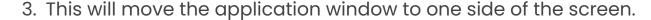
## HOW TO SPLIT YOUR SCREEN ON A CHROMEBOOK??



As a dedicated student, sometimes you have to manage multiple application windows in order to work on an assigned task (e.g.: Chrome browser with Deltamath open and Microsoft Onenote with your class notes opened). Your Chromebook is capable of splitting its screen, allowing you to see and work on two different windows simultaneously.

- 1. Click on an application window
- 2. Use the shortcuts:
  - a. "Alt" key + "[" to move the window to the left
  - b. "Alt" key + "]" to move the window to the right



In the picture shown, alt + [ was used to move the window to the left side of the screen

Pressing alt + [ or alt + ] will cycle the window between:

- a. The window being displayed on ½ the screen
- b. The window being displayed on ¼ of the screen
- c. The window being centered on the screen.
- 4. To use the other side of the screen:
  - a. If you have a different window, select it and use alt+[ or alt+] to move it to the opposite side.
  - b. If you have a Chrome browser tab you would like to use, select the tab by clicking and holding down the track pad. Then drag it to the opposite side of the screen. You will see an outline indicating where and how the selected tab will enlarge.
- 5. Alternatively, Another way you can manage split screens is to click and hold the Maximize button until you see arrow icons. Then you can snap the screen to the left or right of your screen.
- 6. The app will be sent over the side you selected and automatically fit the side of your screen. For the second app or window, do the same, but send it to the other side of the screen. Your two screens will fit your full display side-by-side.





