

Windows laptops & PCs | Easy | 2 min read

Snap layouts and virtual desktops: working with several windows

If you have a lot of windows open, Windows can arrange them neatly side by side or in separate workspaces. It saves a lot of clicking.

Snap two windows side by side

1. Click on a window's title bar.
2. Press **Windows key + Left arrow** to push it to the left half, or **Windows key + Right arrow** for the right.
3. Choose another window to fill the other half, if Windows offers it.

You can also drag a window to the left or right edge of the screen until you see an outline, then let go.

Snap layouts in Windows 11

Hover your mouse over the **maximise** button, the square at the top right of a window, and a small box of layouts appears. Click the area where you want the window to go. Press **Windows key + Z** for the same menu. Windows 10 does not have the layout box, but has the arrow and drag methods above. It also has four-corner snapping.

Turn Snap on or off

Open **Settings, System, Multitasking**, and switch **Snap windows** on or off. This is where you can control the suggestions as well.

Virtual desktops

A virtual desktop is a separate screen of windows, handy for keeping work and personal tasks apart.

1. Press **Windows key + Tab** to open Task View.
2. Click **New desktop** (in Windows 10, **+ New desktop** at the top).
3. Move between desktops with **Windows key + Ctrl + Left or Right arrow**.
4. To close one, hover over it in Task View and click the **X**. Open windows move to the next desktop and are not closed.

Move a window to another desktop

In Task View, drag the window onto the desktop you want, or right-click it and choose **Move to**.

- **Windows key + D** shows the desktop and brings the windows back.
- **Alt + Tab** flips between open windows.

When to get more help

Get in touch if snapping does not work, if windows vanish after you close a desktop, or if you want a layout set up for a second monitor.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.