

Note: This discussion is based on the latest version of macOS Ventura, 13.4.1(c). Some illustrations may differ when using other versions of macOS. Most illustrations are from screenshots on my iMac or MacBook Pro. Credit: See the credits at the end of this presentation.

At the May Double Click meeting, I discussed using Split Screen Mode (aka, Split View). Here's a brief summary.

Split Screen View

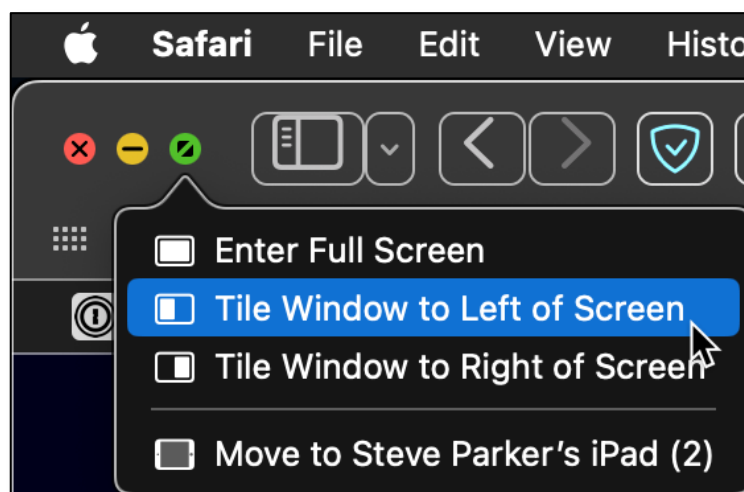
Split Screen View—aka **Split View**—requires working in Full Screen View with your apps. Recall that when working in Full Screen View, the macOS Menu Bar and Dock are hidden from view until you hover your mouse pointer over the top of the screen (Menu Bar) or the bottom or side of the screen (Dock, depending on where you keep it).

Split view displays two windows side-by-side, a process called "tiling" each window to either the left or right side of the screen. It's a different way of working with windows and can take some time getting used to, but don't be discouraged from trying Split View. After using for a while, you may come to like it.

Note: If you experience any difficulties in using Split View, remember that the **Esc** key will allow you to "escape" an unexpected or confusing situation. I found that it's also the quickest way to exit either Full Screen View or Split Screen View.

Access Split View. Hover your mouse pointer over the Full Screen **Green** Maximize button and wait until you see three options show up at the top of the dropdown menu. Then select either **Tile Window to Left of Screen** or **Tile Window to Right of Screen** to trigger Split View. If the dropdown menu doesn't show up right away, continue to hold down on the **Green** button.

