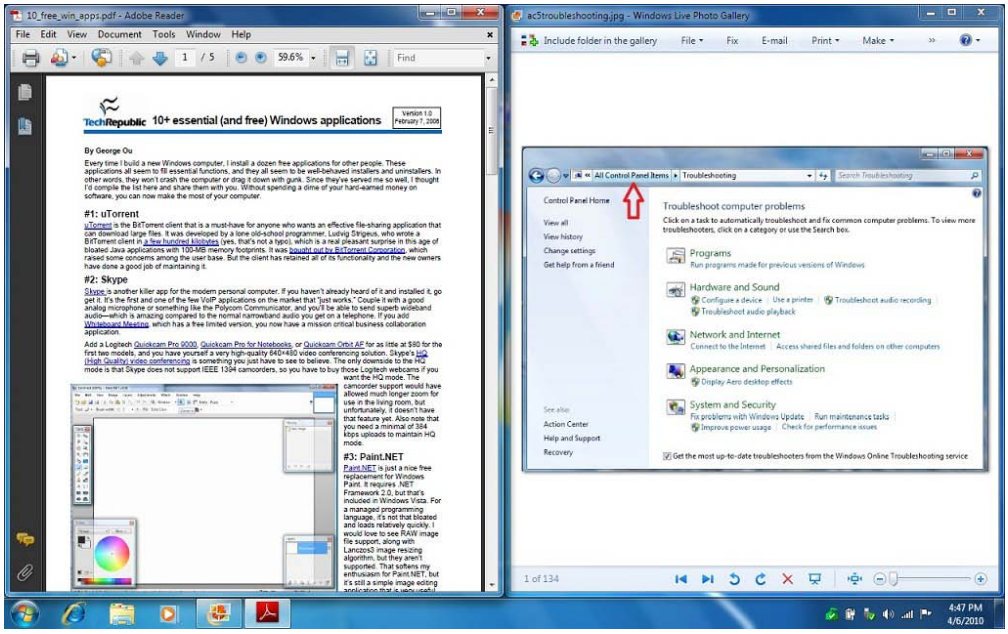
# Windows 7 Snap, Peek and Shake

## Snap

If you've ever carefully adjusted the boundaries on two windows so that they line up side by side on your desktop, then you will appreciate the ***Snap*** feature.

When you point your cursor to a windows header and drag a window until the pointer is to the extreme left or right edge of the screen, the window resizes itself to exactly half the screen, on the side corresponding to where you have dragged the window. Fig #1 depicts a window that has been dragged to the extreme left of the desktop and a window that has been dragged to the extreme right of the desktop. The result is two windows, each occupying exactly one half of the available desktop. This option is not confined to two windows. You can quickly compare several windows quickly each taking up exactly one half, one third, etc.

