

## Split a Word Window into Two Panes

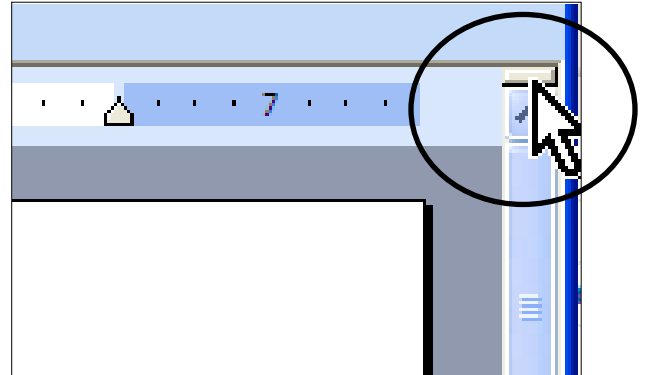
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See the top and bottom of a document at the same time

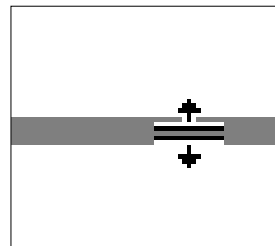
### *Locate the Split Tool*

At the top of the vertical scroll bar,  
There is a split tool

Point on the split tool  
The mouse changes to a resize arrow



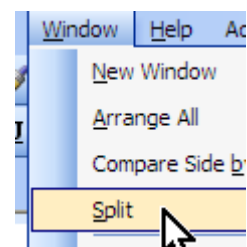
*Drag and drop the Split Tool halfway down the screen*



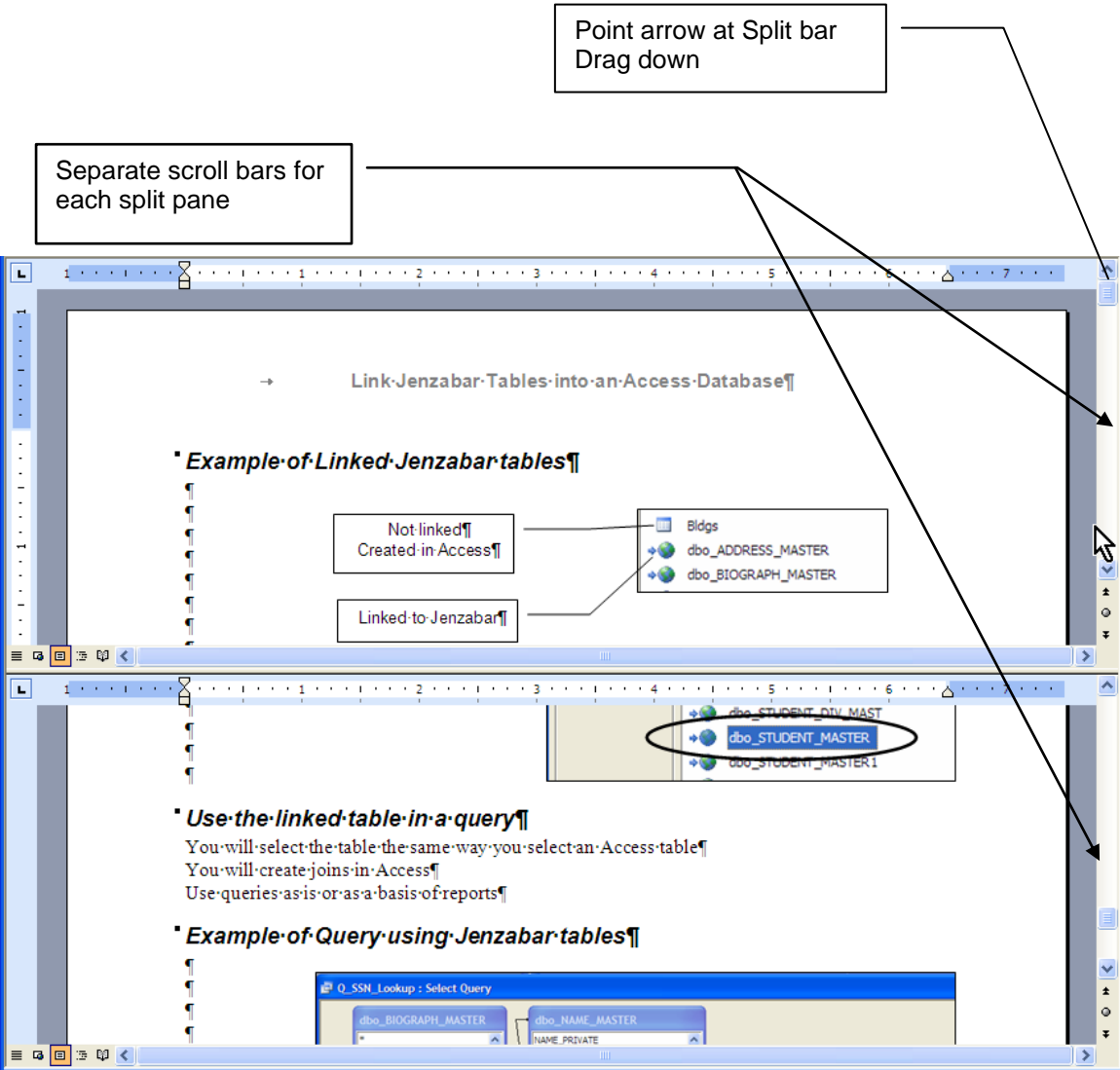
### ***Alternate Method***

Menu: Window, Split...

Click to set the Split where you want it



# Split Window Example



## Use the panes

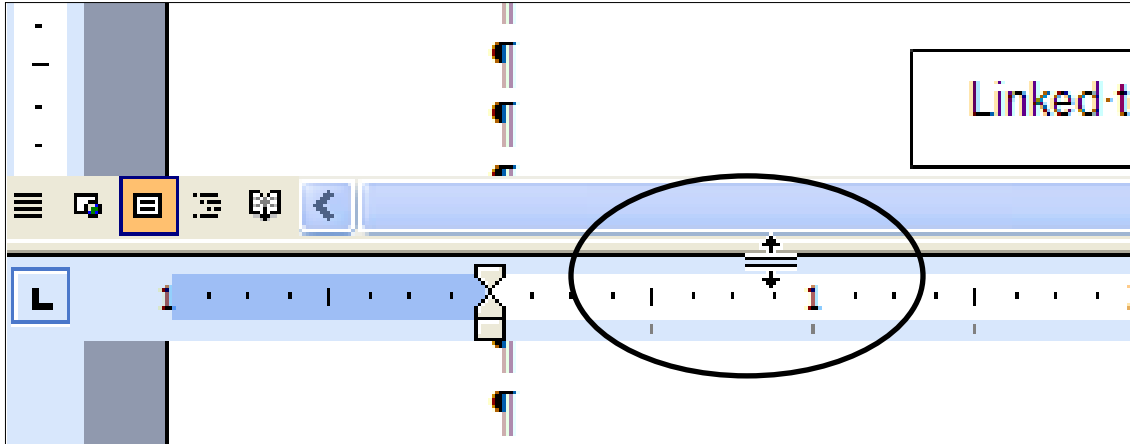
- Click in a pane to make it active
- The work done in one pane also appears in the other
- Save the file from either pane

## ***Remove the split panes***

Point at the split bar

When the mouse changes to resizing arrow,

Double click



### ***Alternate Method***

Menu: Window, Remove Split

