

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'.

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Microsoft Word 2000	George D. Watson
Notepad	Documents
Snage 11 Editor	Pictures
Q Lock	Music
Continue Standard	Computer
Control Maries	Control Panel
Connect to a Projector	Devices and Printers
Daine Paint	Default Programs
Kemote Desktop Connect	Help and Support
WieSCP	
Calculator	
All Programs	
Search programs and files	P States 1

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.