

## A.2 MOVING WINDOWS AND ADJUSTING WINDOW SIZE

You can move windows across the screen and increase or decrease their size.




To *move a window*, point the mouse pointer to the window's title bar and drag it in the desired direction.




To *change the window size* of the browser, search window, viewer and their parts, use the *borders*. Point the mouse pointer to one of the borders. When the mouse pointer changes into a double-arrow (↔, ⇅), hold the left mouse button and drag it into the desired direction. You can move left, right, up and down.



Tip:

To change the length and width of a window at the same time, point the mouse pointer to one of the corners of the window and drag it into the desired direction.

The size of the browser window can also be changed using the *title bar* and the *title bar buttons* **Minimize** , **Maximize**  and **Restore down** .

You can extend the window across the entire desktop by clicking the  button or double-clicking the title bar. By clicking the  button or double-clicking the title bar, the original size of the window, which usually only takes up a part of the window, will be restored. By using the  button, you can minimize the window size down to the size of a button in the task bar. To open the minimized window, click on the button with its name in the task bar.