How to Split a Document in Two Windows

An MS Word document can be split so as to display two copies with independent scroll bars. It is useful in tasks like editing and tallying in large documents.

At times, especially while editing a large document or tallying, we need to go back and forth often between two points within an MS Word document. Read something on 24th page and then on 67th page and then again on 24th page… so on and so forth.

In such situations, don't you feel like if you could open two copies of the document in front of you? Take heart folks! You can do this. MS-Word provides a feature just to suit your requirement.

Open an MS-Word document. In the top right corner, just a notch above the horizontal scrollbar, you will see a thick dash (**–**) like mark. Take your mouse cursor on top of this mark and the cursor will change shape to the "drag cursor".

Now drag this mark to take bring splitter bar downward. Release mouse button and you're done!

The MS-Word window will horizontally split into two halves and two copies of your document will appear in them. Both these halves will have their own independent scroll bars. Using these scrollbars, you can adjust both the copies as you desire.

Remember, once the document is split, some of your actions will apply to the **copy which is active at that moment**. To activate a copy, just click anywhere inside it.

However, **any editing or formatting will affect both the copies**. For example, if you make some text bold in the upper copy –the same text will become bold in the lower copy as well.

Once split, both the windows can have their own ruler bars. The button to toggle appearance of rulers is located right on top of the vertical scrollbar.

How to Unsplit?

When you're done working with two copies and want to go back to single copy view, just drag the splitter bar upward and release it at the top. One copy will disappear.

Don't forget to leave a comment and let me know how you liked this article. All the best with your work!