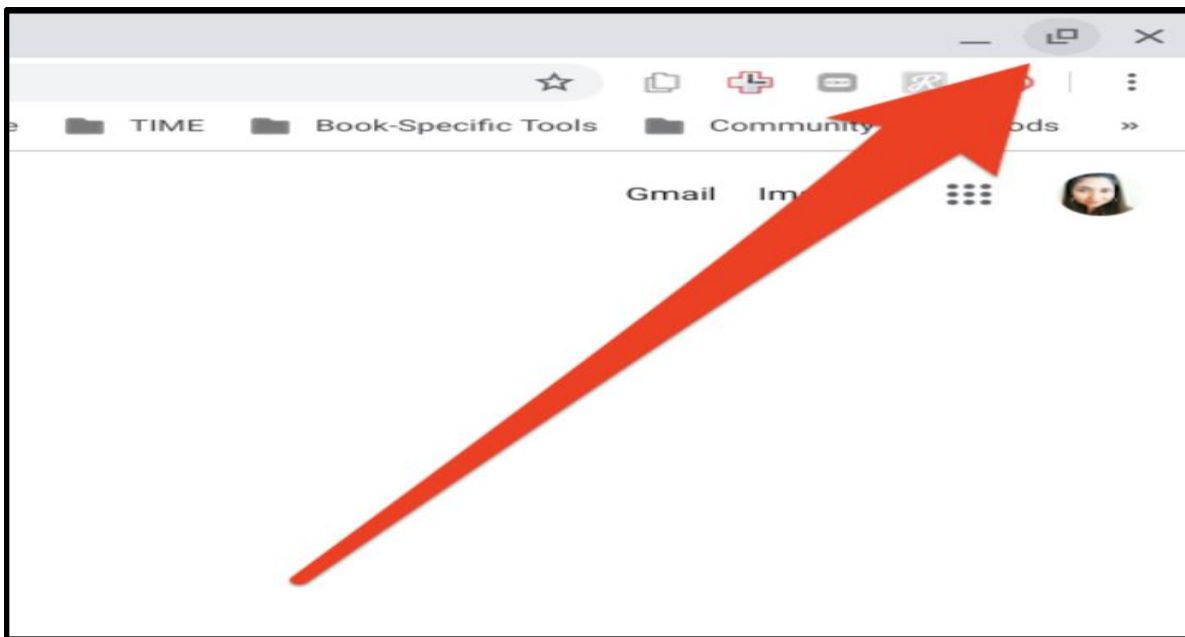# How to Split Screens on a Chromebook

To use the split-screen feature, all you'll need to do is open the two apps you wish to view at the same time. Next, you drag them to the corresponding halves of the screen. The computer takes care of the window resizing for you.

A split-screen setup can help you get more work done on a computer and might be an easier format if you find yourself switching back and forth between windows and apps all day long.
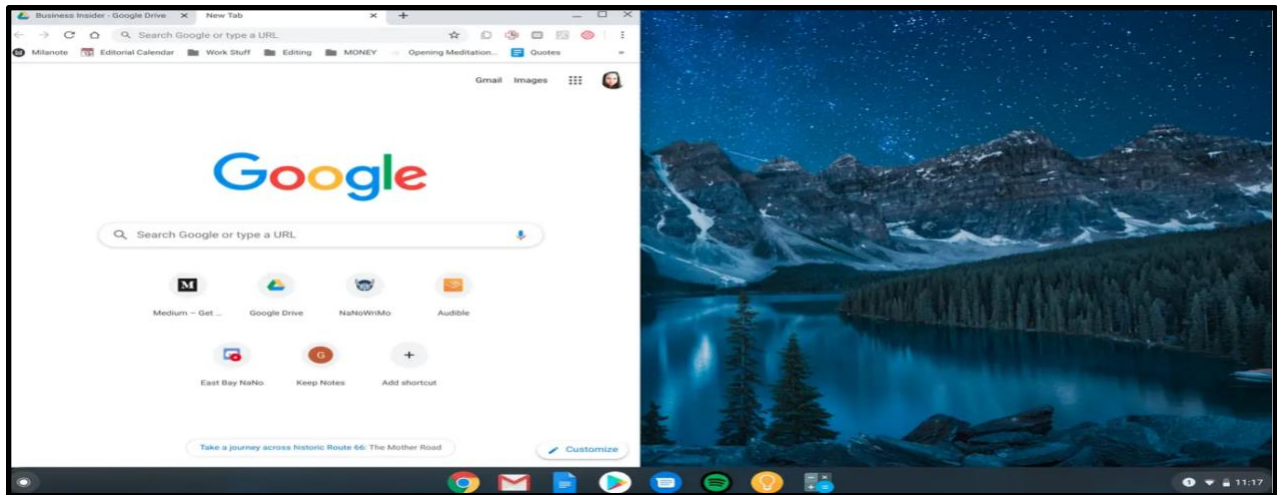
On a Chromebook, it's really easy to set up. When you follow the steps correctly, the computer will handle the job of resizing the two windows for you.

