# How to use the split screen feature on Mac computers

CAMPAIGN BOOTCAMP

Split screen allows you to view two programmes at once by 'splitting' your screen in half. Below are instructions on how to do this on your device:

Mac laptops and computers (using Catalina operating system):

1. Hover your mouse over the green circle ⬤ (full screen button) in the top left corner of the window, or click and hold the button.
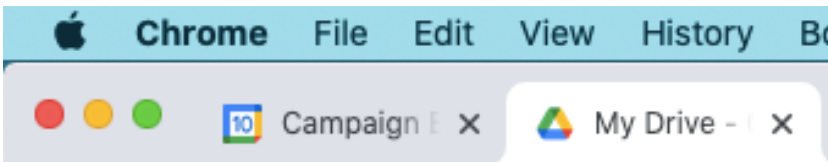
2. You can now choose to "Tile Window to Left of Screen" or "Tile Window to Right of Screen" from the drop down menu. The window will then fill that side of the screen (see image below).
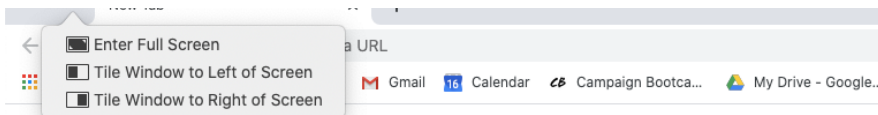
3. Click a window on the other side of the screen to begin using both windows side by side.

Mac computers and laptops (other macOS versions):

1. Click and hold the green circle ⬤ (full screen button) in the top left corner of the window.

2. As you hold the button, the window will shrink and you can then drag it to the left or right side of the screen.

3. Release the button, then click a window on the other side of the screen to be able to use both windows side by side.

Tips for working in split screen:

- When working in split screen, the menu bar will dissapear. If you move your mouse (arrow symbol) to the top of the screen, the menu bar will reappear.

- You can swap window positions by dragging a window to the other side.

- To adjust the width of a window, drag the vertical line between the windows.

Exit Split View

1. Move the pointer to the top of the screen to reveal the window buttons.

2. Click the full-screen button in either window. That window exits Split View.

3. The other window switches to full-screen view. You can switch to the full-screen window with Mission Control, or use a Multi-Touch gesture such as swiping left or right with four fingers on your trackpad.