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**Subject:** Computer Tip of the Week -- How To Shrink Your Remote Window  
**Date:** November 4, 2021 at 4:48 PM  
**To:** DOPM All Users [DOPMAIUsers@uabmc.edu](mailto:DOPMAIUsers@uabmc.edu)



How To  
Shrink  
Your Remote Window



Brought to you by  
**Lisa Schwaiger**

- DOPM HelpDesk Triage and Computer Tech in MT-403

This Tip of the Week was suggested by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?

(If so, please let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu) or 934-7662.)

**SITUATION/NEED:**

Can I shrink my “Remote Window” so that it takes up only part of my screen, like a quarter or half of it?

This would be helpful so that I can see (at the same time) both:

- That Remote Window
- Plus other things on my actual computer

A few reasons I might want to do this are:

- To copy something from my Remote Computer and paste it to my actual computer
- To view files on my Remote Computer while on Zoom on my actual computer



**BACKGROUND:**

“Remote Window” means the way you are looking at a “Remote Computer”.

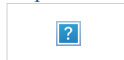
“Remote Computer” means a computer that you are doing a RDC to, generally one that is in Medical Towers.

RDC stands for Remote Desktop Connection.

Sometimes you’ll hear the term “when you RDC”.

That means the same as:

- “when you remote into” or
- “when you connect remotely to” a Medical Towers Computer



**SOLUTION:**

Yes, you can easily resize it – just like any other Window or image 😊

Here is how:

Do you see these 6 dots on the bottom-right corner of the Remote Window?



If not: Click this “Restore Down” icon on the top-right, first.



When you hover over those 6 dots on the lower-right, a double-sided arrow will appear.



Use that arrow to drag the window to the size you want.

Option:

If you prefer, you can just change the width OR the height by using the arrow on the side or bottom.



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?  
Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)



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