

How to Use Split Screen on Your Devices

Whether you're working on an iPad, chromebook or Windows device, you can split your screen and work in two windows (or apps) at the same time.

1. On a Windows device:

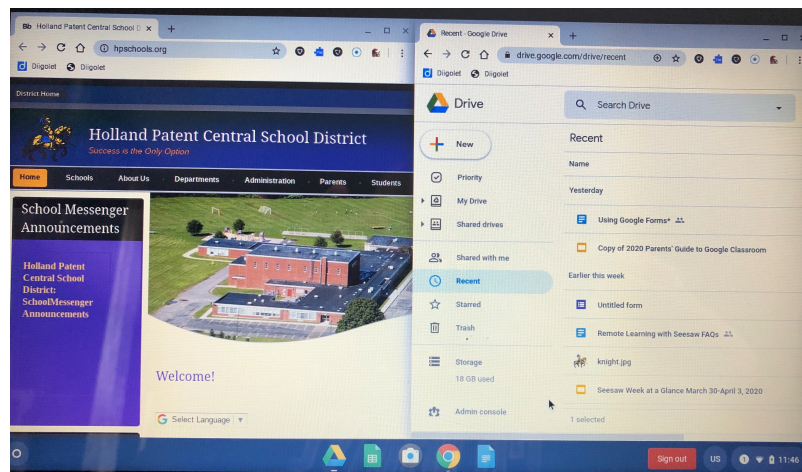
Open one window, resize it, and open a second. Resize each until you have the desired display.

2. On a chromebook:

Split screens or “side-by-side view” on your Chromebook works much as it does on a Windows device. There are a few ways to set up your views.

Drag and drop method.

Launch the first app you want to display and simply drag it from the title bar over to the left or right edge of the screen. An outline will form showing where the screen will be and you can let go of the mouse/trackpad to dock it. Then open your second app or tab and do the same but drag it to the other side of the screen and release it.



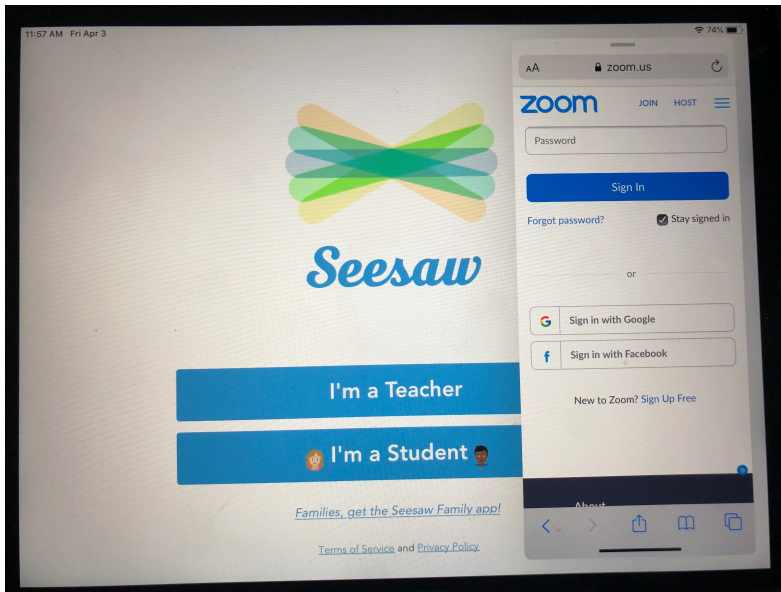
Note: After you have moved your initial window to the left or right, the keyboard shortcut **Ctrl N** also opens a new window.

Another way you can manage split screens is to **click and hold the Maximize button** until you see arrow icons. Then you can snap the screen to the left or right of your screen. The app will be sent over the side you selected and automatically fit the side of your screen. For the second app or window, do the same, but send it to the other side of the screen. Your two screens will fit your full display side-by-side.

