

Resizing Windows

If you need to see more of your desktop or more icons within a window, you can manually *resize* the window. You resize a window by dragging the border of the window to the size you desire. The only limit as to how big a window can be is the size of your screen.

METHOD

To resize a window:

1. Point to the window border you want to size.
2. When the mouse pointer changes to a double arrow, drag the border to the desired position.

Note: If you drag the left, right, top, or bottom side of the window, only the side being dragged moves. If you drag a corner of the window, the window is resized both horizontally and vertically.

EXERCISE

In the following exercise, you will resize a window.

- | | |
|---|---|
| 1. On the My Computer window, point to the center of the bottom border | <i>The mouse pointer changes to a double-headed arrow.</i> |
| 2. Drag the border one inch up | <i>The window is resized.</i> |
| 3. On the My Computer window, point to the lower left-hand border corner | <i>The mouse pointer changes to a diagonal double-headed arrow.</i> |
| 4. Drag the border approximately two inches to the left and two inches down | <i>The window is resized both horizontally and vertically.</i> |

END