

Multiple Screens Visible

Windows allows you to have many screens open at the same time and to work on them simultaneously.

Here's the plan: Click the first window in the Title Bar that has the window name and holding down the mouse button, drag it to the left. Move it as far as you can and then let go. This allows you to Click the Title Bar of the screen open behind the first one and bring it up front to work on it.

By rightclicking on the taskbar at the bottom of the screen you may select options for displaying the many screens open so you can see their Title Bars and be able to click the one you need to bring it up front.

If you are unable to click and drag screens, look at the top right corner and click the doublesquare so that it becomes a single square. Then you'll be able to click and drag,etc. This is a very handy feature when you're doing email and need to bring up a word processor document,etc.

Or you can rightclick your taskbar and select Cascade windows, tile windows vertically or tile windows horizontally, so that the title bar is visible on all open windows. Clicking on any titlebar will bring that window up front.

Revised 6//9/2006 JMM