

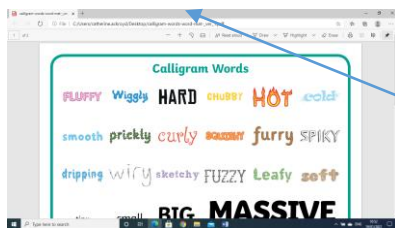
Guide to using a split screen for remote learning tasks

This is useful for children to be able to see questions and / or instructions at the same time as being able to write down their answers.

Open two or more windows or applications on your computer. For example, below I have open a PDF and 2 word documents.

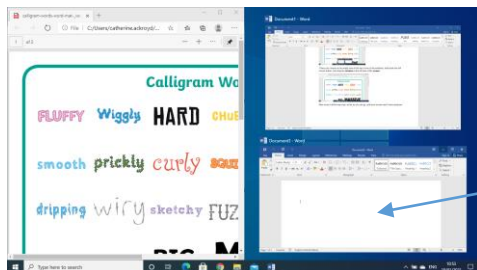


Place your mouse on an empty area at the top of one of the windows, hold down the left mouse button, and drag the **window** to the left side of the **screen**.



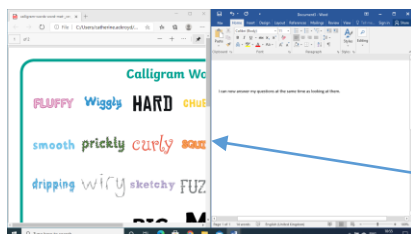
This is where you click to drag.

Now move it all the way over, as far as you can go, until your mouse won't move anymore.



I wanted the blank word document so I could type answers.

This should now have the dragged document fill the left hand side of the screen. On the right hand side of the screen should be smaller versions of your open documents. Click on the one you want to fill the right hand side of the screen.



To increase or decrease the size of the split screen click in the middle and drag left or right.

Here I have questions on the left hand side and I can type answers on the right hand side at the same time.

If you are using a Google Chrome Book, follow this shortcut:

Other Split Screen Shortcuts:

There is a keyboard shortcut to snap your screen to the left or right hand side of a Chromebook.



Simply press Alt [to snap to the left or Alt] to snap to the right. Then pull your other tab to the empty side.