

## **How to Use Snap Assist as a Great Desktop Editing Tool**

Since Windows 7, Microsoft has offered a handy feature for re-sizing windows: snap and resize to the left or right side and top or bottom side of the screen or maximize by dragging and dropping. Windows 10 continues that tradition but improves the feature by letting you arrange up to four windows at the same time as well as display and open or close any window from a thumbnail view.

As an example, let's say you have two Word documents on the screen, one in the foreground and one in the background, and you want to view them both fully at the same time.

Drag one document by the title bar to the left or right side of the screen until you see a transparent outline or boundary. Release the mouse button, and the document snaps to the side you chose, taking up exactly half the screen. The other window shrinks into a large thumbnail.

Snap the second window to the other side by clicking anywhere on it and it will take up the other half of the screen, and the two windows will appear side by side.

If you want to temporarily maximize the document on the left to see it full screen, grab it by the title bar and drag it to the top of the screen until it fills up all of your available screen real estate.

To arrange the same window so both windows are again side by side, drag the document by the title bar and move it back to the left side of the screen until you see the transparent outline. Release the document, and both documents again appear side by side.

The Snap Assist function really comes in handy if you want to cut or copy information from one document and paste it to another. In other words, it makes a great editing tool!