Running Two Versions of the Same Program

When you open a program, you will see a button for that program appear on the middle area of the taskbar at the bottom of your screen.

Don't be confused by a program's icon on the desktop and a program's button on the taskbar along the bottom of your screen. They're two different things. The button along the TASKBAR stands for a program that has already been loaded into the computer's memory. It's already running, ready for immediate action. The icon on your desktop or in Windows Explorer stands for a program that is sitting on the computer's hard disk waiting to be loaded.

If you mistakenly click the icon in Windows Explorer or on the desktop rather than the taskbar button for that program, you load a second copy of the program. Two versions of the program are now loaded: one running as a window and the other running as a taskbar button waiting to be turned back into a window.

Running two versions of a program can cause confusion -- especially if you start entering stuff into both versions of the same program. You won't know which window has the right version! So try to avoid this if, say, you're working on a word processing document. However, this practice can be useful when you want to view two different Web sites in Internet Explorer without having to use the Back and Forward buttons to navigate to each one. Just click on the taskbar buttons to switch between sites.

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