

#7 Using Snap Layouts

This guide offers a step-by-step approach to utilizing the Snap feature in Windows 11, enhancing your multitasking capabilities. By following these instructions, you can organize your workspace more efficiently and streamline your workflow. It provides practical tips for maximizing screen real estate and improving productivity. Whether you're a novice or a seasoned user, this guide can help you fully leverage the features of Windows 11.

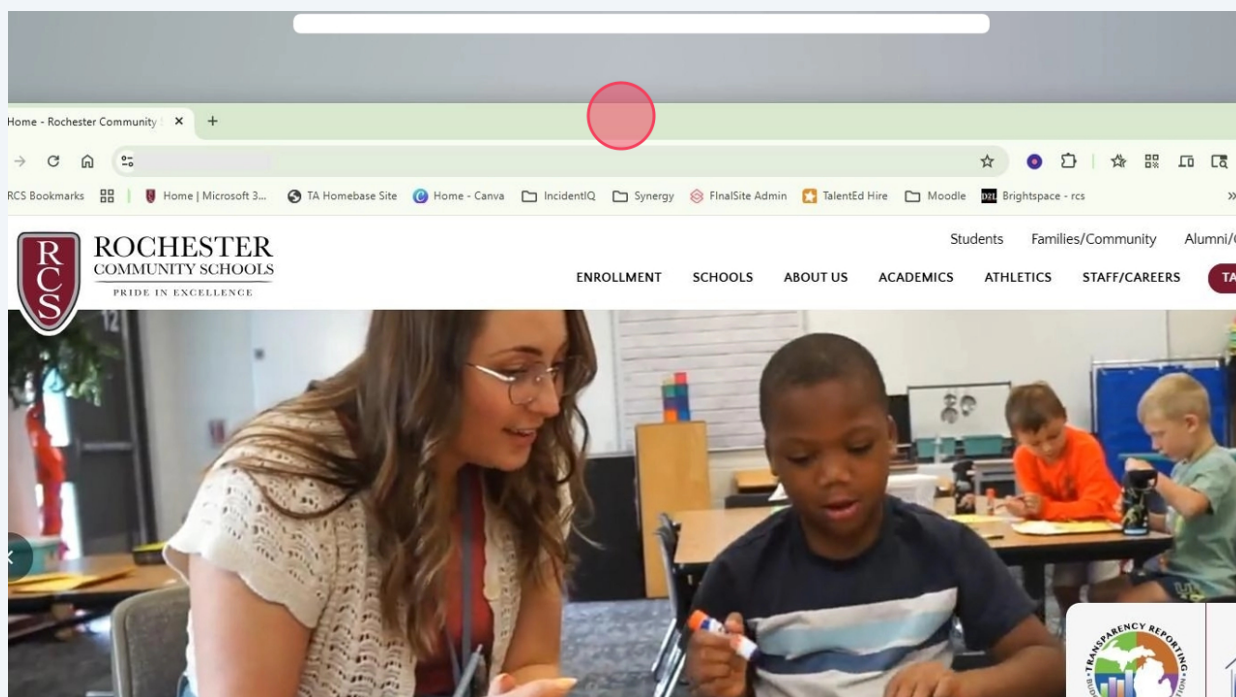


The Snap feature in Windows 11 allows users to organize open windows on their desktop by resizing and positioning them to maximize screen space. This can help users work more efficiently, especially when working with multiple apps across multiple monitors. You can snap windows by dragging them, by using predefined layouts or keyboard shortcuts.

