Maximizing, Restoring, and Minimizing a Window

If you are working with a program, such as a word processing or spreadsheet program, you usually want to see as much of the document with which you are working as possible. When you *maximize* a window, you fill the entire desktop with that window, making its contents easy to see and use.

Once you have finished working with a maximized window, you might want to *restore*, or return, it to its previous size so that you can work with other windows on the desktop. You restore a window by clicking the Restore button, shown in Figure 2-2.

The Restore button and the Maximize button are context-sensitive. The Restore button appears only if the window is maximized. The Maximize button appears only if the window is displayed and not maximized. For this reason, they are often referred to together as the *Maximize/Restore button.*
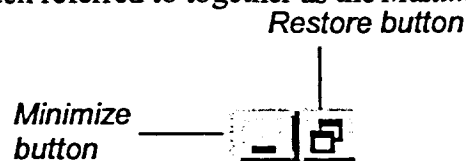

Figure 2-2: *The Minimize Button and the Restore Button*

When you have multiple windows open and you enlarge one, you might cover other windows. You can always keep track of your windows because each appears as a button on your taskbar.

Sometimes you want to access something on your desktop other than an open window. You can *minimize*, or reduce, windows to buttons on the taskbar to see everything else that is on the desktop. You do this by clicking the Minimize button. When you minimize a program window to a button, you do not quit the program; instead, you merely reduce the space the window takes up on your desktop. The program continues to run until you close it. To restore the minimized window to your desktop, click its button on the taskbar.

METHOD

To maximize a window:

1. Click the Maximize button.

To restore a maximized window to its previous size:

1. Click the Restore button.