The most convenient way to control how you size, move and close windows is by using the mouse. But you can also do this from a window's System menu or from the keyboard.

Each application, folder and document window has its own System menu. This is accessed from a button located on the left-hand side of the Title bar. To see the System menu, click the button or hold down the Alt key and press the spacebar.

Other ways to open the System Menu are:
• Right-click on the window’s Title bar.
• Right-click on the window’s button on the Taskbar.

System Menu Options

You can select an option from the menu by using the mouse or the keyboard. To select with the keyboard, use the up and down arrow keys on the keyboard to highlight the required option the press the Enter key.

The following options are available:
• Minimize - the window shrinks to a button on the Taskbar.
• Maximize - the window expands to full-screen size.
• Restore - a maximized window is reduced to its previous
window size. This command will be dimmed when the current window is not full-screen size.
• Size - a crossed arrow appears. Use the arrow keys (cursor
control keys) on the keyboard to resize the active window.
When the desired size is reached, press Enter.
• Move. When selected, a crossed arrow appears. Use the arrow
keys on the keyboard to move the active window. When the desired location is reached, press Enter.
• Close. Exits an application or closes a document window.