This will also work with many Android apps (not all) as well as tabs in Chrome and other Chrome OS apps. In addition to using a mouse or trackpad, you can do the same if you have a touchscreen. Just press and hold the Maximize button and then the left or right arrow. You can also use the keyboard shortcut **Alt +]** to move a window to the right. Or, **Alt + [** to move it to the left of the screen on your .

3. On an iPad:

With Split View and Slide Over, you can use two apps at the same time. For example, you can view photos while you compose an email. Or look at a location in Maps while you search for a vacation idea in Safari. *(Note: This does not work with all app. Some require the full screen to function. Also, To use Split View, you need an iPad Pro, iPad (5th generation and later), iPad Air 2 and later, or iPad mini 4 and later.)*




How to use Split View:



1. Open an app.
2. Swipe up from the bottom of the screen to open the dock.
3. On the Dock, touch and hold the second app that you want to open, then drag it off the dock to the left or right edge of the screen.

How to adjust Split View:

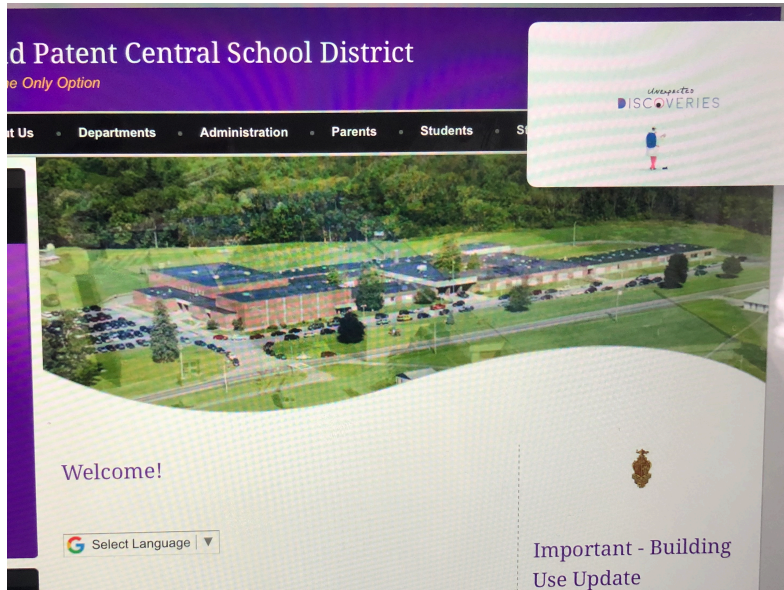
- To give the apps equal space on the screen, drag the app divider to the center of the screen.
- To turn a Split View into a Slide Over, swipe down from the top of the app.
- To close Split View, drag the app divider over the app that you want to close.

Split View With Safari:


1. Put your iPad in landscape mode.
2. Open Safari.
3. To see two web pages at the same time, do one of the following:
 - Open a link in Split View: Touch and hold the link, then drag it to the right-hand side of your screen.
 - Open a blank page in Split View: Touch and hold , then tap Open New Window.


- Move a tab to the other side of Split View: Drag the tab left or right in the Split View.
4. To leave Split View, touch and hold , then tap Merge All Windows or Close All [number] Tabs. You can also tap  to close tabs individually.

How to Use apps while you watch a video with Picture in Picture:



With Picture in Picture, you can do things like respond to an email while watching a TV show. *First, make sure you have PIP turned on - Settings > Home Screen & Dock > Multitasking > Picture in Picture.*

If you're using FaceTime or watching a movie, tap  and the video screen scales down to a corner of your display. Then you can open a second app and the video will continue to play. *(This does not work with all video players. For example, it does not work yet with YouTube, but it does with Vimeo.)*

- To move the video, drag it to another corner.
- To return the video to full screen, tap  on the left corner of the video.
- Hide the video by dragging it to the left or right edge of your display.
- Tap the arrow icon to make the video reappear.