You are able to Maximize any window. A maximized application window will fill the full space of the desktop. A maximized document window it fills the application window.

When you're not using a particular application or document - but don't want to exit from it - Minimize it. Minimized applications appear as buttons on the Taskbar only. Minimized document windows appear as buttons at the bottom of the application window.

Minimized applications and documents remain active in memory and can be restored by a single mouse click.

To Maximize a window:

• Click the Maximize button - the middle of the three buttons on the right of the
window's title bar.
or

• Double click on the title bar.
or

• Click the control icon on the left-hand side of the window's title bar. From the
pop-up menu select Maximize.

To Minimize a window:

• Click the minimize button, the left of the three buttons on the right of the Title
bar.
or

• When the window is maximized click the control icon on the left of the
window's title bar. From the pop-up menu select Minimize.
or

• To minimize all open windows on the Desktop at the same time, right click on
the Taskbar. From the pop-up menu select Minimize All Windows. To
restore all windows, right click on the Taskbar, and select the Undo Minimize All from the pop-up window.

To Restore a window:

After maximizing a window you can restore it to its original size and position on your desktop in two ways:

• Click the Restore button on the Title bar.

• Right click on the active button on the Title bar, and select Restore from the
pop-up menu.

Note. If you have several windows open on the Desktop at the same time you can bring any window to the front by clicking the associated button on the Taskbar. If you click the button associated with a minimized window, then the window is restored to the Desktop at its original size and position.