

## SCROLLING A WINDOW

When a Window is too small to display all of its contents, horizontal and vertical scroll bars appear along the edges of the Window. These scroll bars are used to move through the Window to display the other contents of the Window. It is possible to click anywhere in the scrollbar to move in that direction. You can also click the scroll box to scroll quickly through the Window.

### Using Scroll Bars in a Window

| To  | Do This   |
|---|---|
| Move down one line                                  | Click the down arrow at the bottom of the vertical scroll bar.  |
| Move up one line                                    | Click the up arrow at the top of the vertical scroll bar.   |
| Move down one window's height                       | Click in the area above the scroll box while in the vertical scroll bar.  |
| Move up one window's height                         | Click the area above the scroll box in the vertical scroll box.   |
| Move up or down a greater distance in the window    | Drag the scroll box that is located in the vertical scroll box. Moving the box up and down will allow you to scroll through the window. |
| Move a short distance side to side in a window      | Click the left or right arrows in the horizontal scroll box.  |
| Move to the right or left one window's width        | Click the area to the right or the left of the scroll box in the horizontal scroll box.   |
| Move left or right a greater distance in the window | Drag the scroll box that is located in the horizontal scroll bar.   |