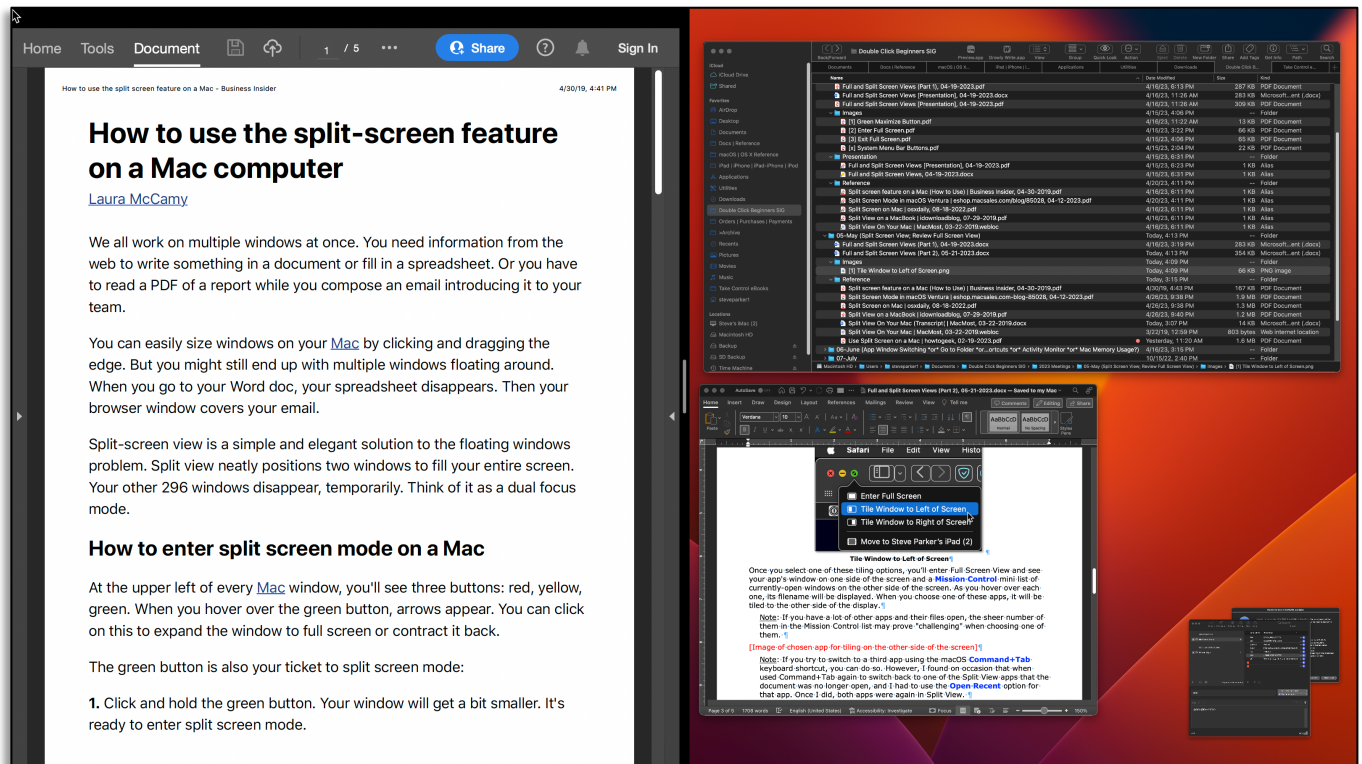
Here's an example of tiling a window to the left side of the screen:



Tile Window to Left of Screen

Select one of these tiling options to enter Full Screen View and see your app's window on one side of the screen and a **Mission Control** mini list of currently-open windows on the other side of the screen. As you hover over each Mission Control window, its filename will be displayed.

(See the image on the next page.)



Tiled Window to Left of Screen Mission Control list of other app windows on the other (right) side of the screen.

