Taming windows that are too large for your screen

Sometimes a program will display in such a way that a window is too large for your monitor, and you can't see all parts of the window. Here's how to fix that problem:

First, check to be sure the window is NOT maximized. There should be three icons in the upper right corner, in the title bar. If the center icon shows two overlapping rectangles, the window is maximized. If it is maximized, click on that icon to reset the display, so that now only a portion of the window is shown on the monitor. The icon will change to a single rectangle.

Next, look at the *left* end of the title bar. If you left-click on the icon in the upper left corner of the blue title bar, a menu should pop up that includes SIZE as one of the options.
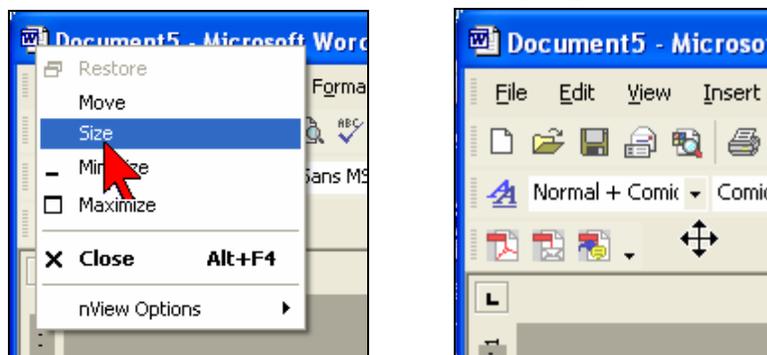
Click SIZE to get a four-headed arrow icon. Move it to the upper left corner, to where it changes to a diagonal two-headed arrow. Hold down the left mouse button and drag that two-headed arrow down and to the right until you are sure the entire window is small enough to fit inside the screen. At this point, don't worry about the final size or position. Release the mouse button.

Next, left-click anywhere in a blank area of the blue title bar and hold the mouse button down while you drag the entire window toward the top of the screen, to where you want it. Release the mouse button.

Now you can move the cursor into the bottom right corner of the window, until you see a diagonal two-headed arrow. Hold down the left mouse button until you drag that bottom right corner to wherever you want it. Release the mouse button.

At this point, the window should be the size and in the position you want it. It should stay there whenever you are using the program, until you modify it again.

This is standard Windows behavior, and should work with any window whose size and position hasn't been preset and locked by the programmer.

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