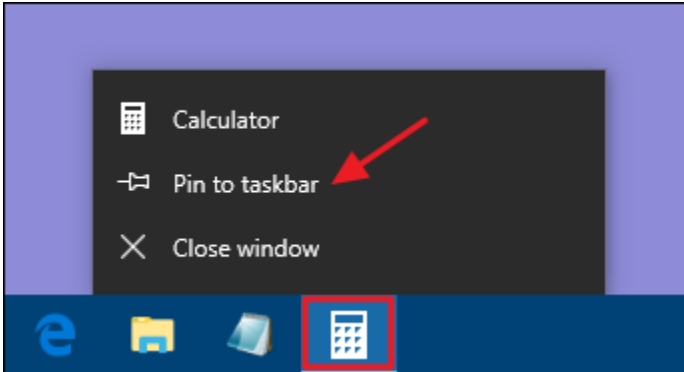
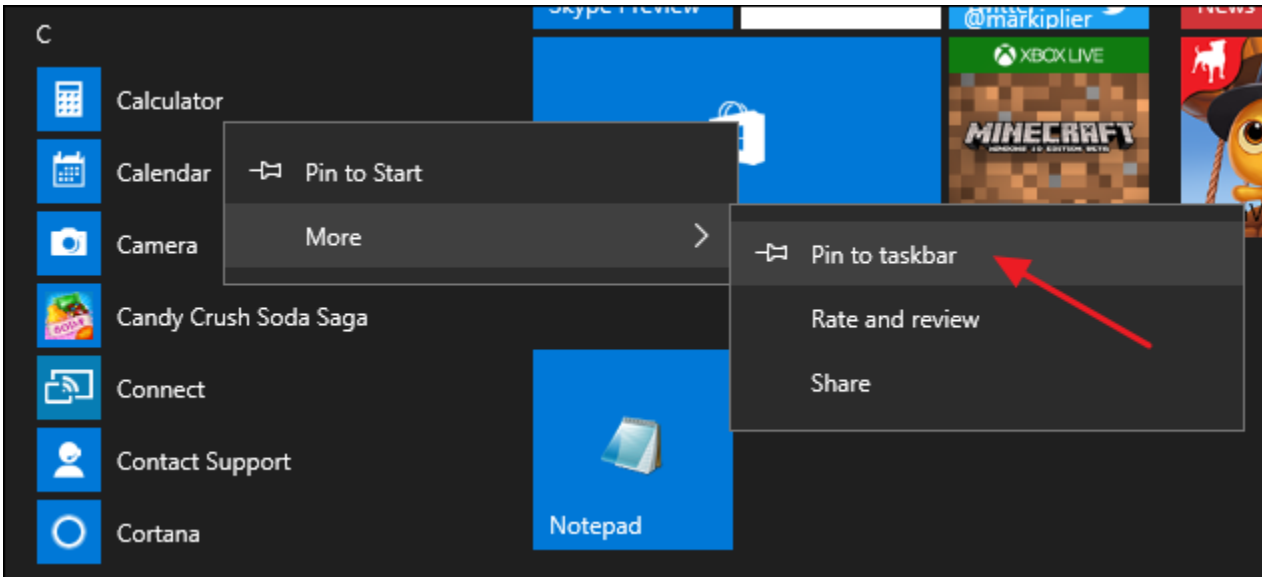


Pin Apps to the Task Bar

The simplest way to customize your taskbar is by pinning various apps and shortcuts to it so that you can access them more quickly in the future. There are two ways to do this. The first is to open the program, either from the Start menu or an existing shortcut. When the app's icon appears on the taskbar to indicate it's running, right-click the icon and select the "Pin to taskbar" option from the context menu.



The second way to pin an app to the taskbar does not require the app to be running first. Find the app on the Start menu, right-click the app, point to "More," and then choose the "Pin to taskbar" option you find there. You could also drag the app icon to the taskbar if you prefer doing it that way.



This will immediately add a new shortcut for the app to the taskbar. To remove an app from the taskbar, just right-click the pinned app and choose the "Unpin from taskbar" option.

