

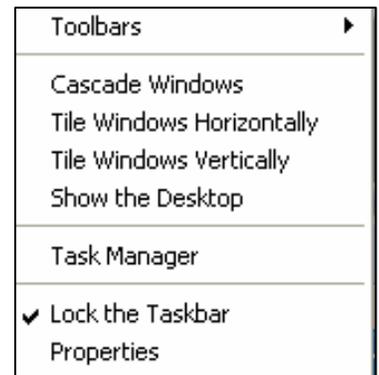
WINDOWS XP

HOW CAN I HAVE MORE THAN ONE APPLICATION OPEN AND YET SEE ALL THE OPEN PROGRAMS?

For example, if you want a Word document open next to a browser window or a worksheet side-by-side with an Access report.

If you right mouse click on the taskbar (bar across the bottom) you can get a series of options including such goodies as:

- **Cascade Windows**
Arrange all the windows so only the title bar shows for each. I think of them arranged like a column of cards in Solitaire.
- **Tile Horizontally**
Fill the screen with windows, each one stretched across the desktop
- **Tile Vertically**
Fill the screen with windows, each one going from top to bottom -- ie side-by-side
- **Show the Desktop**
Minimize or restore all of your open programs, and easily view the desktop



Can't find that menu? You need to click on an 'unused' piece of taskbar not on a button. On a crowded taskbar that means the sliver between the open application buttons and the system icons on the right.

The trick is that the right-mouse 'Tile' options work on the visible windows only (window that is open). Any window that's minimized to the taskbar is ignored.

To arrange the windows the way you want:

1. Minimize all unwanted windows, just click on the first of three little  buttons (looks like a minus sign) in the upper right corner of each window (the other two Maximize and Close the window respectively). Leave only the two or three windows you want to arrange open.
2. Right click on the taskbar and choose one of the 'Tile' options.
3. Presto! Your windows are arranged horizontally, vertically, or cascading.
4. Are the windows in the wrong places? Simply drag (See Step 5) the windows nearer to the correct sides and choose the 'Tile' option again. Windows will move each window to the nearest edge.
5. To move a window, left click on the area to the right of the program and document name and hold the mouse button as you move the window. Let go when it is positioned as desired.

That's it! You can get on with your work and stop clicking between windows.