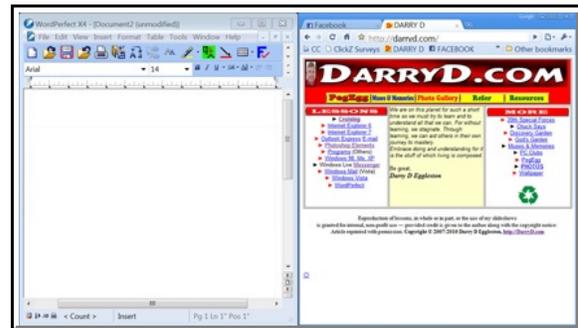Windows 7
SPLIT SCREEN
© *Darry D Eggleston*[1]

1. Open the first program maximized.

2. Hold down the Windows key (**Figure 1**).

3. Touch and release the Left Arrow key.

Figure 1

4. Open the second program maximized.

5. Hold down the Windows key.

6. Touch and release the Right Arrow key.

7. Both appear full-screen (**Figure 2**).

When you're finished, just maximize or close each of the programs in turn. If you maximized them, minimize each and it will disappear onto your TaskBar at the bottom of screen.
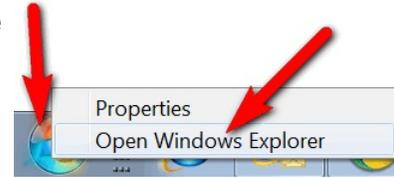
Figure 2

WINDOWS EXPLORER ON SPLIT SCREEN

1. Open Windows Explorer in Windows 7 the same way as in Windows XP and Vista (**Figure 3**):
❶ RIGHT-click on the Start button.
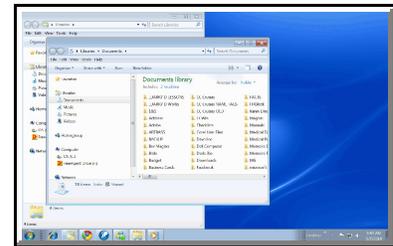❷ Left-click on Open Windows Explorer.

Figure 3

Figure 4

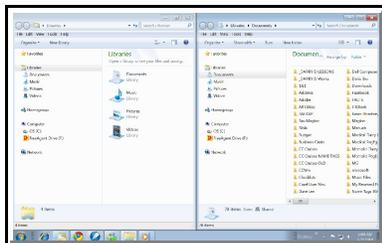2. Move it the left by holding down the Windows key and touching the Left Arrow key — releasing both (**Figure 4**).

3. To open a second copy, click on Start ➤ Documents.

4. Since you already have one instance of Windows Explorer opened, this second window will open mini-minimized (**Figure 5**).

5. Hold down the Windows key and touch the Right Arrow key — releasing both.

Figure 5

Figure 6

6. The result is two Windows, side-by-side (**Figure 6**).

7. If you prefer that one window occupy the upper half of the monitor, and the second window take the lower half, you will have to drag the title bars to the upper and lower edges.

> If you're using two monitors, these maneuvers may not be necessary, but you might practice it in case you ever need it.