

# QuickTips: Using the Freeze Window

In a magnified view, it is impossible to see the entire screen at once. As a result, you may not be able to view multiple items of interest at the same time, such as information located at opposite edges of the screen. ZoomText's Freeze Window solves this problem by allowing you to monitor a selected area of the screen, while you simultaneously view and work in other areas. Here's how it works...

Using the Freeze tool, you select an area of the screen that you want to monitor. When you've completed your selection, the Freeze window automatically appears on top of the Full zoom window displaying the selected area. The Full zoom window continues to scroll to all areas of the screen, while the Freeze window keeps your selected area in view.

## To set up a Freeze window

1. Set the zoom window type to **Full**.
2. On the Magnifier toolbar, select **Freeze > New**.

*The Freeze tool becomes active.*

3. Move the mouse pointer until the area you want to freeze is scrolled into view.
4. Hold down the left button, drag the selection rectangle around the desired freeze area and release the button.

*When you complete the drag, the Freeze window will appear with sizing handles on the frame.*

5. To size the window, drag any handle. To move the window, drag inside the window frame. To scroll the contents of the window, hold down **CTRL** and drag inside the window frame.
6. To exit the Freeze tool, right click or press **ESC**.

## To enable and disable the Freeze window

On the Magnifier toolbar, select **Freeze > Enable** (or **Disable**), or press the Freeze Window hotkey: **CTRL + SHIFT + E**

That's it. Once you learn how quick and easy it is to setup the Freeze window, you'll soon discover many places where you can put it to use.