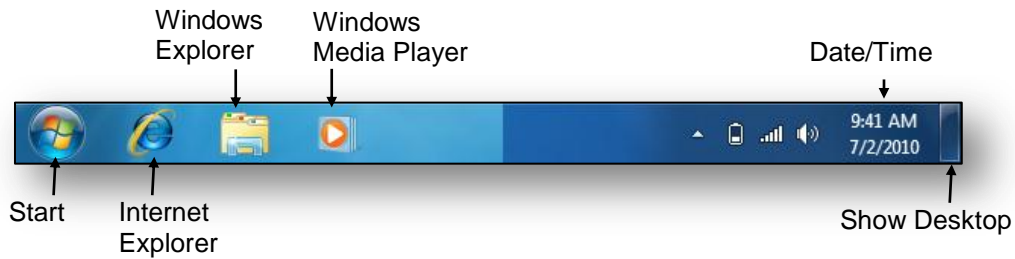


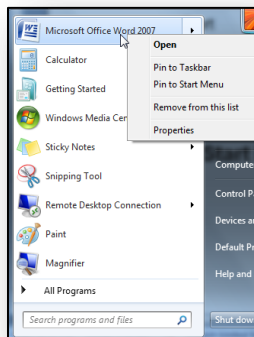
Pin an application to the Taskbar

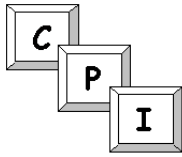
The taskbar on the bottom of the Windows 7 desktop (pictured below) is used to access applications. The items on your taskbar will vary from the one pictured below, based on open applications and the computer you are using. On the far left side of the taskbar is the Start button. This button is used to launch applications on your computer.



When you pin an application icon to the taskbar, you can launch the application directly from the taskbar and open a Recent Document or Jump List for that application. In order to pin an application to the taskbar, you should:

- Locate the application on the **Start** menu.
- Right click the application.
- Choose **Pin to Taskbar**.

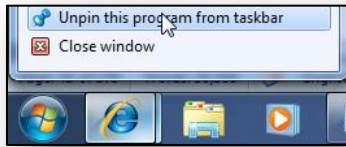




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To remove an application icon from the taskbar, follow these steps:

- Right-click the application on the **taskbar**.
- Choose **Unpin this program from taskbar**.



Once an application icon is pinned to the taskbar, right-click the application icon to display recent documents from that application.

