



Resizing Windows



If you want more room to work in, you can expand the window as far as possible by clicking its Maximize button, which looks like a tiny window with a title bar across the top. Maximizing a document window enlarges it so that it fills the entire application window; maximizing an application window enlarges it so that it fills the entire screen.



After you have maximized a window, the Maximize button itself is replaced by a Restore button, which contains a picture of two overlapping windows. Clicking this button restores the window to its previous size—that is, the size it was just before you maximized it.



Minimizing a window is rather like placing it on a corner of your desk. You're not putting it away completely; you're just removing it from the centre of your attention, with the aim of returning to it later. To minimize a window, click its Minimize button. This is the button to the left of the Maximize/Restore button that looks like a little dash.



When you minimize an application window, it disappears from the screen, but its task button remains on the taskbar. You can restore the window at any time by clicking once on this task button. You can minimize it once more by clicking its taskbar button a second time.



When you minimize a document window, it shrinks to a miniaturized version of the title bar, containing only a Control menu icon, window title (or some portion thereof), and Restore, Maximize, and Close (X) buttons. You can restore a minimized document in an instant just by double-clicking its miniaturized title bar or by clicking its Restore button. You can maximize it by clicking its Maximize button.

