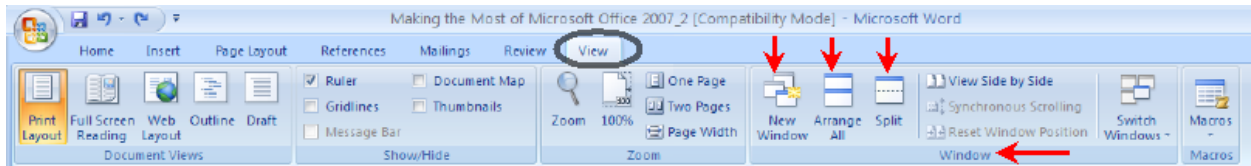


Viewing File Using More than One Window: You can work on two files at once, side by side.

1. Select **View Tab, Window group**



New Window: opens another window of your file. You will have two windows open at the same time with the same file.

Arrange All: arranges open windows side by side on the screen.

Switch Windows: opens a drop-down list with open windows so you can travel between windows.