

COMPUTER GURU

by Don Benjamin

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Window Controls

You probably know that Windows and Apple computers can run more than one application simultaneously. For example, if you start your browser, like Edge or Safari, open a document folder, and then join a Zoom meeting, your computer is running three programs simultaneously, with each displayed in its own window. Yes—that’s why Microsoft calls its operating system “Windows.” And while Apple calls its operating system something more arcane, like MacOS 11, Apple computers also run their programs in separate windows.

But many folks run programs in “full-screen” mode, which fills their screen with a single application. Copying photos from one program to another becomes tedious, or their email covers their Zoom window, and their desktop is nowhere to be found.

The solution is to **open programs in separate, adjustable windows** so you can easily access your desktop while you compose a document or drag a picture from your photos to an email or copy information from the web into a Word document without closing one program and opening another.

In the example on the right, I’m working on an article about my favorite cartoonist, Gary Larson. I opened my articles folder, a new Word document, and my browser and overlapped their respective windows. Now, I can easily copy pictures into my Word document (with proper attribution, of course) and open other articles for reference. I don’t have to close any windows or click the taskbar—I simply click anywhere on the window of the application I want to use to bring it to the top of the stack.

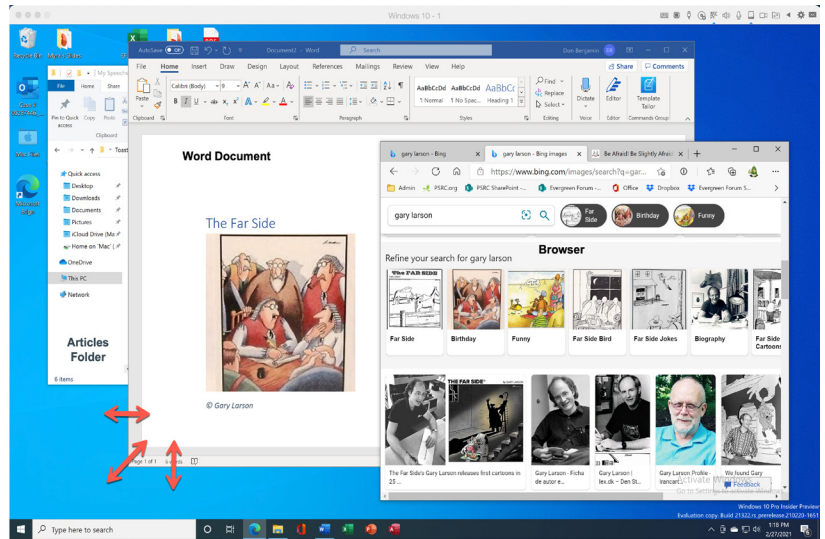
It works the same on a Mac computer.

The window controls that make the magic happen are on the upper right corner of an application window in Microsoft Windows and the upper left corner of an Apple Mac computer. I’ve conveniently pasted them into this article on the right.

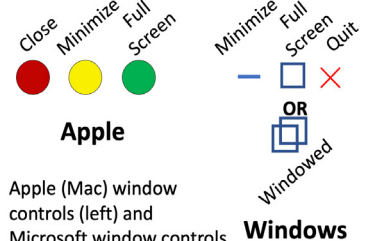
The Mac’s green full screen button toggles between the full screen and adjustable window. Microsoft does this with a button that toggles from one to the other.

You resize your windows by dragging an edge or corner with your cursor, or move a window by dragging its title bar.

If you need help managing your windows, please visit princetonior.org/psrc-tech-resources/ to submit our tech request form and one of our friendly, computer-savvy volunteers will contact you.



My Edge browser, Word, and File Explorer are all showing on my desktop. You resize a window by dragging an edge or corner, and move a window by dragging its title bar.



Apple (Mac) window controls (left) and Microsoft window controls on the right. Note that Apple’s “Close” button simply closes the window; Microsoft’s “X” stops the application.