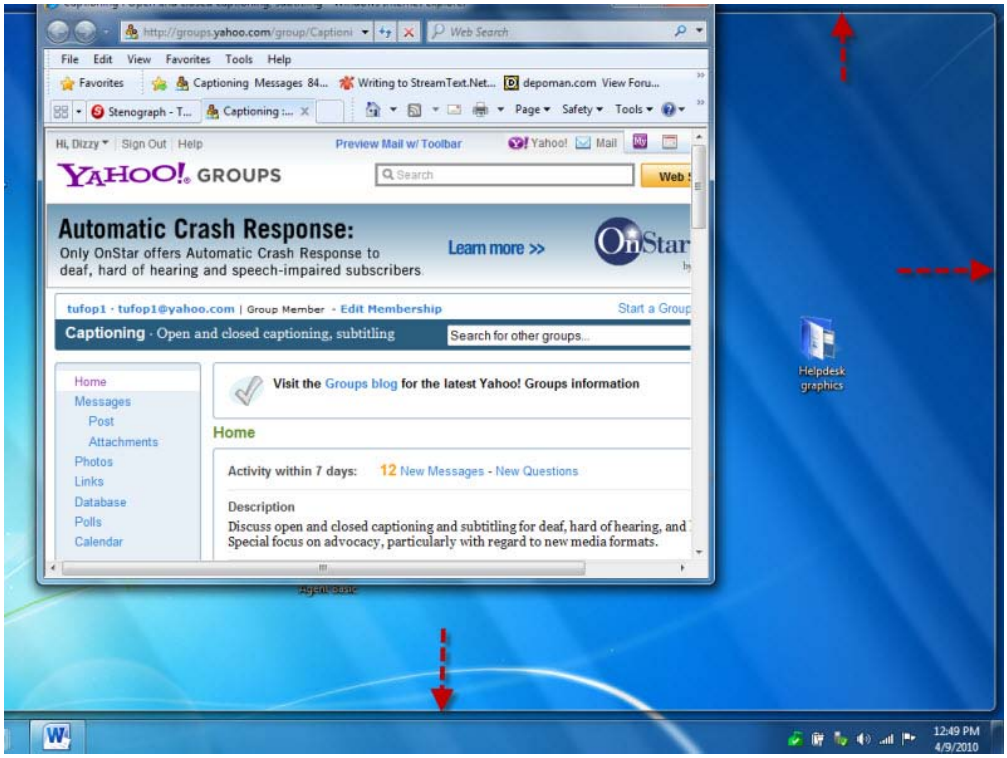



#1

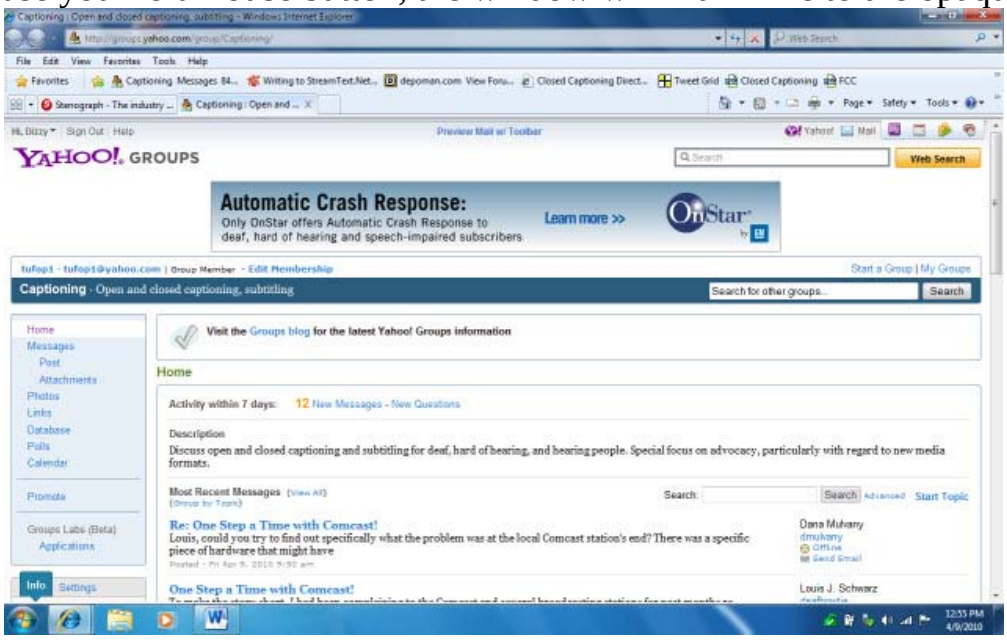
With two open windows you can conveniently compare the contents of the two, or lay your reference material neatly beside your working window.

You can also control window size easily by dragging an open window.

An open window on your desktop can be dragged to just beyond the top of the screen to maximize it by pointing to the top of the window and holding down the left mouse button. Once the window has reached the point at which it would maximize, you will see an opaque outline of the window on your desktop. See the following graphic and note the red arrows.




When you release your left mouse button, the window will maximize to the opaque outline.




If a window is maximized and you wish to restore it, point to the top of the window and drag it down while holding your left mouse button down. The window will resize.

Note that this function is now available in Vista and XP with a free download from Microsoft.

**Peek**

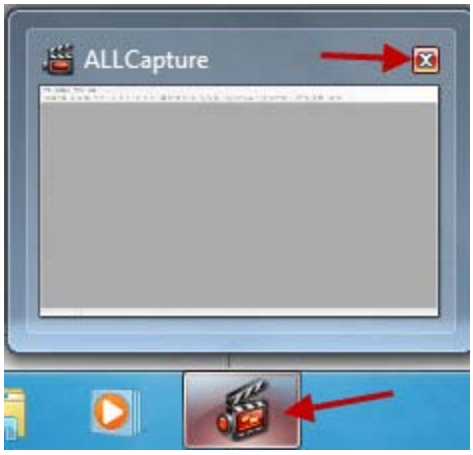
Peek is another useful refinement, allowing you to have a quick peek at open applications by hovering over the application's preview thumbnail.

You can hover over an icon on the taskbar (1) to get the thumbnail (2), then hover over the thumbnail to get a peek at the full window (3). While you are peeking, all other windows become transparent and featureless outlines. This makes it obvious which window you are peeking at. (See following graphic)

Peek also works when using **Alt-tab**. You can hold down **Alt-tab**, click a thumbnail from the **Alt-tab** selection pane and open that application with the mouse.

