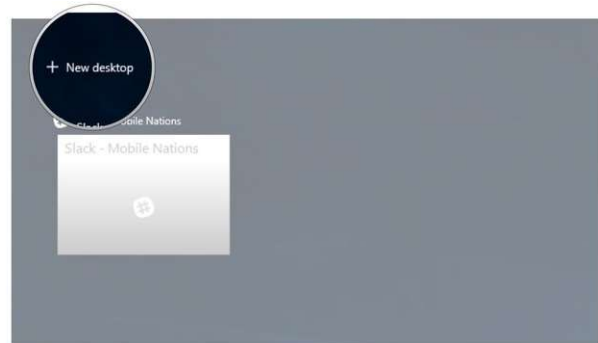
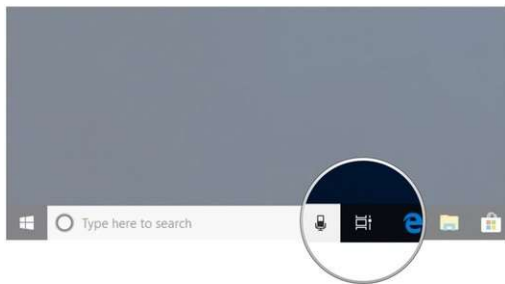


How to use multiple desktops in Windows 10

How to create a new virtual desktop in Windows 10

Creating a new virtual desktop can be done with a couple of clicks or with a keyboard shortcut.

1. Click the **Task View** button in your taskbar.
 - You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.
2. Click **New Desktop**. (It's located in the top left corner of your screen.)



That's it. Easy, right? There's also a **Ctrl + Windows key + D** keyboard shortcut that will immediately create a new virtual desktop.

How to switch between virtual desktops in Windows 10

Now that you've created a new virtual desktop, you can quickly switch a few different ways.

1. Click the **Task View** button in your taskbar.
 - You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.
2. Click **Desktop 2** or any other virtual desktop you've created.



You can switch back to your original desktop at any time by following the above steps but choosing Desktop 1. There's also a **Ctrl + Windows key + Left and right arrow** keyboard shortcut that you can use to switch between virtual desktops. Using a device with a touchpad? You can perform a **four-finger swipe** left or right to switch between virtual desktops.

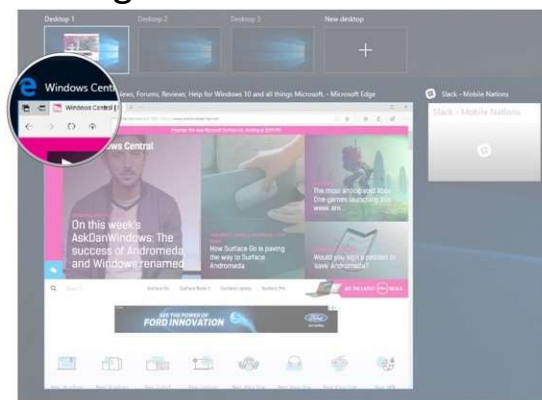
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How to move windows between virtual desktops in Windows 10

There are two ways you can move windows between virtual desktops. First, you can click and drag windows; second, you can right-click the window and use the menu.

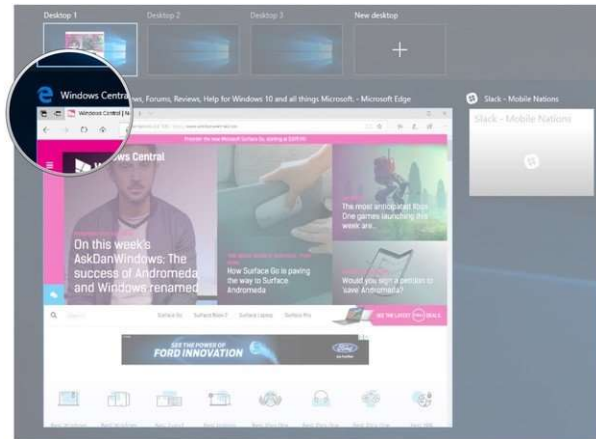
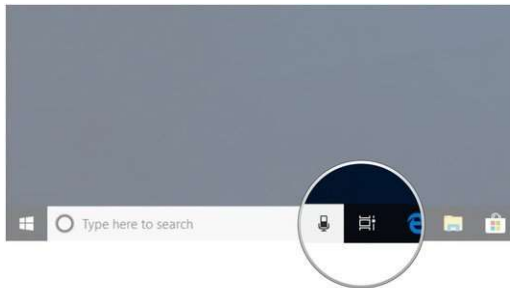
Click-and-drag method

1. Click the **Task View** button in your taskbar.
 - You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.
2. Click and hold the **window** you want to move.
3. Drag and release the **window** on an **alternate desktop**.

