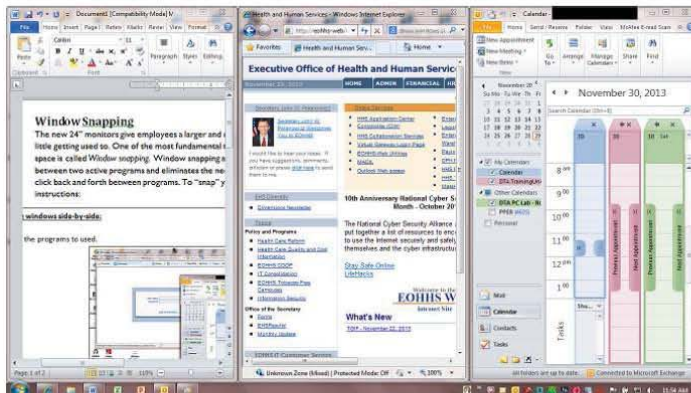
Viewing windows side-by-side (continued):

3. Click on “Show windows side by side.” **Result:** Windows will divide the desktop space equally among the number of programs opened.

You may now click in the window you wish to work in and proceed as normal.



Note: This process can also be done with more than two windows. For multiple windows, follow steps 1 through 3, opening as many programs as desired. Below is an example of the same procedure executed with three open windows.



Note: Windows can also be arranged to be viewed “stacked,” or horizontally. For a horizontal orientation, follow steps 1 through 3 with the following exception: in step 2, click on “Show windows stacked.” Below is an example of 2 stacked windows.

