






Working with the Size of a Window

1. In the **WordPad** window, click the **Maximize**  button if the window does not already fill the screen.
2. Click the **Restore**  button to restore the window to its original size.

Note: These two buttons are similar to the close button detailed above.

3. Resize the window.
4. *Left-right* - position the cursor on the right side of the window till the pointer changes to a , then click and drag left or right; the same procedure will work for the left side.
5. *Top-bottom* - same as left right except point at the top or bottom of the window; pointer changes to a .
6. *Two directions at the same time* - position the cursor over the lower-right corner until the cursor changes to  and click and drag down and to the right or up and to the left; The same will work with the other 3 corners.
7. *Moving a window* - click & hold on the **Title** bar of the **WordPad** window and drag it to its new position then release the mouse button.

8. Click the **Minimize**  button to shrink **WordPad** to the taskbar where it is still open and running, but is not active.

Note: This feature is good while you have multiple windows open and need to put some in "hiding" to make it easier to see the screen.

9. Click the **WordPad** program button on the taskbar to restore the window and to make **WordPad** active again.

Note: If you can not read what each button is on the taskbar, position your mouse pointer over the button and pause for a few seconds. A box will appear with the name of the button.