

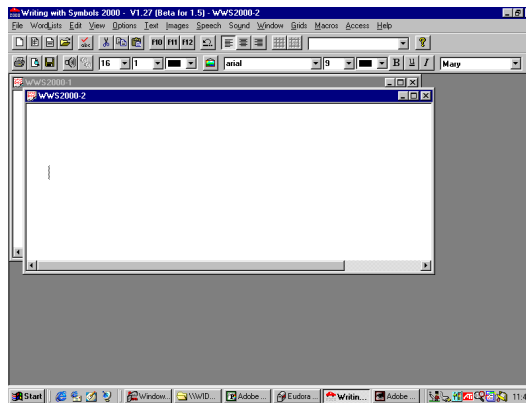
Moving and re-sizing windows

Help Sheet 2

There are many books available on the market explaining the main features of Windows. This sheet explains two features of using Windows™ that will be particularly helpful when you are using WWS2000.

Applications and Windows

Each program that you use on the computer runs in a Window. Within this window you can have other windows, for example, for different documents. You can move and resize the application (program) window, and also the document windows:




The big window, with the toolbars at the top, is the main application window for WWS2000. The two smaller areas are separate document windows. The title bar for each of these windows shows the name of the document. This will be explained in greater detail later in this Help Sheet.

As WWS2000 enables you to make use of more than one document window on the screen at any one time you need to feel happy about moving and resizing these windows to get the most out of the program.






In the top right corner of every window are three small buttons that help you to control the windows on the screen.



Closing a window

The right most button is always the **Close** icon. You can close a specific document window by clicking on this: . This is useful - rather than going to **Close** on the **File** menu - because you can be certain which document you are closing. The Close icon on the very top right belongs to the application window. Clicking here will close WWS2000 entirely.

Each of the other two icons will be show in one of three states:


-  This is the maximise icon. Clicking here will make the window as big as possible.
-  This is the minimise icon, and makes the window as small as possible.
-  This is the restore icon. Clicking here will make the window a 'normal' size neither as large as possible nor as small as possible.

When you first open WWS2000 you will see two sets of these small buttons, as shown on the previous page. The top ones are for the program, and the second row control the document window. At this stage the application window fills the screen – it is 'maximised'. The document fills the application window, so this is also as big as possible and therefore is also maximised. If you want to be able to see more than one document at a time, you need to prevent the window from filling up so much space. The two left icons are the minimise icon, and the restore icon, (as the window is already maximised).

Click on the restore button for the lower row of icons :  This will show more than one window at a time. This button will change to look like this: . Click on this button to change back so that the window is 'maximised'. Click a number of times to change between maximised and normal and watch the icons change appropriately.

When the document is not maximised you can open another document by choosing **New** from the **File** menu. You will then see another document window. If you click to maximise, both windows are still open but they are behind one another. You can choose which one is visible by using the Window menu as described in the last section of this help sheet.

Minimising a window

You may want to temporarily hide a window while you are working on something else, but then get it back again. You can 'Minimise' a window using the first of the three buttons: . This means that in effect the window has not been closed but it is squashed up at the bottom of the screen just above the taskbar. The name of the program and some of the title of your document will appear on the title bar representing this window. To restore the document you can click on the first button again.



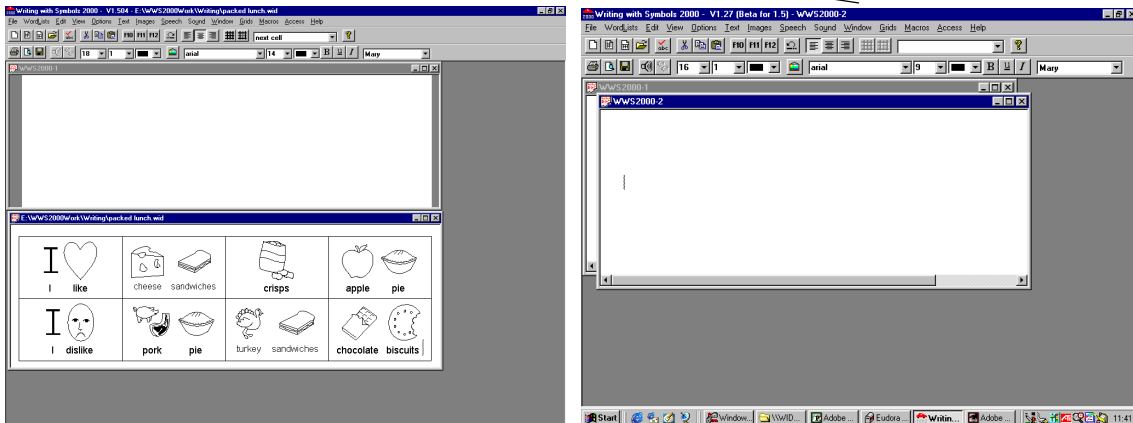
If you click the minimise icon for the whole application (i.e. from the very top right set of icons), you will minimise the whole application. The application is still running and will appear as an icon on the taskbar. Click on see the application window again.

Moving windows

The bar across the top of a window is called the title bar. This tells you what the window is. In the example below the application window tells you it is 'WWS2000' The document windows have their current names in, or if the document has not yet been saved, will have the default name allocated by the program. The example on the left, below, shows that the grid has been saved with the name **packed lunch**, but the empty document has not been saved and so has a temporary name.

Packed lunch.wid

Default name WWS2000-2



You can move a window to a new position on the screen by clicking on the title bar at the top of the window, holding down the **RT** mouse button and dragging the whole window to the new position.

You will notice that when you click on a window the title bar becomes coloured (if it is not already coloured). This indicates that it is the currently active window. Only one window open at a time will have a coloured title bar. This means that when you start to type, the characters will appear in this document. **When you save, it is the currently active window that is saved.**

Resizing a window

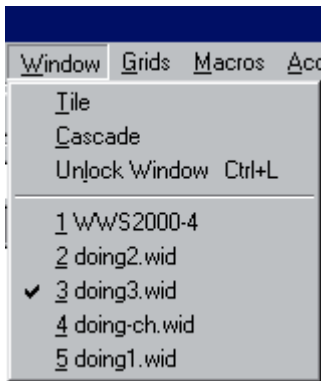
Sometimes when you move a window you will want to resize it. This can be done by placing your cursor over the corners or the edges of the window. You will know you are in the correct position for resizing the window when your cursor changes into a double headed arrow showing the direction you can drag the window to resize it. Press and hold the **RT** mouse button when this cursor shows, then drag as required.

If the window you are resizing is a grid, users of WWS2000 version 1.6 and above will be able to resize the contents of the grid at the same time, provided that the overall shape of the grid remains reasonably the same.

Setting the active window

Sometimes you want to control which window is active without clicking on the title bar – for example when you are making an environment and the windows are lying on top of each other, or if the windows are 'locked' so that the title bar is hidden.

In this situation using the Window menu can be useful. When you click on the **Window** menu you will see a list of all the windows currently open.



The list presents this information using the names of the windows. The active window will be the one in the list that has a check mark next to its name. The example here, from the environment **doing** shows that the active window is **doing3** and that there is one document window which has not yet been saved, and has the temporary name **WWS2000-4**. If you wish to see any of the windows in the list you can click on the name of the window. This will make the one you have selected the active window and will bring it to the front of all other open windows. This is particularly helpful when you are creating environments.

See Also – Navigating folders: Help Sheet 3