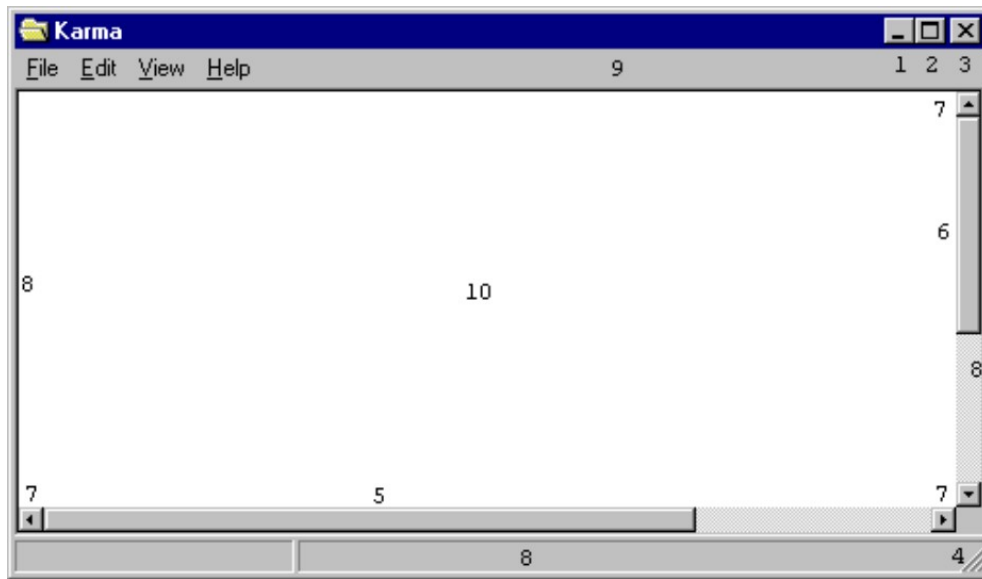


The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

Changing Window Views

The size of the window you are viewing can be customized to your preferences with the **Minimize**, **Maximize/Restore**, and **Close** buttons located in the upper right corner of the window in the **Caption bar (9)** above the **Workspace (10)**.



The **Minimize button (1)**, with an underscore, is used to close the window that the file is in, but not the file itself. Rather, the file is shrunk down to a button represented on the Taskbar. This window can be reopened by left-clicking on the button on the Taskbar.

The **Maximize button (2)** resembles a tiny window. When the button is clicked upon, the window enlarges to fill the entire screen. When the window is enlarged, the button changes to the **Restore button (2)**, which shows two small windows. When the Restore button is clicked, the window returns to its previous size.

The **Close button (3)** looks like the letter X. When clicked, it quits the current program completely. If you have made changes to the file, Windows 95 will ask if you would like to save the changes before closing. Your options are: Yes, No, or Cancel. Yes saves the changes. No does not save the changes, and Cancel dismisses the dialog box and returns you to your opened file.

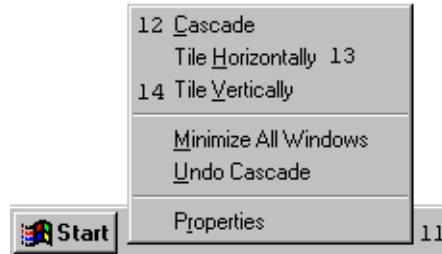
You can make a selected window any size that you want by moving the cursor over one **border (8)** of the window. Notice that the cursor becomes a two-headed arrow. Hold down the left mouse button and drag the mouse toward or away from the center of the window, to your desired size. Releasing the mouse button resizes the window to fill to the border.

Another way to resize the window is with the **Resizing tab (4)**, a triangle-shaped button at the lower right corner of the window. Move the mouse over it; then drag the mouse with the left mouse button depressed. The **Resizing tab** control horizontal and vertical resizing at the same

time.

If the information does not fit in the **Workspace (10)**, **Scroll bars** will appear on the right side **(5)** or bottom **(6)** of the window. Clicking on the **arrows (7)**, will scroll the contents of the window up, down, left, or right within the window. Another way to scroll is by sliding the **gray bar (5)** in the scrolling area with your mouse.

If there are multiple windows open, there are a number of ways these windows can be displayed for easier viewing: **Cascade (12)**, **Tile Horizontally (13)**, and **Tile Vertically (14)**. All of these options can be accessed by right-clicking the mouse on an empty area of the **Taskbar (11)**. This will bring up a menu with the above options.



Selecting **Cascade (12)**, will cause all open windows to resize to a standard size and move to the upper left corner of the screen. There they are offset in a descending order, with the active window on top. The inactive windows are offset so that only their caption bar is visible.

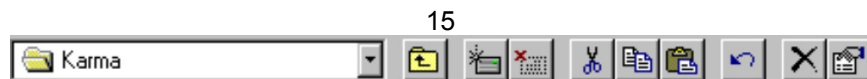
By selecting **Tile Horizontally (13)**, all open windows resize to fill the window from left to right and stack on top of each other. For example, if three windows are open, each one will take up 1/3 of the screen. Horizontal windows are wider than they are tall.

In **Tile Vertically (14)**, the windows are also fully visible and, as a group fill the screen, but instead of filling left to right, the windows fill from top to bottom. Vertical windows are taller than they are wide.

Another option for managing open windows is with the Taskbar. Pressing a **button** on the **Taskbar** makes the corresponding window come to the front and become the active window. This allows you to quickly switch from one file to another.

Open windows can also be moved around the screen manually. This is done by moving the mouse over the of the active window's **Caption bar (9)**, holding down the left mouse button and dragging the window anywhere you like on the screen. When the mouse button is released, the window remains in that position.

Below the Caption Bar is the **Toolbar (15)**. Located on the **Toolbar** are many icons, each of which performs a useful task quickly. The icons vary from Delete to Map Network Drive.



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