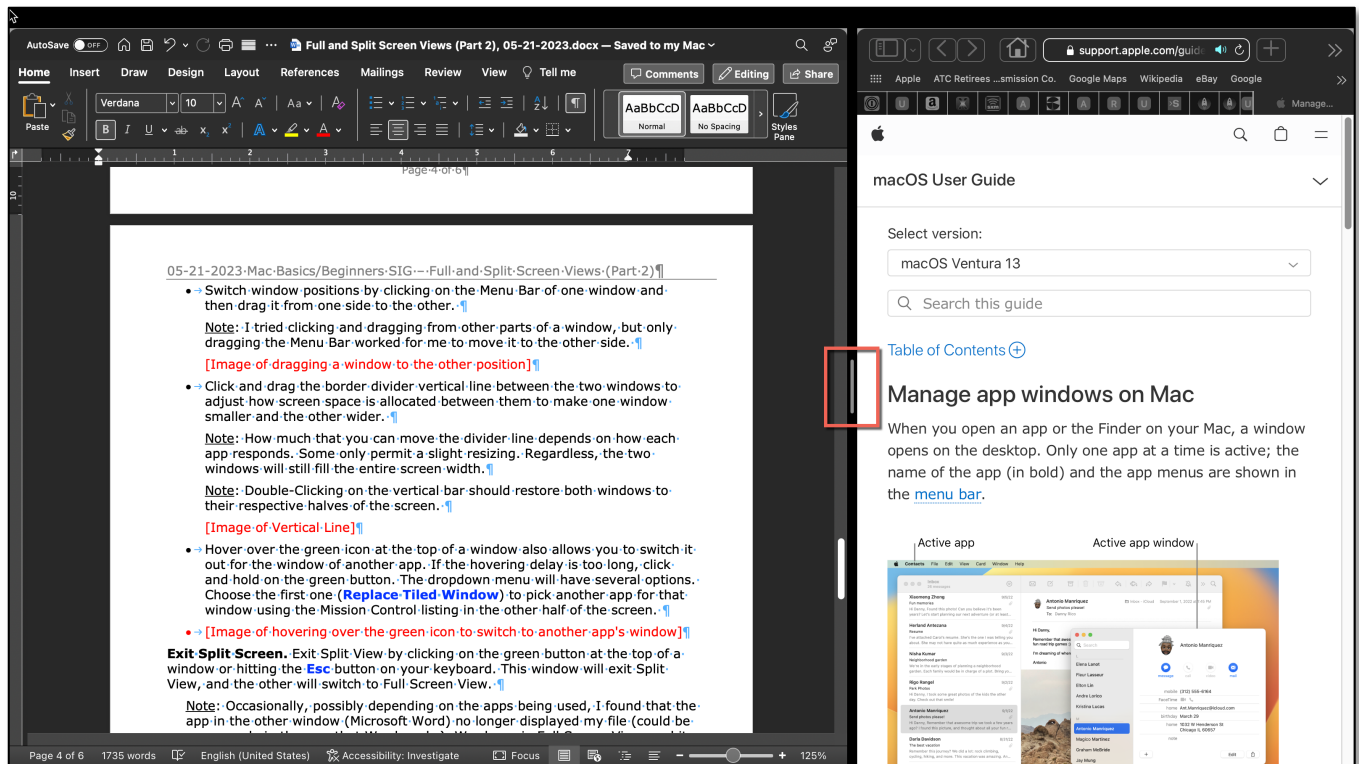
Choose an app window, and it will be tiled to the other side of the display.

Change the Width of Windows. Make a window wider or narrower by clicking and then dragging the vertical divider border between the two windows. Drag your mouse pointer to resize them and make one smaller and the other one larger.

How much you can drag depends on how each app responds. Your two resized windows will still fill the entire screen.

Double-Click on the vertical bar should restore both windows to their respective halves of the screen.

(See the image on the next page.)