Drag and Drop

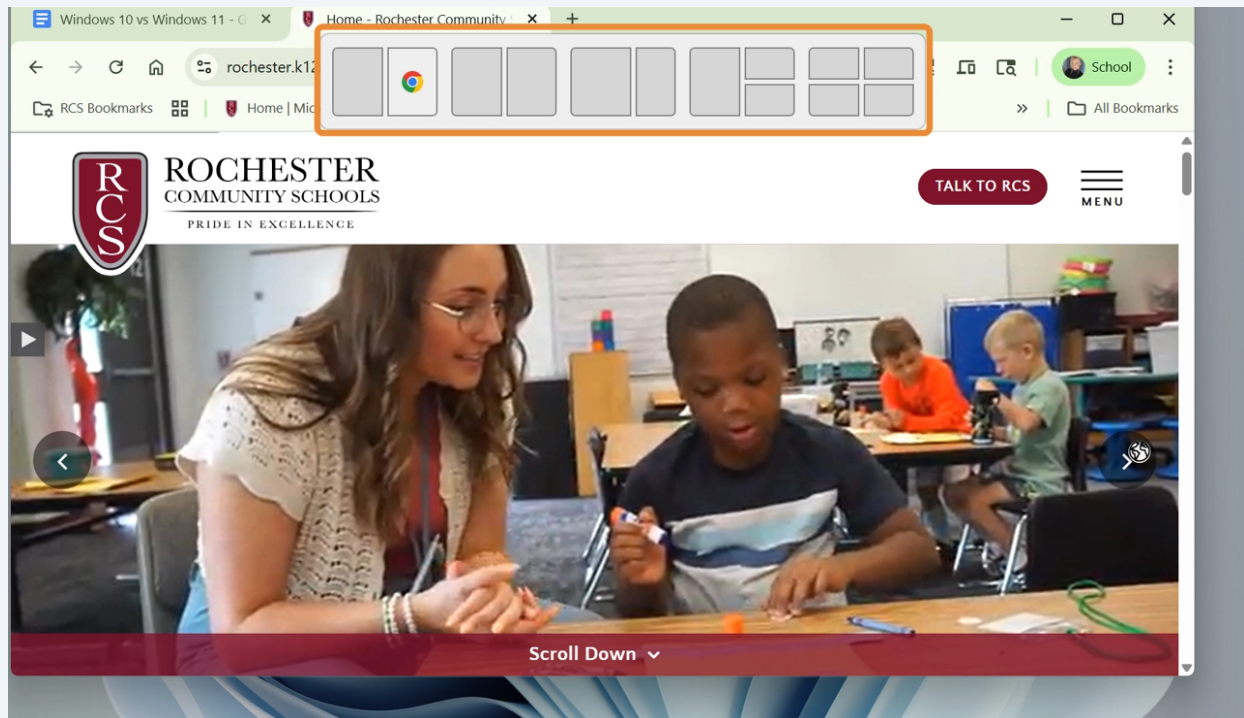
1

Select and hold the title bar of a window and drag it to the top of the screen to the bar that appears.