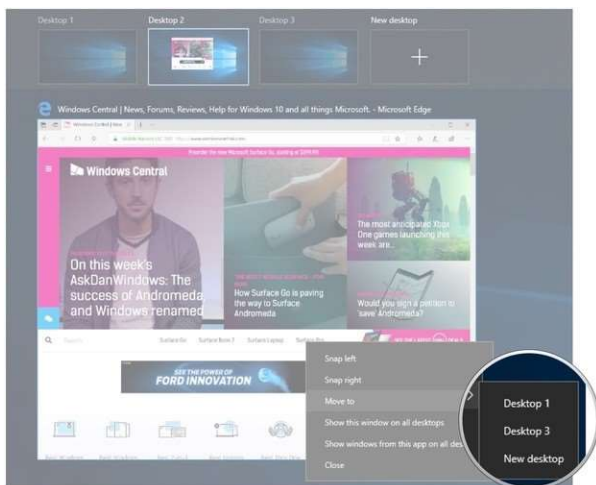
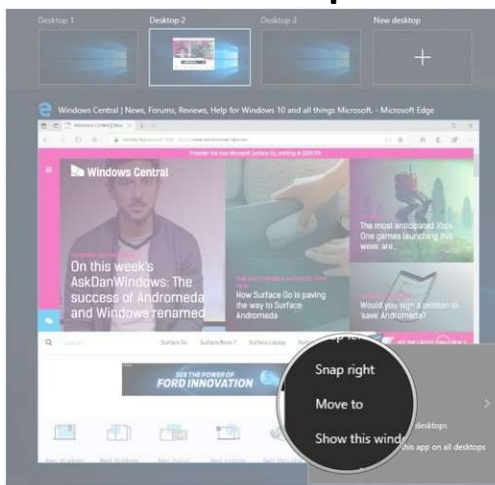


Right-click menu method

1. Click the **Task View** button in your taskbar.
 - You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.
2. Right-click on the **window** you'd like to move to another desktop.



3. Hover your **cursor** over **Move to**.
4. Click the **desktop** to which you'd like to move the window.



You can move windows back and forth between desktops to your heart's content.

How to duplicate windows across virtual desktops

Certain windows or collections of windows from one app can be duplicated across all virtual desktops.

1. Click the **Task View** button in your taskbar.

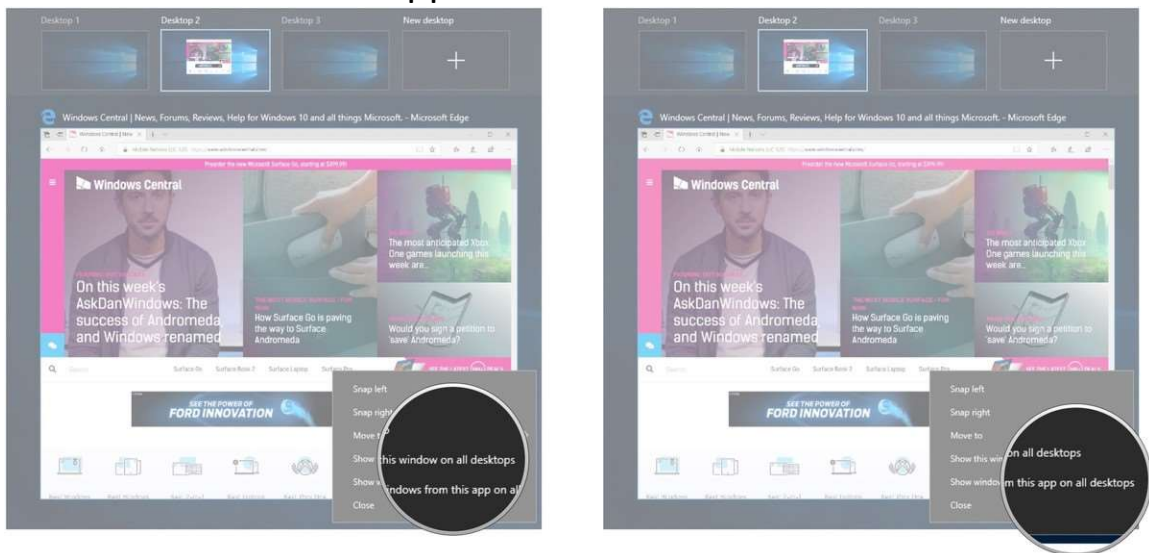
- You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.

2. Right-click an **active window**.



3. Click **Show this window on all desktops** to duplicate a single window.

4. Click **Show windows from this app on all desktops** to duplicate all windows from one app.



How to remove a virtual desktop in Windows 10

Want to get back to just one desktop? No problem.

1. Click the **Task View** button in your taskbar.

- You can also use the **Windows key + Tab** shortcut on your keyboard, or you can swipe with one finger from the left of your touchscreen.

2. Hover your **cursor** over the desktop you'd like to remove.
3. Click the **X** in the top-right corner of the desktop icon.



Open and running windows in a desktop you close will be moved back to your original desktop. You can also use the **Ctrl + Windows key + F4** keyboard shortcut to immediately close the virtual desktop you're currently viewing.