



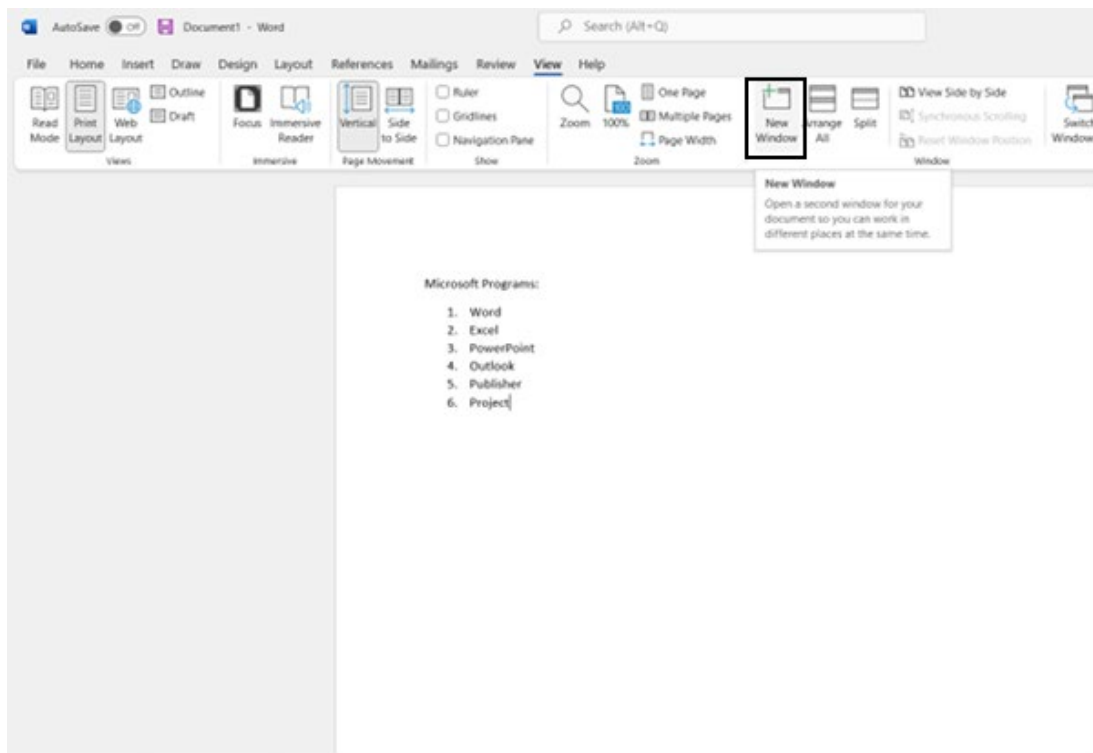
## Creating a New Window in Word

Being able to work on two different parts of a Word document at the same time can be a real timesaver; it allows you to reduce scrolling when needing to maintain consistency in a document. The New Window feature allows you to easily accomplish this task.

### Accessing the New Window Feature

Here's how you do it:

1. Go to the **View** tab.
2. In the **Window** group, click **New Window**.



3. This will open two copies of your document. Any changes that are made in the second copy will automatically be made in the first copy and then saved in the final document.

