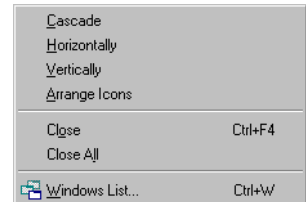# Window

**T**he window menu contains commands that help you resize, arrange, open and close windows. You can also view the list of windows that are currently open. You will find it very easy to edit multiple documents using this feature.

|	
Cascade	
Horizontally	
Vertically	
Arrange Icons	
Close	Ctrl+F4
Close All	
Windows List...	Ctrl+W

CASCADE

Window-Cascade

Select this to arrange all open windows in a way that they overlap one another. Using this option will allow you to view multiple windows at a larger size.
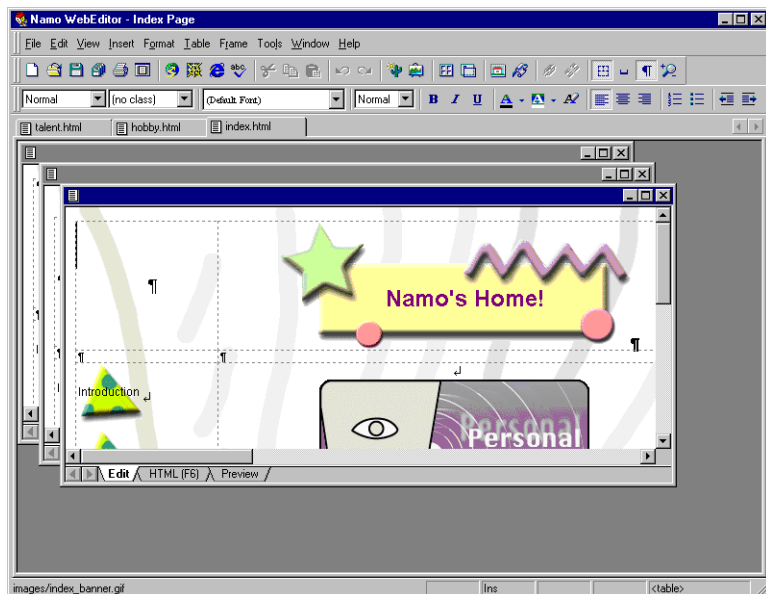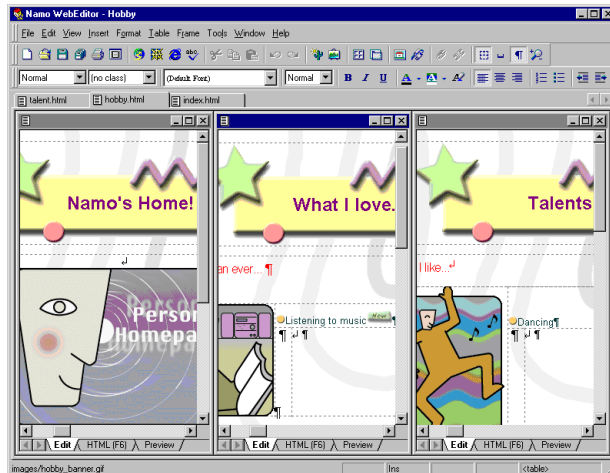
HORIZONTALLY

. . . .

Window-Horizontally

Select this to allow for a horizontal view of multiple documents.
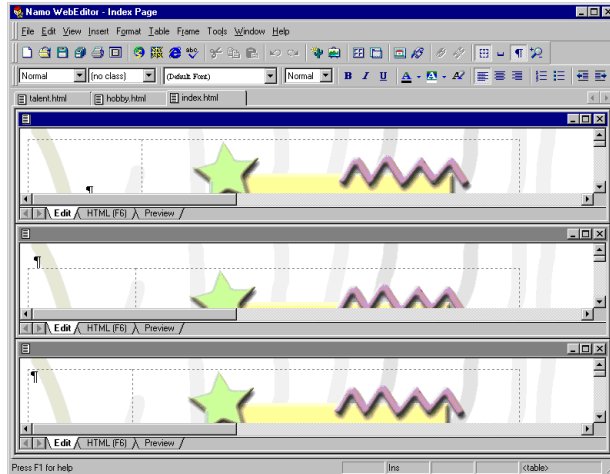
VERTICALLY

. . . . .

Window-Vertically

Select this to allow for a vertical view of multiple documents.

Reference   There are not many differences between Namo WebEditor and
software programs that use the standard windows interface. At the
top right of the window are the buttons used to minimize,
maximize, restore and close the window.

