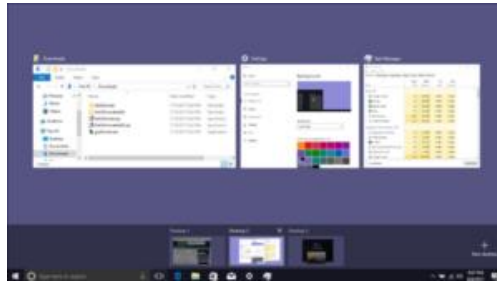


TRINITY WORLDWIDE TECHNOLOGIES, LLC

HOW TO USE DESKTOPS IN WINDOWS 10

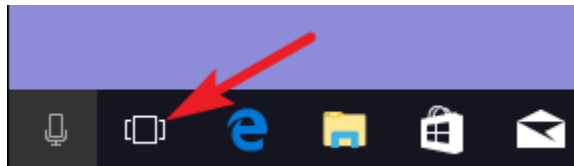


Take advantage of Windows 10 virtual desktops to help increase your productivity and workflow. If you keep a lot of apps open at once—or use your PC for very different types of tasks—virtual desktops offer a convenient way to stay organized.

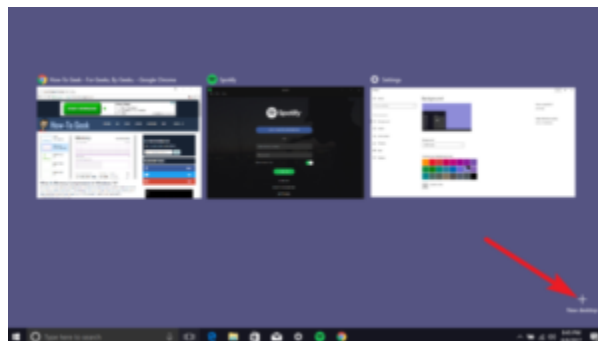
With virtual desktops, Windows 10 lets you create multiple, separate desktops that each can display different open windows and apps. A simple use for this might be keeping work separate from personal stuff. You could also put all the items that relate to a specific task on one desktop, so that you can better focus on that task.

ADD A NEW VIRTUAL DESKTOP

Adding a new virtual desktop is easy. On the taskbar, click the “Task View” button. If you don’t see that button, you might have switched it off. Right-click any open space on the taskbar and choose the “Show task view button” option to turn it back on. You can also open the Task View by hitting **Windows+Tab** on your keyboard.



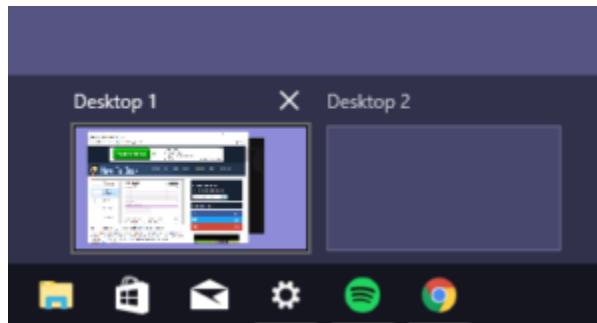
The Task View is a full screen app switcher that shows all the apps running on your PC. You can switch to any app by just clicking on it. If you’ve never set up an additional virtual desktop before, that’s all that Task View shows. To add a new desktop, click the “New Desktop” button at the bottom right of the screen.



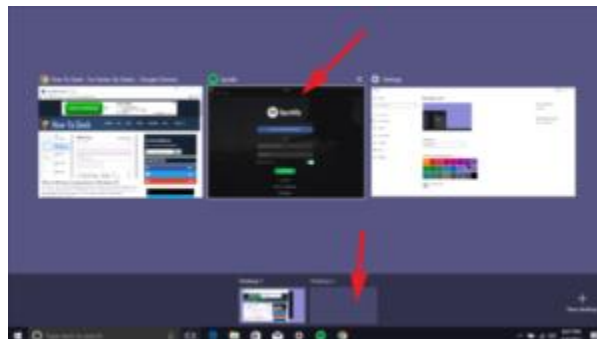
Windows 10 allows you to create as many desktops as you need. We created 200 desktops on our test system just to see if we could, and Windows had no problem with it. That said, we highly recommend you keep virtual desktops to a minimum. After all, you're creating them to help organize your activities. Having tons of them kind of defeats that purpose.

SWITCH BETWEEN VIRTUAL DESKTOPS

When you have more than one desktop, the Task View shows all your desktops at the bottom of the screen. Hovering over a desktop with your mouse shows you the windows currently open on that desktop.



You can click a desktop to jump there, or click a specific window to jump to that desktop and bring that window into focus. It's much like switching between apps on a single desktop—you just have them organized into separate virtual work-spaces.



You can also switch between virtual desktops just using your keyboard. Press **Windows+Tab** to bring up Task View and then release the keys. Now, hit **Tab** again to move the selection to the desktop row. You can then use your arrow keys to move between desktops, and then hit the Enter key to jump to the selected desktop.

Even better, you can switch between virtual desktops without using the Task View at all by just hitting **Windows+Ctrl+Left** or Right arrow keys. And if you're using a touch screen device or a precision touchpad, you can move between desktops with a four-fingered swipe.

Excerpt by Walter Glenn, "How to Use Virtual Desktops in Windows 10", howtogeek.com, Aug 10, 2017