View Windows Side by Side

To Arrange Windows Side by Side on a Single Monitor

1. Go to your Desktop screen.

2. Open up the two windows you want to view side by side on your screen.

3. Click and drag the Title Bar of the first window to the left or right side of the screen until your mouse pointer is aligned with the edge of the screen until (you may see a blue screen appear).

4. Release the mouse click, and the window should expand and fit itself to one side of the desktop.

5. Repeat steps 3 and 4 with the second window on the opposite side of the screen to arrange the two windows side by side on the desktop.

6. To return the window to its original size, drag the Title Bar away from the top of the desktop and then release.

Keyboard Shortcuts

To quickly move an active window to one side of the desktop using the keyboard, press the Windows logo key + Left Arrow to move it to the left side of the desktop or press the Windows logo key + Right Arrow to move it to the right side of the desktop. Windows Online Instructions by Microsoft

Figure 1: (Top) A full screen image of the title bar on the desktop. (Bottom) A close up of the title bar, the thin strip on the top of every window which can be used to move the window.

Figure 2: The windows should appear evenly on each side of the desktop so you can view both full windows.