In Windows, when you click on the minimize button, the window
disappears from the screen leaving its icon and name shown on the
task bar. In the Namo WebEditor, when you click the minimize
button of the document window, the window disappears and the
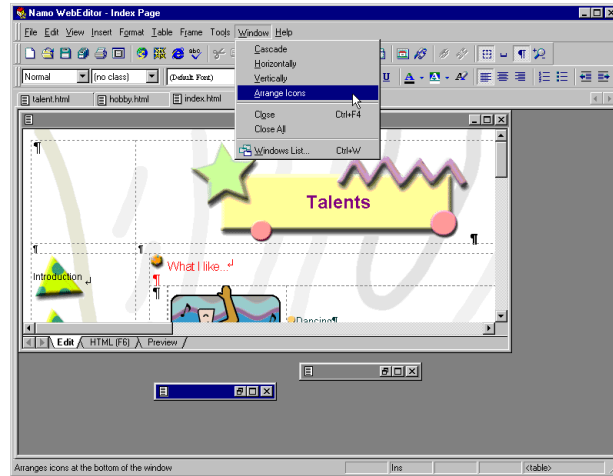document icon is shown at the bottom of the screen.
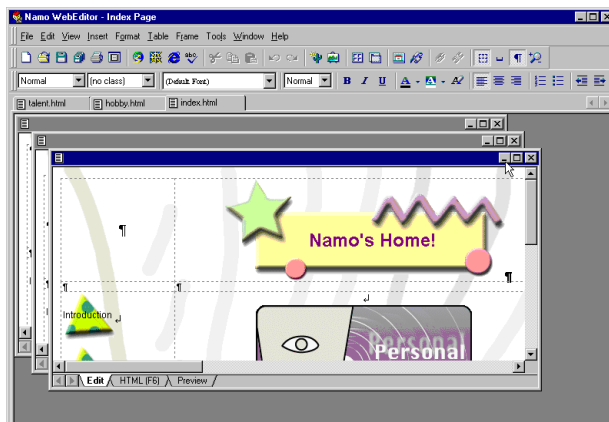
Now the document window is reduced to an icon. If you click the
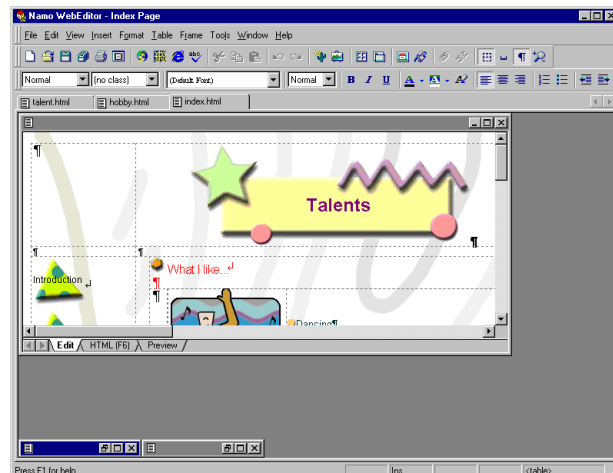restore button, it will return to its previous size.
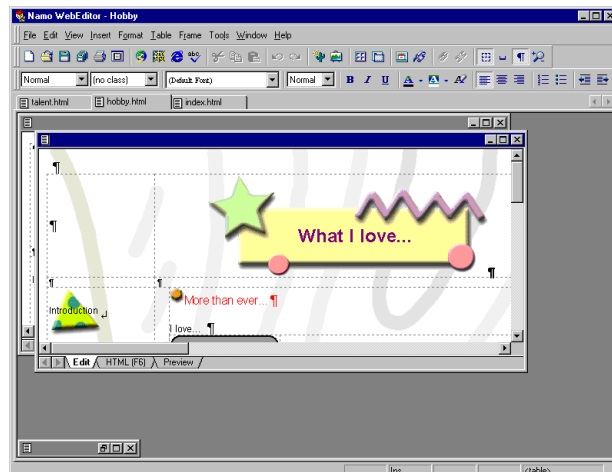
ARRANGE ICONS
. . . .

Window-Arrange Icons

If the icons of the document windows are scattered on the screen, you can arrange them by choosing the *Arrange Icons* command from the *Window* menu.

Then the icons are displayed at the bottom of the window are arranged in an orderly fashion.
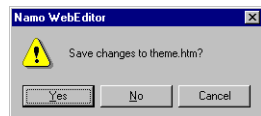
CLOSE

. . . .
Window-Close <Ctrl+F4>

Select this to close the current document active in the edit window. This is not used to exit the Namo WebEditor.

If you have not saved your document since its last close, Namo WebEditor will prompt you to save it now.

Yes   Click to save and then close the document.

No   Click to close the document without saving. If you click
               the *No* button after changing the document, all
               unsaved changes will be lost.

Cancel   Click to cancel the close command. You can proceed to
               close the document after checking it.

CLOSE ALL

. . . .
**Window-Close All**

Select this to close all open windows. This is not used to exit the Namo WebEditor.

If there are unsaved documents, a dialog box will appear asking whether you wish to save the changes. The procedures that follow are the same as those in the *Close* command.

WINDOWS LIST
. . . .
Window-Windows List... <Ctrl+W>

When you select the *Windows List* command on the *Window* menu, a list of all open windows will be displayed.
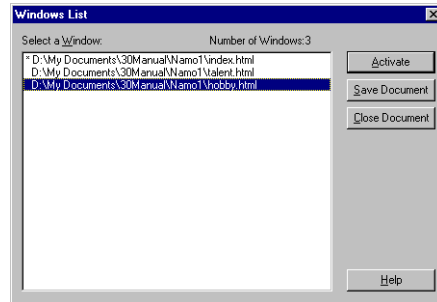
Activate	When the *Activate* button is clicked, the focus will shift to the selected document. If the window is minimized, it will set focus to the minimized icon.
Save Document	When the *Save Document* button is clicked, the document that is selected in the list will be saved.
Close Document	When the *Close Document* button is clicked, the document that is selected in the list will be closed.