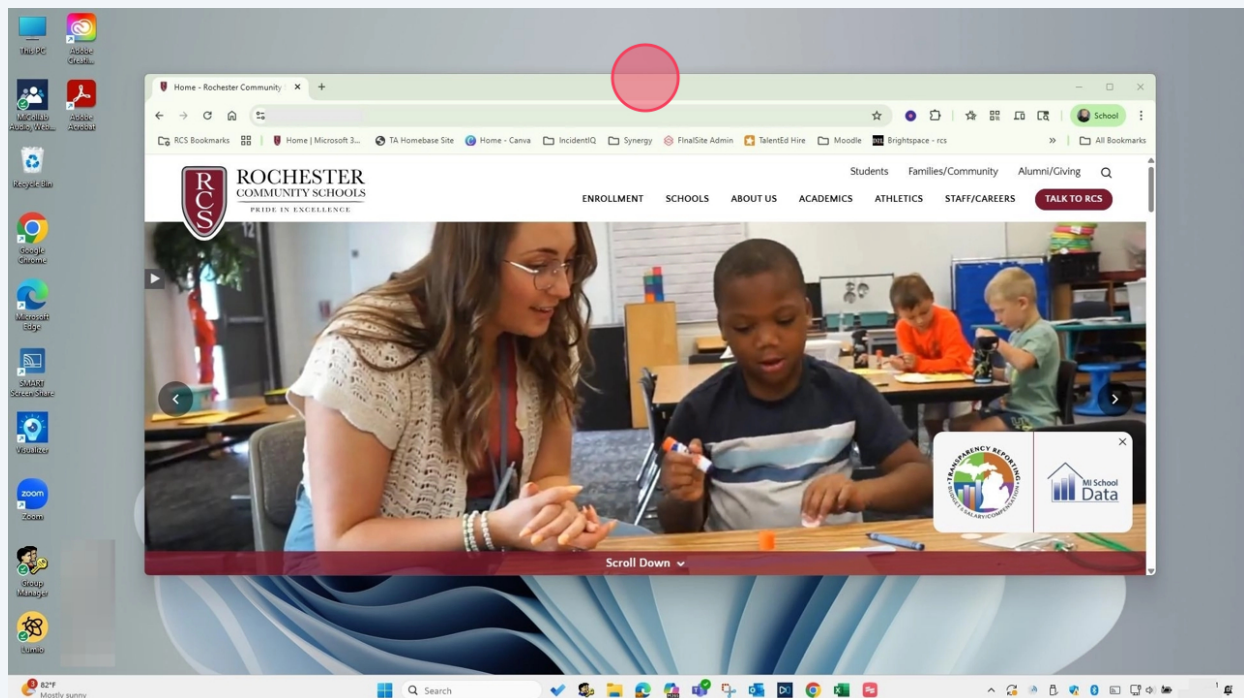
2

Snap Assist will show thumbnails of open apps and windows. Select the layout you want to use. The window will appear in the layout.



3

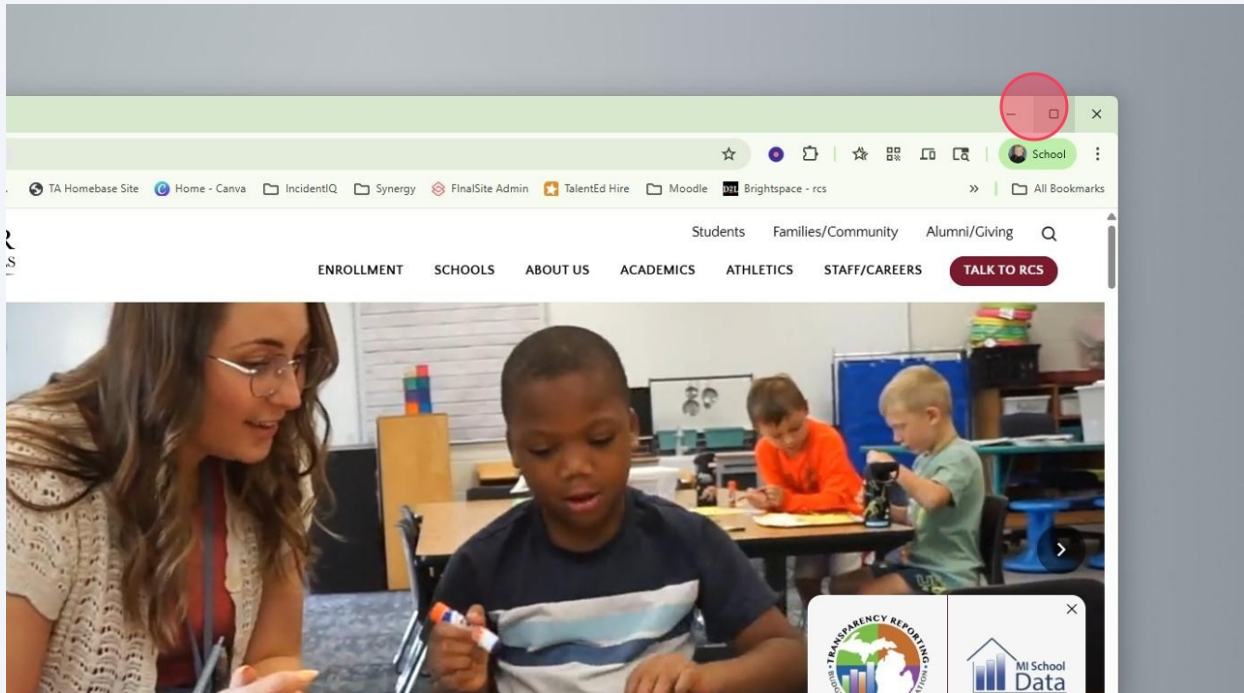
Select and hold the title bar of a window and drag it to the top of the screen.



