

## Windows 11 “Snap Layouts”

Windows 11 makes it a “snap” to organize the application windows on your screen.

Microsoft calls its operating system “Windows” because every application you open appears in a separate “window” on your screen.

These application windows often overlap (Figure 1), so if you want to view two applications side-by-side—say, a webpage on the left and a Word document on the right—you have to manually resize and arrange both windows.

Windows 11’s “Snap Layouts” feature makes this much easier. When you hover your cursor over the window icon (Step 1 in Figure 2) in the upper right corner of the top window, you’ll see a small diagram with several window arrangements. To move Word to the right half of the screen, click the right-hand layout option (Step 2 in Figure 2). All other open applications will become thumbnails. Then click the browser thumbnail, and it will automatically expand to fill the left side of the screen (Figure 3).

You can arrange your application windows in six different pre-set configurations. While small screens, especially laptop screens, may limit the number of applications you can conveniently view side-by-side, if you “multi-task” like I do, with Mail, Calendar, and To-Do list all open at once, you’ll find this new feature a “snap!”

If you need help using this new Windows feature, simply go to the CMAP website at [cmaprinceton.org](http://cmaprinceton.org) > Resources > Tech Lab and fill out the tech help request form.

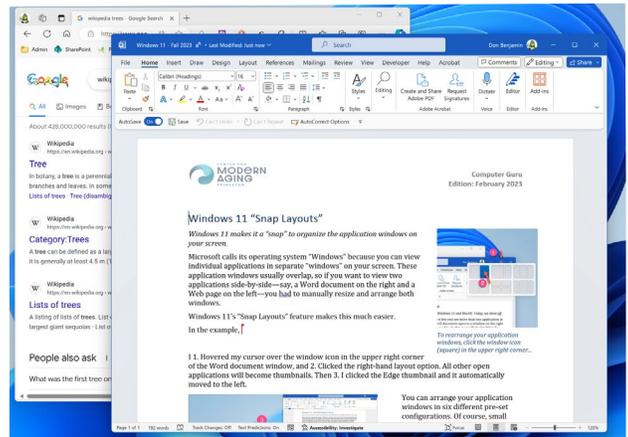


Figure 1. The Word document is in front of the Web page I need to refer to.

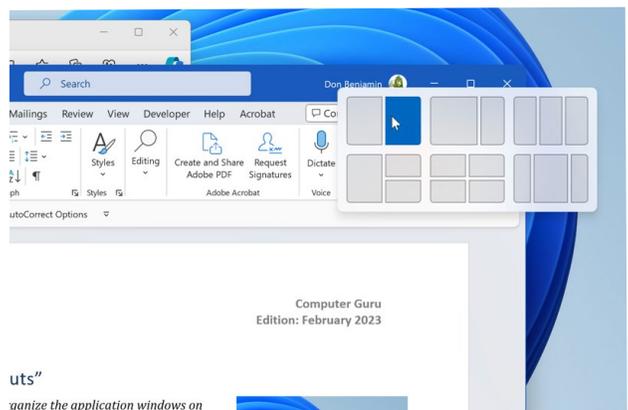


Figure 2. To rearrange your application windows, hover over the window icon (square) in the upper right corner to reveal the options. In this example, I want Word to occupy the right half of my screen.

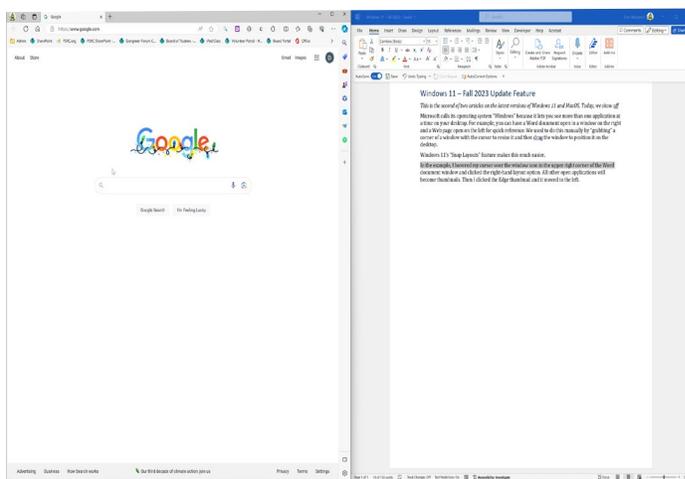


Figure 3. Now the applications are side-by-side.