Pinning Programs to the Windows 7 Taskbar – quickly find and open programs/menu items.
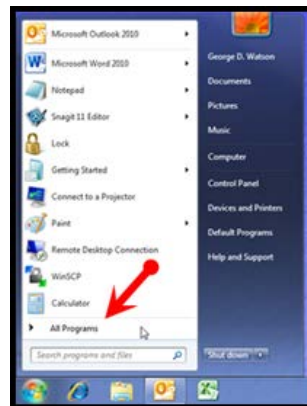
Windows 7 allows you to pin favorite programs to the Taskbar for quicker-easy access. The icons for programs pinned to the Taskbar can be arranged or rearranged by clicking and dragging them in any order you wish. Once your programs are pinned to the Taskbar, you can then pin your favorite files to the programs on the Taskbar and access them from their individual lists.
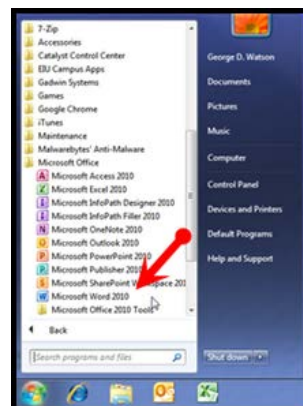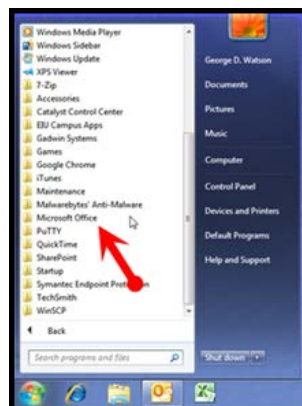
To Use Windows 7 Pinning Feature

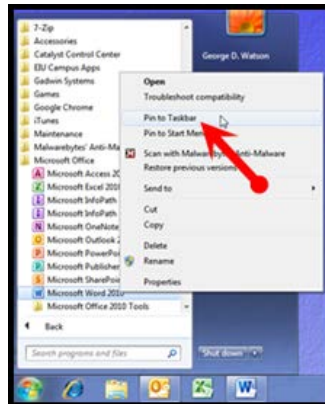1. **Click on 'Start' in the lower left corner of your Windows 7 desktop screen.**
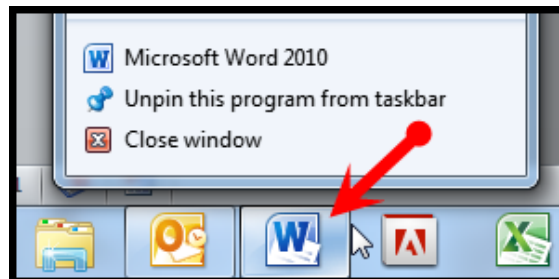
2. **Click on 'All Programs'.**

3. **Find the program you want pinned to the Taskbar and then right-click on the program.**
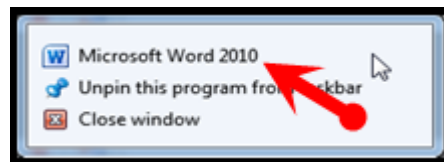
4. **Click on 'Pin to Taskbar'.**

5. **Right-click on the program icon on the Taskbar (or double-click the icon).**

6. **Click to open the program.**

** You can also click and drag a program from the 'All Programs' folder and drop it onto the Taskbar.**