Mouse Hover

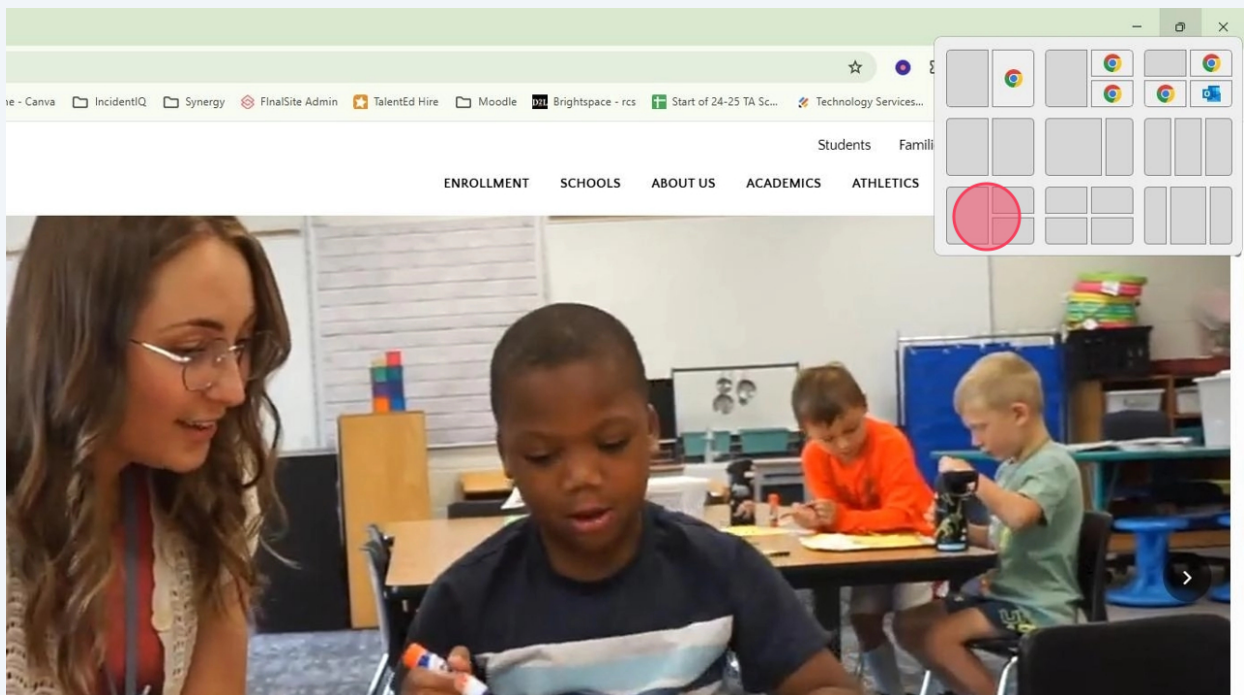
4

Hover over the minimize/maximize button in the window to view the the snap layout choices.

