



# Windows - Resizing and Moving

## What are the resize controls?

The resize controls appear in the top right corner of your window. The minimise (A) button and close (D) buttons are always displayed. The middle button will vary depending on the current state of the window. This button will be shown in one of two ways as illustrated below.



- Minimise** - Reduces the window in size. It will display as a bar in the taskbar.
- Maximise** - Enlarges the window to take up the full screen.
- Restore Down** - Reduces the window to the last custom size.
- Close** - Closes the window/program.

When the window is maximised the middle button will 'Restore Down'. When the window is displayed at a custom size the middle button will 'Maximise'.

1. Click the appropriate button to minimise, restore down, maximise or close the window.

## How do I move a window?

1. Click on the title bar.
2. Press and hold the left mouse button.
3. Drag the window around the screen.
4. Release the mouse button when the window is in the desired location.



## How do I change the size of my window?

### Method 1:

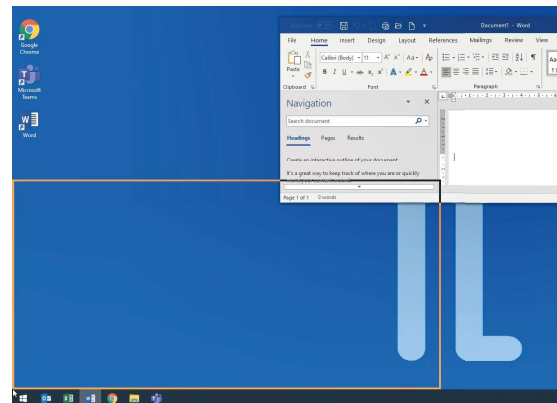
1. If your window is maximised, click the 'Restore Down' button.
2. Move the cursor over the border or corner of the window. The cursor will change in appearance similar to that illustrated opposite.
3. Click and hold the left mouse button.
4. Drag the cursor until the window is the required size.



TIP: Click and drag a corner to change the size horizontally and vertically at the same time.

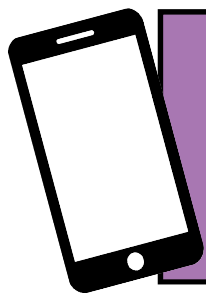
### Method 2:

1. Position your cursor over the 'Title bar' (the bar at the top).
2. Press and hold down the left mouse button.
3. Drag the cursor to:
  - a. the far left or right to fill that half of the screen.
  - b. a corner to fill that 1/4 of the screen.



4. Release the mouse button.

**NOTE:** You can also drag the window to the very top of your screen to maximise it.



For help and assistance call the ICT  
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Part of the 'How do I...?' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)