

The Proof Angel Quick Guide

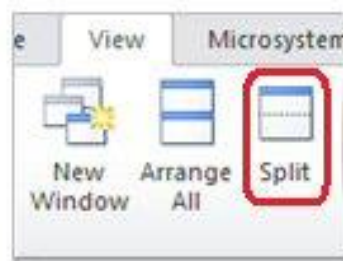
Split screen in Word


Why use split screen?

This technique is just like writing in two parts of a note book. You are working in one part of the book and keeping your finger in another so you can flip back to it easily.

How does it work?

Go to the "Window" menu at the top of the screen and click "Split".



 A horizontal split bar appears across the document window, and the pointer changes to the symbol shown on the left. You can drag this bar to another place if you need to see more of the lower half.

When you have finished

To return to a single pane view, click "Remove Split" in the same place as you found "Split".



The Proof Angel is the trading name of Sarah Perkins, freelance editor and proofreader.

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