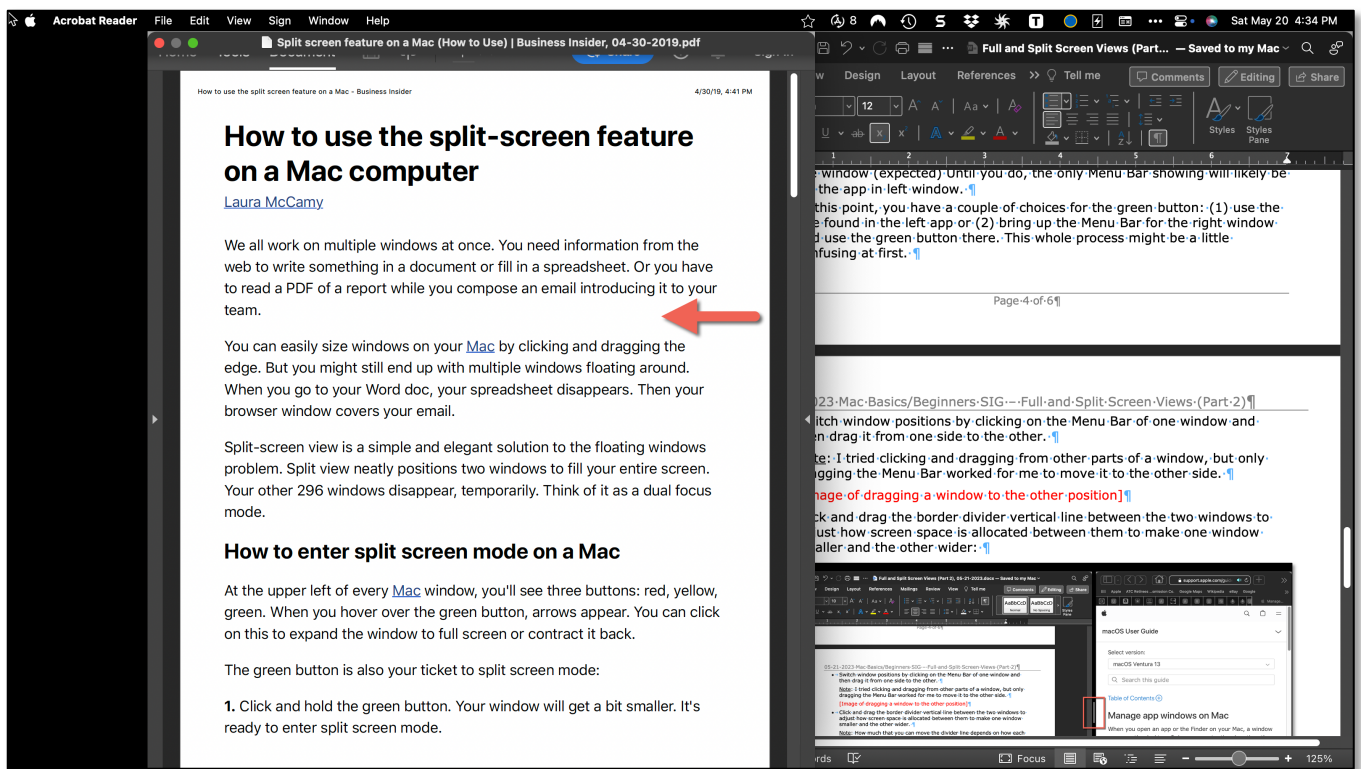


Resize Windows by Dragging the Vertical Bar

Switch Windows in Split View. In Split View you can toggle/switch between app windows in several ways:

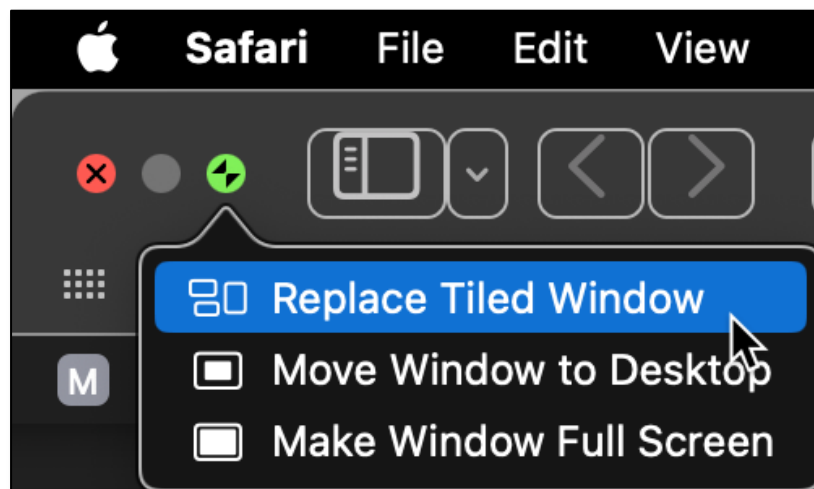
- **Click on one of the two windows** to work on the app in that window.
- **Switch window positions** by clicking on the Menu Bar of one window and then dragging it from one side to the other.

(See the image on the next page.)



Switch Window Positions

- **Hover over the Green icon** at the top of a window to switch that window out for the window of another app. From the dropdown and choose **Replace Tiled Window** to pick another app for that window from the Mission Control listing in the other half of the screen:



Replace Tiled Window

- You can also **Move Window to Desktop** or **Make Window Full Screen**.

Exit Split Screen. Click on the **Green** button at the top of a window or press the **Esc** button on your keyboard to exit Split View. The other window will switch to Full Screen View.

Split View Using the Option/Alt Key

Hold the **Option/Alt** key and click the Full Screen **Green** button in a window, to get three new options in the dropdown menu: **Zoom**, **Move Window to Left Side of screen**, and **Move Window to Right Side of Screen**.

