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**SUBJECT:** Tech Tips| **DATE:** 10/19/2005

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**NAME:** Maximizing Windows| **PAGE:** 1 of 1

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## I. DISCUSSION

Are your program windows not maximized when you open a program? In other words, when you open a program, it does not fill the screen. This is a common problem and an irritating one. The half-size window is a default called Normal. You can fix this by changing the program's properties to Maximize. This works with any shortcut, including icons on the desktop and in the Quick Start area.

## II. PROCEDURE

To maximize your application windows:

- A. Identify the program with which you are having a problem.
- B. Click Start and select All Programs.
- C. Right-click the program's name and select Properties at the bottom of the menu.
- D. Select the Shortcut tab.
- E. In the Run field, click the arrow and select Maximized (see the screen capture).
- F. Click Apply and click Ok.