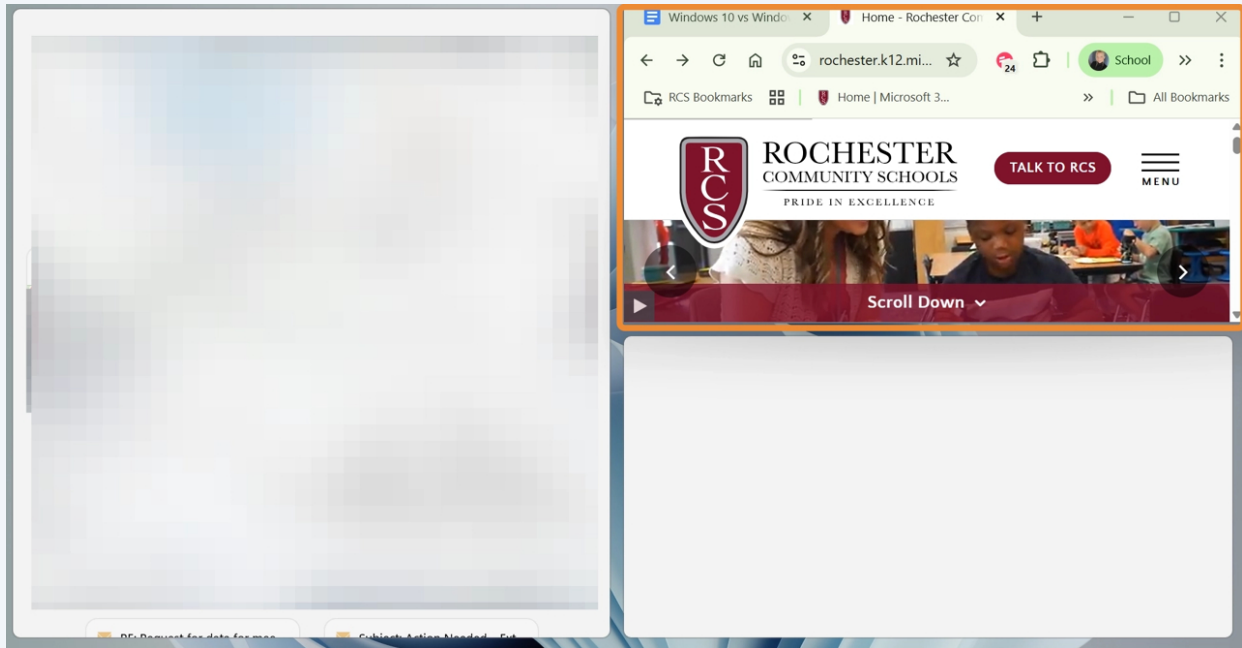


5

Click on the zone in the layout to snap a window to the area.



- 6 Your window appears in the zone you chose.



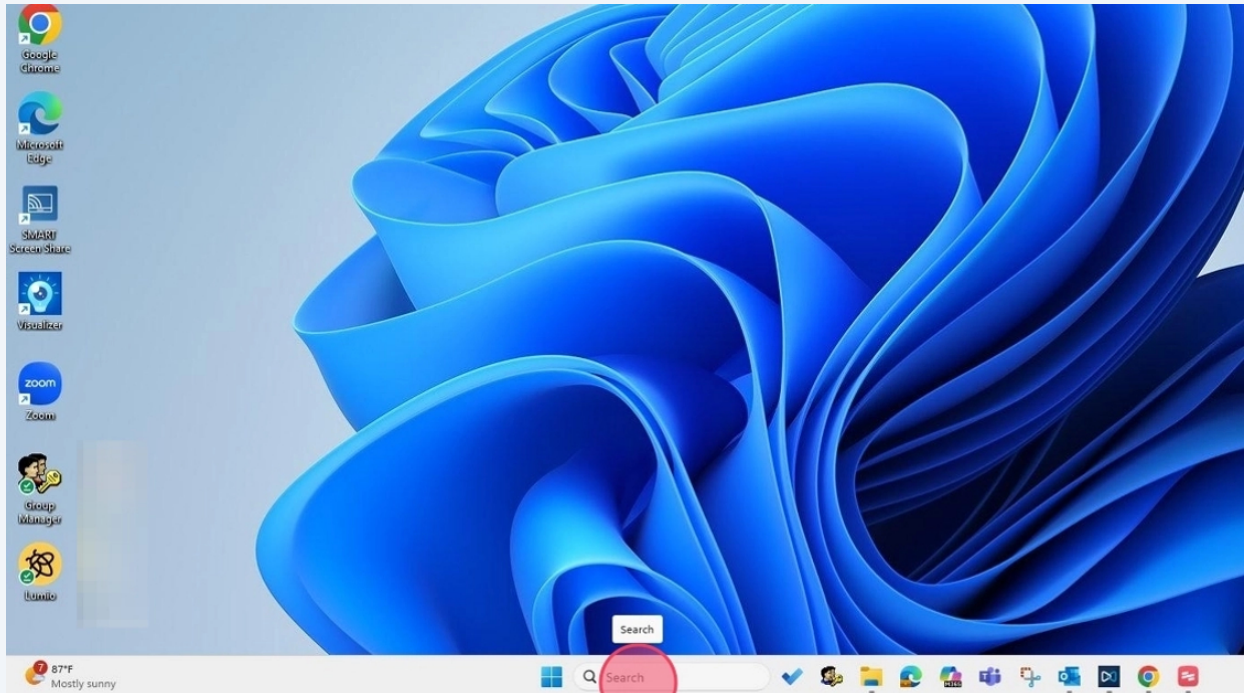
Keyboard Shortcut

- 7 Press and hold the **Windows Logo Key + Arrow** to snap the active app. Use the arrow keys to change the snap's position



