

Arrange Windows-Windows Snap, Peek, Shake

Aero Desktop

This option is available in the Home Premium, Professional, Ultimate, and Enterprise editions of Windows 7. It mixes cool graphics with useful new ways to manage the desktop. Subtle animations and translucent glass windows are available and can be personalized. It is possible to pick from the included color palette. Custom tints can be created with the color mixer.

However, there is more to Aero than style. When pointing to a taskbar icon, a thumbnail size preview of any open windows will appear. Using the Snap feature, it is possible to drag a window to the top of the screen to maximize it or to display two windows side-by-side by dragging them to the left and right side of the screen. Shake and Peek help to remove desktop clutter by quickly minimizing open windows or turning the windows invisible to display the desktop.

Arrange Windows Side-by-Side

Snap can be used to arrange windows side-by-side. This can be helpful when comparing two documents or when moving files from one place to another.

- ✦ Drag the title bar of a window to the left or right side of the screen.
- ✦ An outline of the expanded window will appear.
- ✦ Release the mouse to expand the window.
- ✦ Repeat the first two steps with another window to arrange the windows side-by-side; moving the other window to the opposite side of the screen.
- ✦ To snap an active window to the side of the desktop using the keyboard:
 - ✧ Press either Windows logo key.
 - ✧ Press the left arrow key to move the window to the left side.
 - ✧ Press the right arrow key to move the window to the right side.

Maximize Window on Desktop

Snap can be used to maximize a window. This will provide less distraction from open windows; making it easier to focus on one window.

- ✦ Drag the title bar of the window to the top of the screen.
- ✦ The window's outline will expand to fill the screen.
- ✦ Release the window to expand it to fill the entire desktop.
- ✦ To return the window to the original size:
 - ✧ Click the title bar of the window.
 - ✧ Drag the window away from the top of the screen.
- ✦ When using two monitors, a maximized window can be moved from one monitor to another.

Expand a Window Vertically

- ✦ Point to the top or bottom edge of an open window until the pointer changes to a double-headed arrow (see illustration at right).
- ✦ Drag the edge of the window to the top or bottom of the screen.
 - ✧ The window will expand to the entire height of the desktop.
 - ✧ The width of the window will not change.
- ✦ To return the window to the original size:

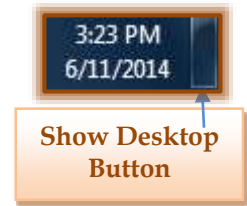


- ✧ Click the title bar of the window.
- ✧ Do one of the following:
 - ★ Drag the title bar away from the top of the screen.
 - ★ Drag the bottom edge of the window away from the bottom of the desktop.

Windows Aero Peek

This feature provides the power of X-ray vision, providing a way for you to peer past all open windows straight to the desktop.

- ✦ Point to the **right** edge of the **Taskbar** to activate the **Show Desktop** feature (see illustration at right).
- ✦ All the windows on the desktop will turn transparent.
- ✦ An outline of the windows will appear on the desktop.
- ✦ All the hidden icons will display.
- ✦ Click the **Show Desktop** button to minimize the windows.
- ✦ Click the **Show Desktop** button a second time to redisplay the windows.



Windows Shake

This feature is used to minimize all windows on the desktop, except the active window-the one where the insertion point is located. To use this feature:

- ✦ Click in the windows title bar.
- ✦ Shake the mouse.
- ✦ Every open window except the active one will disappear.
- ✦ Jiggle the mouse again and the windows will reappear.