

Application: Word – Arranging documents

Use the Window options on the **View** tab to arrange more than one document on the screen at a time. Once you have selected the View tab you can choose from the following.

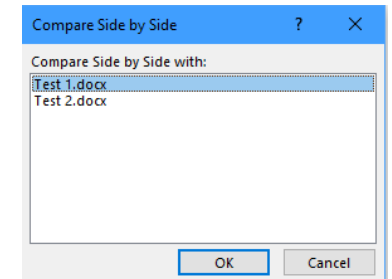
1. **New Window** creates a duplicate of the current document in a new window and an incremental number will be added to the **Title Bar**.

Arranging Windows.docx - Word

- Changes made to one document will be reflected in the duplicate documents. However, it does allow you to view parts of the document at one time.
2. **Arrange All** will arrange all open Word documents to be arranged horizontally on the screen.
 3. **Split** will split the current document so you can view different parts of the same document (useful if you're rebuilding **Cross References**, for example).

Tip: Click on **Remove Split** to return to the document in full screen.

4. **View Side by Side** and **Synchronous Scrolling** will display a dialog box listing all open documents apart from the active one.



5. Select the other document you wish to view and click on **OK**. The documents will be displayed side by side.

- You can then choose to turn on or off **Synchronous Scrolling** depending on whether you want the document to move independently or not.

Tip: Remember if you are viewing two documents on one screen to turn off the **Navigation Page**, etc. otherwise, you will not be able to see much of the document.

6. **Switch Windows** will display a drop-down list of all open Word documents. Click on a document to activate it.