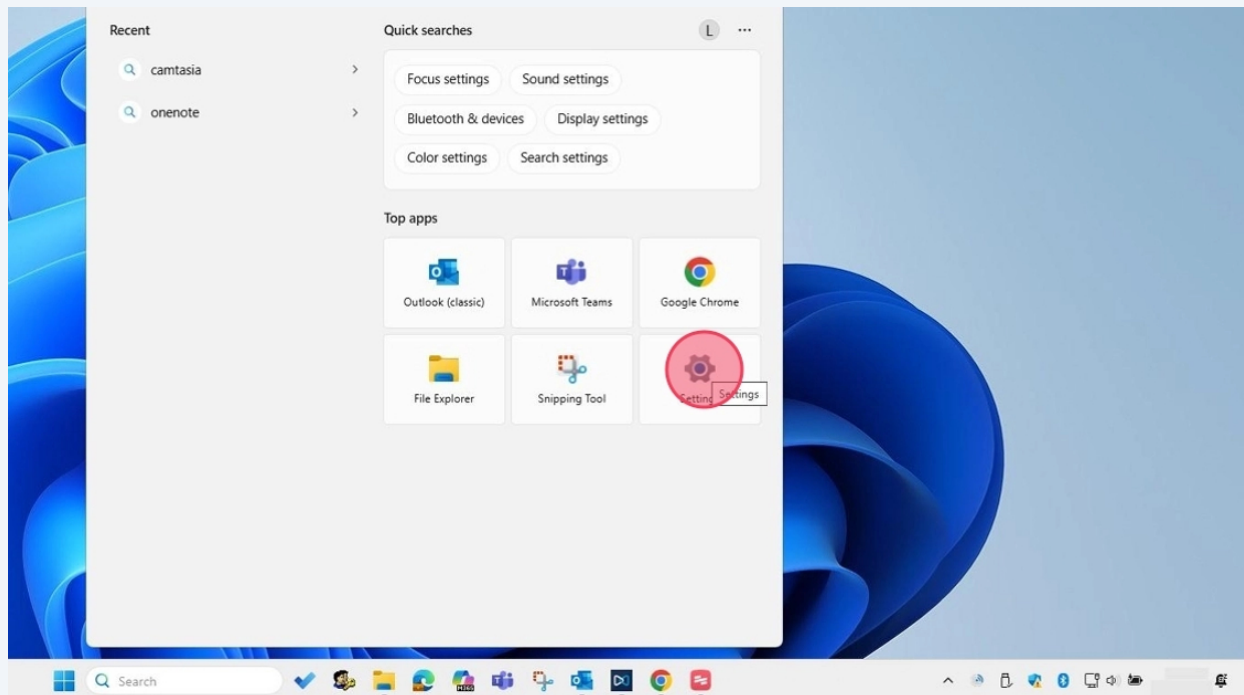
Snap Options in Settings

- 8 Go to settings by clicking on the search bar.

