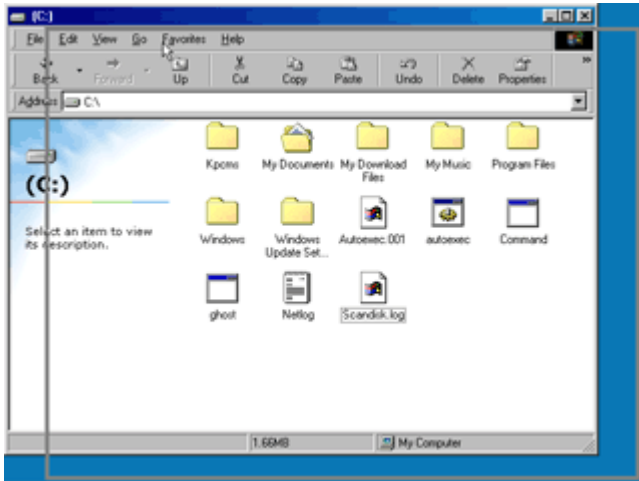




Moving, Resizing and Closing windows



You also use your mouse to resize a window (again, if it isn't maximized). Start by slowly moving the mouse pointer across the border until the pointer changes into a double-headed arrow. Then press the left mouse button and hold it down as you drag the border of the window. When the window is the desired size, release the mouse button. If you want to change both the height and width of a window, drag one of its corners.



Some windows even have a special border in the lower-right corner that makes it easier to resize them. Just drag this border to resize the window's height and width at the same time.



To close a window, you can click the Close (X) button in the window's upper-right corner.





You can also close windows using key combinations. To close a document window, press Ctrl+F4. To close an application window (including a folder window), press Alt+F4. (Remember, with key combinations, you hold down the first key while pressing and then releasing the second key.)