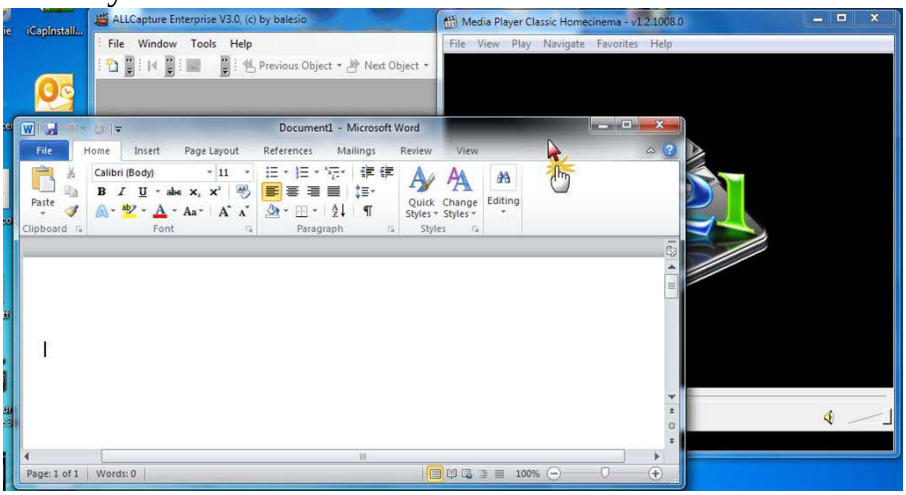
Peek can also be used to close a lot of windows quickly and efficiently.

Each preview thumbnail (when hovering on a taskbar icon) has a close button at the upper right corner. When the application needs no direction (such as saving unfinished work) before closing, clicking the close button closes the application and leaves the preview panes open. In this way you can rapidly close many windows, but leave the desired ones open.

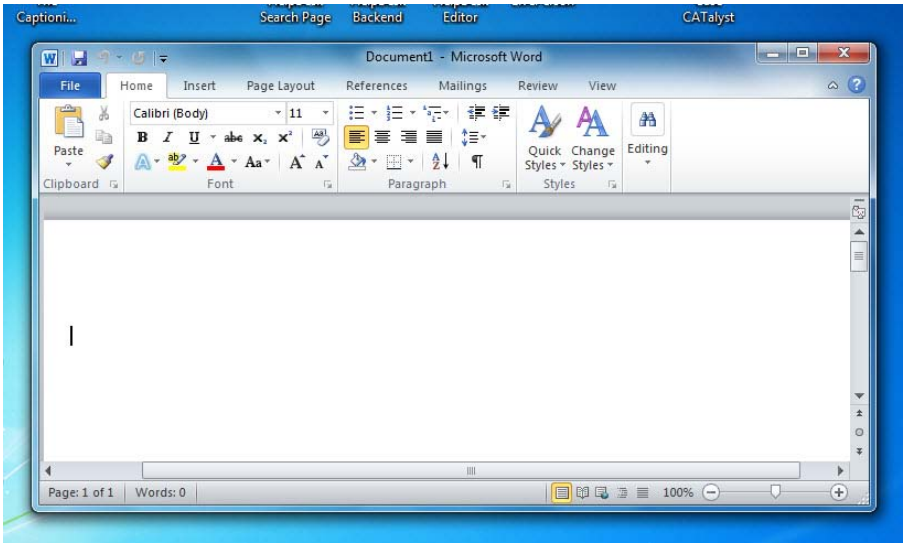



**Shake**

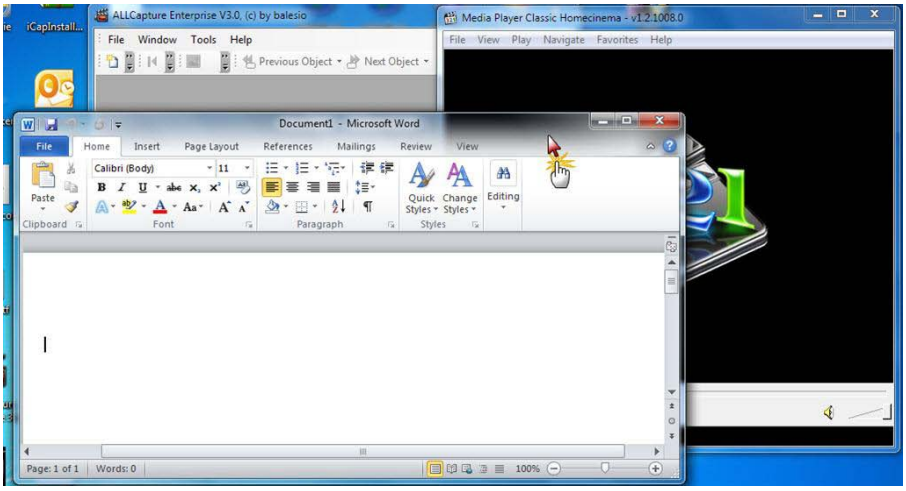
If you want to work in a restored window but want to clear the clutter of other open windows, you can grab a window by the title bar and shake it back and forth with the mouse.




This minimizes all other windows, leaving the shaken window restored.




Shake it again, and the windows are restored.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