

## Befriending the Big Hairy Beast - Tip No. 27

### *Working with Two Sections of the Same Document Simultaneously*

by Tammy Schubert

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When this column originally started, I promised you some time-saving tips. Well, here is another great one.

As the size of manuscripts or research documents increase, there are times when it is useful to work with two parts of the document simultaneously. Microsoft anticipated this, and they built in the split screen feature. It is very easy to use, and it eliminates a lot of time spent scrolling back and forth in the same document.

#### **To open a document and split the screen:**

1. Open your manuscript or another document in Microsoft Word.
2. In the Window menu, select **Split**.
3. Click on the gray line that appears in the middle of your screen. The screen splits the window.
4. Use the vertical navigation bars on the right in each window to navigate that portion of the document. In the top window, move to the middle of your document. Notice the view in the bottom screen does not change.

To change the size of the windows, click on the horizontal screen divider and drag it to the desired location. You can make changes to this document in either window. Remember to save the document when you are done (**File > Save**).

#### **To turn off the split the screen function:**

In the Window menu, click on **Remove Split**.

#### **Shortcut:**

When your vertical scroll bar is available on the right, you can click on the horizontal line right above it to enable the split screen.



To split the screen, simply click on the horizontal line, and drag it down until you reach the desired location.

To close the split screen, click on the screen splitter and drag it to the top of the horizontal arrow key located at the top of the right vertical scroll bar.

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***Note:** If you do not have the vertical scroll bars on the right, open **Tools > Options**. Click on the **View** tab. In the Show section, click on **Vertical Scroll Bar**.*

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This tip was tested using Microsoft Word 2003.

*A special thanks to Michael Schubert for reviewing this tip.*

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