TABLE OF CONTENTS

Word 2003: Window Menu Option

Introduction

This manual will detail most of the menu options found in the Word 2003 menu Window. The Window menu options discussed in this manual are:

◘ Compare Side by Side
◘ Split

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.
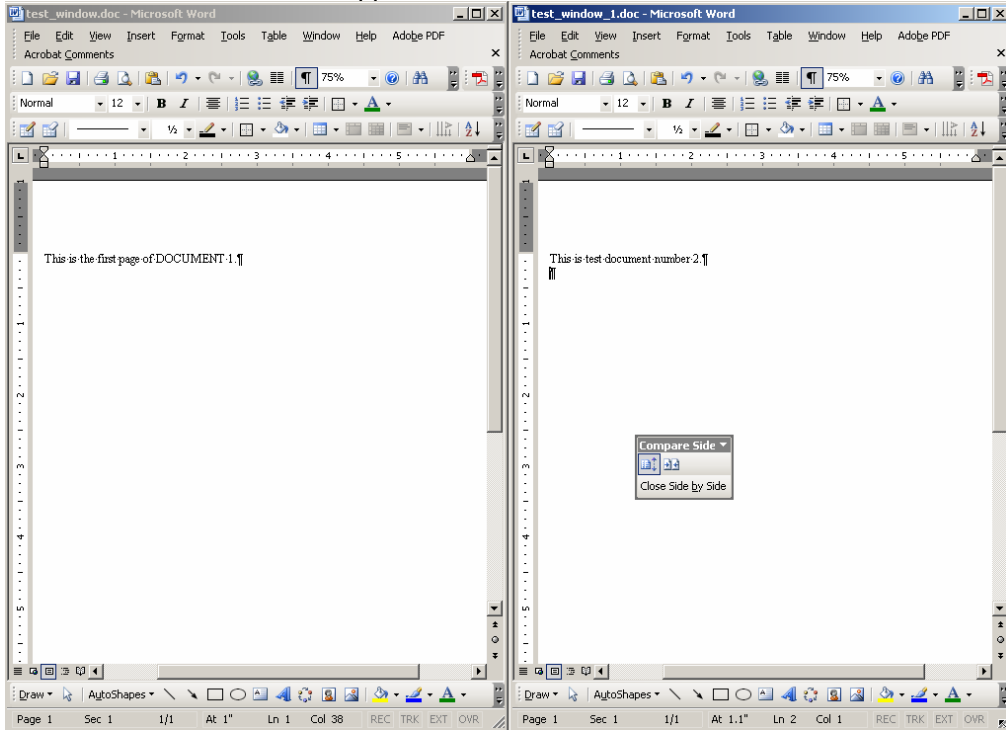
Compare Side by Side

Why would you use this?

◘ To compare two documents side by side before merging.
◘ To compare two documents side by side for review.
◘

Step by Step

What you do	What happens
1. Open the documents that you want to compare side by side.	

2. From the menu choose:
   Window, Compare Side by Side

   The Word window will now appear as follows:

3. Note that the Compare Side by Side toolbar displays as well.	Side by Side toolbar:

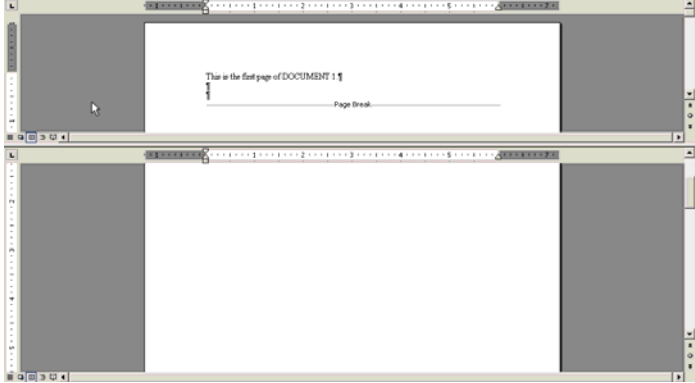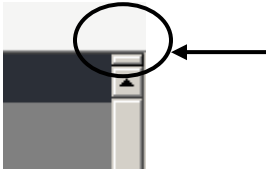| What you do	What happens
4. The documents will appear side by side. If you scroll down on one document, by default, the other will scroll as well. If you only want to scroll through one document, you can click on the **Synchronous Scrolling** icon.	
5. If you resize the windows (to see more of one document) and you want to put the windows back to where they originally were, click on the **Reset Window Position** icon.	
6. To turn off the side by side view, click **Close Side by Side**.	

Split

Why would you use this?

◘   To see two parts of the same document at the same time.
◘   To edit two parts of the same document at the same time.
◘   To copy text from one part of the document to another.
◘

Step by Step

What you do	What happens
1. Open the document that you want to have a split screen for. Go to the page (area) where you want to split the screen.	
2. From the menu choose: **Window, Split**	A dark gray line will be drawn across the window horizontally.
3. You can move this line higher or lower. This is where the split will occur. Make sure not to make the split too high, you need enough room on the top to view the document!	

What you do	What happens
4. With the left mouse button, click one time to create the split.	The window is now split.
5. You can navigate and edit in either window. The edits that you make will appear in both windows because you are still working with just one document.	
6. To remove the split choose from the menu: **Window, Remove Split**	

Alternative Methods

What you do	What happens
1. Point to the **Split** box at the top of the vertical scroll bar. 	
2. When the cursor changes to a double arrow, drag and drop the split bar to the position you want.	
3. To remove the split, you can double click on the intersection between the top and bottom window.	