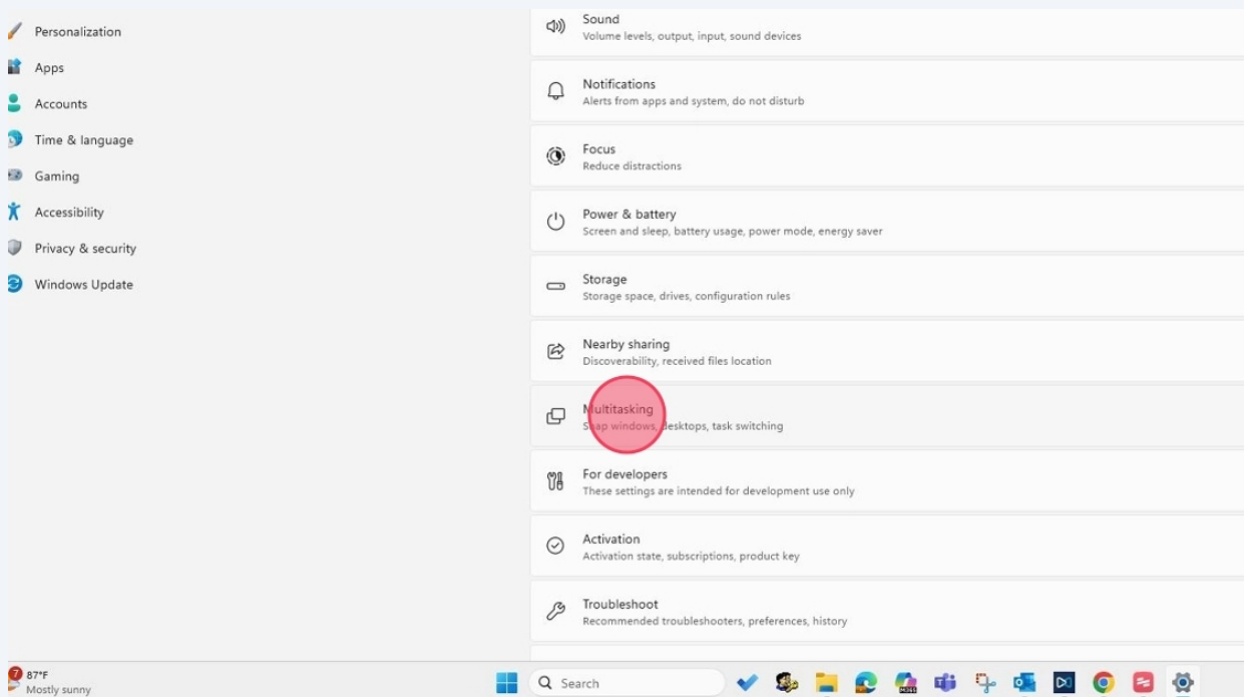


-  Tip! You can also type Settings in search bar

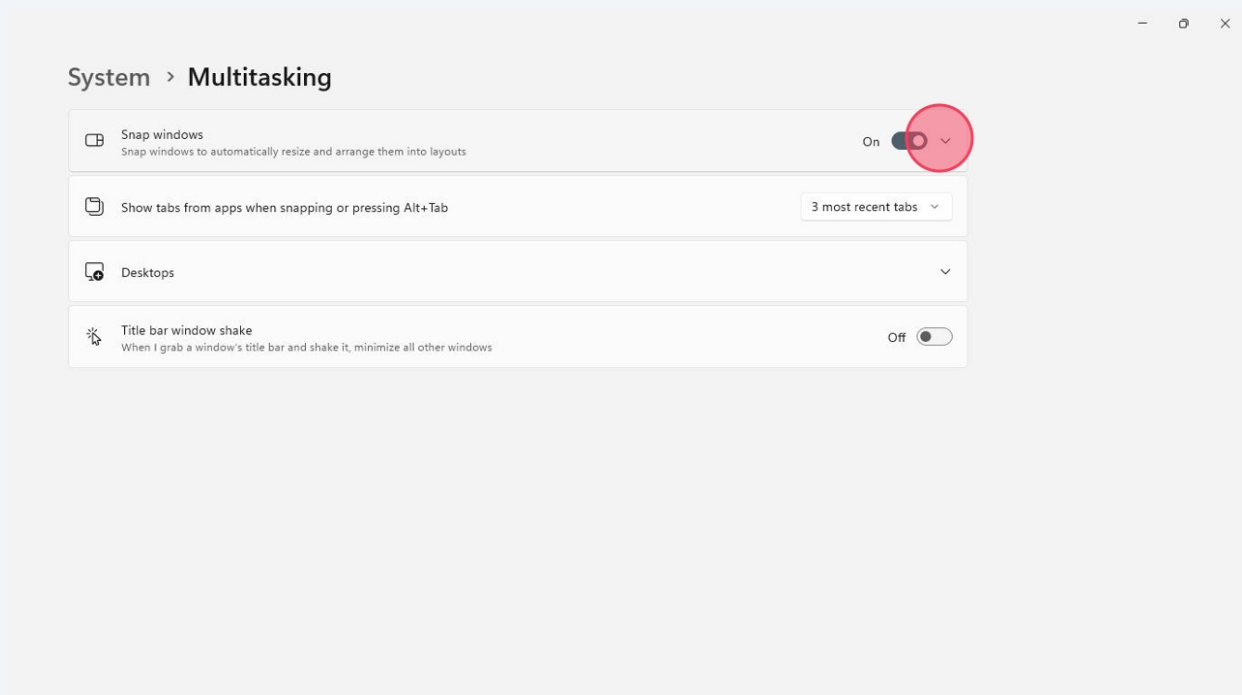
9 In the pop up, click the settings gear icon



