

## **Win 7 Compare Documents**

An easy way to compare two documents or to drag and drop from one document to another.

To split the Win 7 screen,

1. On active window, Hold down the Windows Logo key and press the Left Arrow key.
2. On the 2<sup>nd</sup> active window, Hold down the Windows Logo key and press the Right Arrow key.

Note: Sometimes copy and paste may be required rather than drag and drop.

Revised 11/2/2010 JMM