Here's what you'll need to do:

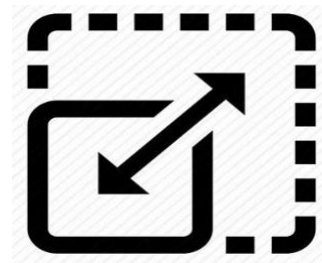1. Open your first app and click the window minimize button in the top-right corner of the window.

2. Drag the window to either side of the screen — you'll see a vertical line pop-up in the center of the screen, at which point you should release the window so it can automatically fit into that half of the screen.
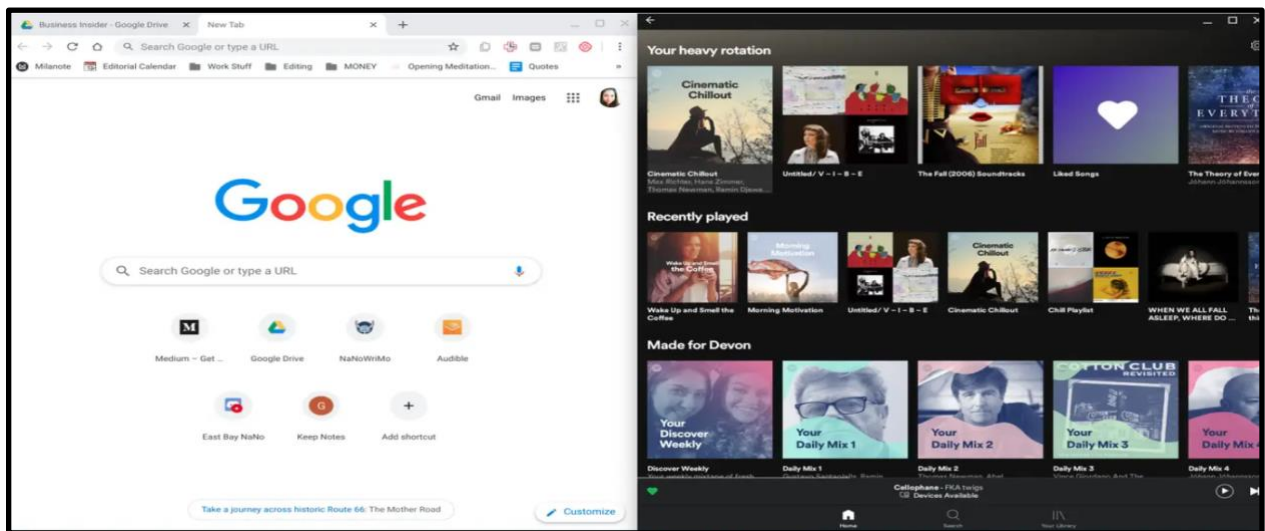
← **Drag each app window to one side of the screen!** →

3. Open the second app with your favorite app or website and click the window minimize button in the top-right corner. The button to maximize and minimize your window size toggles between a square (when the screen is full-size) and a double-square (when the screen is smaller than full-size).

4. Drag the second app onto the other side of the screen and release when you see that side of the screen fade to a gray color.

This is your browser screen split in half and shared by two apps.

Remember: You can always go back to the typical window configuration by clicking the window maximize button in the top-right corner of either app window.

If you are a student who prefers using keyboard shortcuts, you can click your ALT + the *left* or *right* bracket key **[** o r **]** to split your tabs perfectly to the left or right. You will need to drag one tab away from the Chrome browser first though.

Another option:

If you have difficulty seeing both screens when split, you can always use the toggle feature. This allows you to toggle (or move back and forth) between your apps easily. Just hold down the **CTRL** key and touch the **TAB** key.

10-5-20 mvh