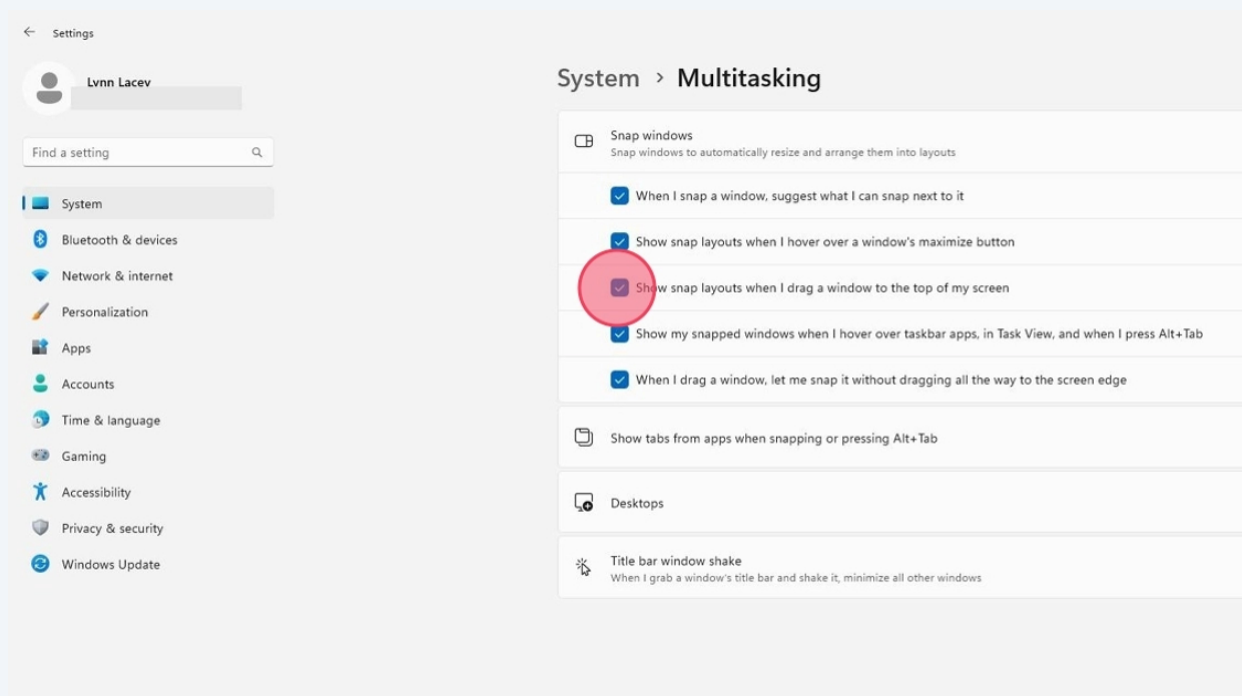
10 Choose Multitasking from the list



11 Click the down arrow



12 Click the options you want or don't want



13

If you experience any issues, please fill out a tech ticket at <https://rochester.incidentiq.com/> and someone from our Tech Team will get back to you as soon as we are able.