

Keyboard Shortcuts: Windows

Win+Home - **Too many distracting windows in the way?** Use **Win+Home** to minimize all but the active window. Use it again to restore all to their previous size and position.

Win+PrtScn - **To capture and save screenshots to the Screenshots folder** (in Pictures Library), use **Win+PrtScn**. It's great when assembling images for a set of procedures, or for dropping virtual breadcrumbs when learning a process.

Win+Tab - **Myriad open windows can make it difficult to track what's already running.** For a clearer view, cycle through with **Win+Tab**. Click on any thumbnail to activate that window.

Win -: On the bottom of a PC keyboard there's a Windows logo key, **Win -**, that opens the Start Menu. Type the name of an app, file, or action. When it appears at the top, press Enter.

Win +1 (1-9): If you have apps pinned to your Task Bar, you can launch the first 9 by using the Windows key and the position of the app in the Task Bar (**Win +1**).

Win +0: Use **Win +0** to return to the last active window. Press it again to return.

+ ↓ **Restore down** to make the size of the active window smaller.

+ ↑ **Maximize the active window** without clicking on the box in the upper right corner.

+ → **Snap active window to right half of screen.** This feature is great for comparing files.

+ ← **Snap active window to left half of screen.** Want to change sides? Hit the shortcut twice.