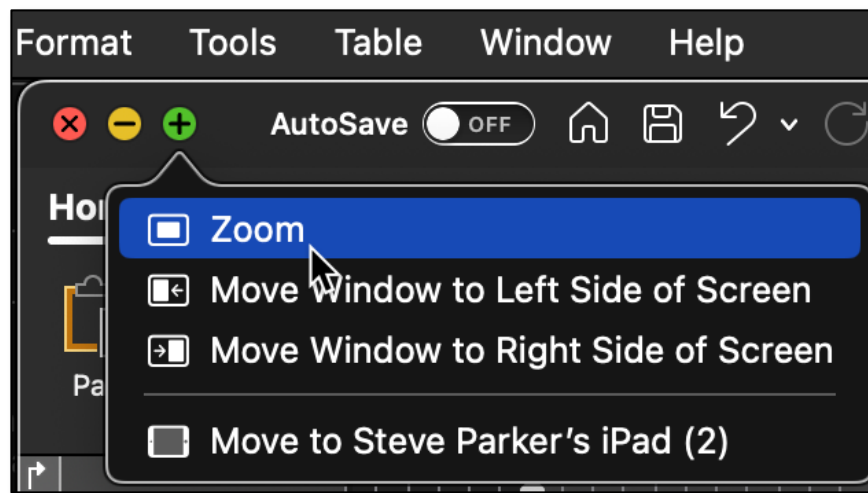
You can also hover over the **Green** button and then hold down the **Option/Alt** key to see these options.

Here's how these three options work:

Zoom. If the **Option/Alt** key is not pressed, the first option in the dropdown menu after clicking the **Green** button is **Enter Full Screen**. As discussed previously, this mode expands the document to fill the screen while also hiding the macOS Menu Bar and Dock.

- With the **Option/Alt** key pressed, the **Enter Full Screen** menu item becomes **Zoom**.
- In Zoom mode, the document window is resized to its minimum usable width. Choosing Zoom again restores the window to its original size.
- Also, the Menu Bar and Dock are *not hidden* and remain in place.

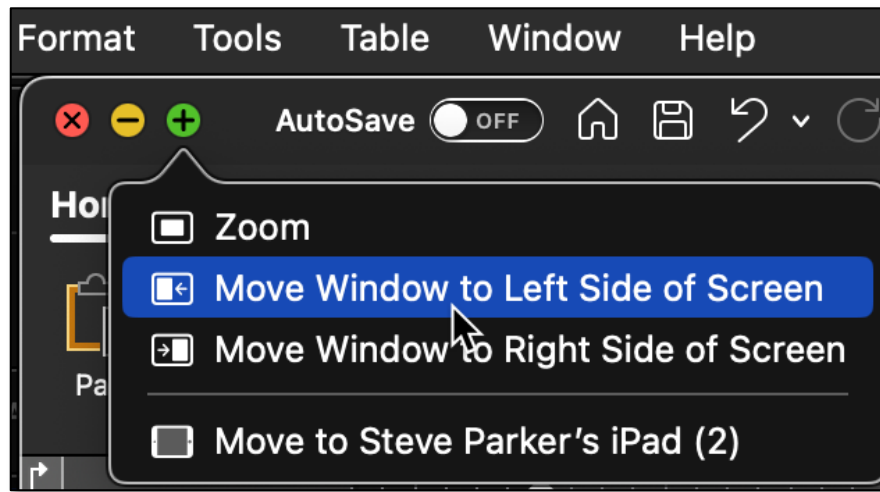
See the image below:



Zoom Window

Move Window to Left/Right Side of Screen. Either of these options in the dropdown menu will *reposition* the document window to either the left or right side of the screen, similar to Tiling.

See the image below:



Move Window to Left Side of Screen

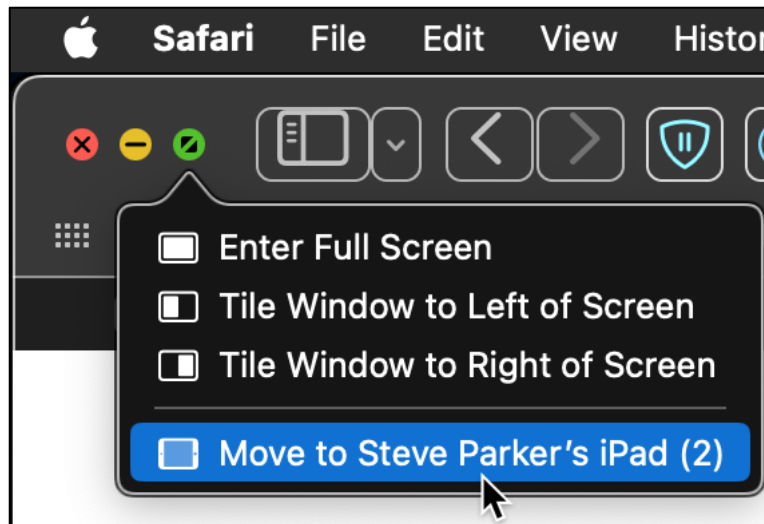
- However, while Tiling hides the Menu Bar and Dock and also switches to Full Screen Mode, Moving does not.
- Moving doesn't enter Split View, and both the Menu Bar and Dock remain in place and visible.
- If two documents have been moved, one on the left side of the screen and one on the right, there is no vertical bar to resize the width of the two documents.
- Finally, you can choose to only move one window to either side of the screen and not pair a second one.

Other Tile and Move Window Options. I noticed that some of the apps that I use a lot, like Microsoft Word and Excel, include in their **Window** menu options for Tiling or Moving windows. **Tiling** frequently showed up as the default; however, holding down the **Option** key then changed the menu items to **Move**. Then in checking several of apps from Apple, I noticed Tiling options there, too. Other apps may offer this feature, too.

Move to iPad

There is another option available under the dropdown menu for the Full Screen **Green** button: **Move to iPad**.

(See the image on the next page which in this example refers to my iPad.)



Move Window to iPad

This option shows up regardless of whether the Option/Alt key is pressed or not. It uses a macOS/iPadOS feature known as **Sidecar** that allows use of your iPad as a display that extends or mirrors your Mac desktop. Sidecar also allows you to simply drag a Mac window to and from your iPad.

When a Mac window is moved to the iPad, the window shows up on the iPad screen with a special sidebar that has commonly used Mac controls (**Command**, **Option**, **Control**, **Shift**, **Show/Hide** the menu bar, and **Show/Hide** the onscreen keyboard. Here's an image from an Apple support page:



Sidecar (Sidebar on the Left)

I gave this feature a try using the Move to iPad option under the dropdown menu. My iMac window was moved to my iPad, but I noticed that the resolution of my iMac's screen changed from my preferred setting of **Larger Text** to the much smaller **Default** setting. This might be due to some anomaly or setting on my devices. I don't have any particular use for the Sidecar feature right now, so I haven't experimented with it further. Still, you might want to give it a try.

Third Party Utilities for Split View

There are a number of utilities that allow you to move windows to share your screen, effectively mimicking Split View but without going into Full Screen Mode.

I'll discuss several of these at Double Click's September meeting since we take August meeting off for the summer.

Summary

Option/Alt Key in Split View. After reviewing the macOS Split Screen from last month's presentation, we examined Split View using the **Option/Alt Key**. Holding down this key changes the options in the **Green** button's dropdown menu to **Zoom** (minimum usable width), **Move Window to Left** Side of screen, and **Move Window to Right Side of Screen**. In addition, the Menu Bar and Dock are not hidden and remain in place.

Move to iPad. Hovering over the **Green** button's dropdown menu has one more option (Move to iPad). This uses the Sidecar feature that allows your iPad to be used as a display for a Mac window.

Next Presentation

For the next presentation, I'll discuss some third party utilities that you can use to share your screen without going into Full Screen Mode.

Have a favorite Mac Tip or utility? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

–Steve Parker

Credits:

Use an iPad as a second display for a Mac
<https://support.apple.com/en-us/HT210380>