

Pin a Program to the Taskbar

You can place your favorite programs a mouse click away by pinning them to the new Windows 7 taskbar.

In this chapter's first task, you learned how to pin a program icon to the Start menu, making that program just two clicks away. If you have a program that you use frequently, you might prefer to have that program just a single click away. You can achieve this by pinning that program to the new Windows 7 taskbar.

As with previous versions of Windows, the Windows 7 taskbar displays an icon for each

running program. However, one of the new features with the revamped Windows 7 taskbar is the capability of storing program icons, much like the Quick Launch toolbar in previous versions of Windows. Once you have a shortcut icon for a program pinned to the taskbar, you can then launch that program just by clicking the icon.

You can pin a program to the taskbar either by running the Pin to Taskbar command, or by clicking and dragging a program icon to the taskbar.

PIN A PROGRAM USING A COMMAND

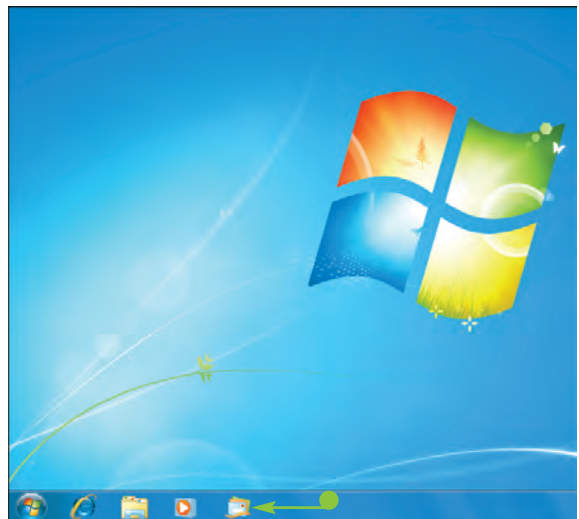
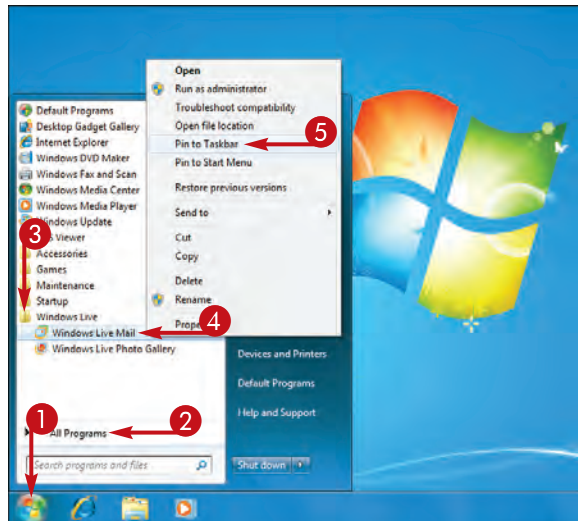
- 1 Click Start.
- 2 Click All Programs.

Note: After you click All Programs, the name changes to Back.

- 3 If necessary, open the submenu that contains the program you want to pin to the Start menu. For example, if the program is in the Accessories submenu, click Accessories.
- 4 Right-click the program icon.
- 5 Click Pin to Taskbar.

- Windows 7 adds an icon for the program to the taskbar.

You can also use the same technique to pin any of the often-used program items to the taskbar.



Chapter 1: Optimizing the Start Menu and Taskbar

PIN A PROGRAM USING YOUR MOUSE

- 1 Click Start.
- 2 Click All Programs.

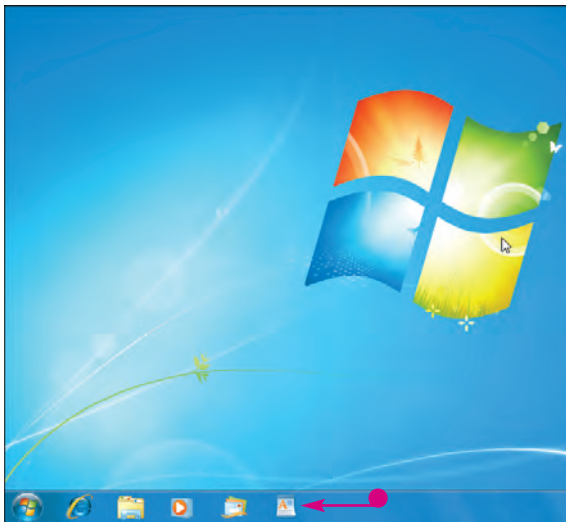
Note: After you click All Programs, the name changes to Back.

- 3 If necessary, open the submenu that contains the program you want to pin to the Start menu. For example, if the program is in the Accessories submenu, click Accessories.
- 4 Click and drag the program icon to any empty section of the taskbar.
- 5 When you see the Pin to Taskbar banner, drop the icon.

- Windows 7 adds an icon for the program to the taskbar.

You can also use the same technique to drag and drop any of the often-used programs to the taskbar.

Note: To remove a pinned program icon, right-click the icon and then click Unpin This Program from Taskbar.



TIPS

Taskbar Trick!

As you drop program icons onto the taskbar, Windows 7 displays the icons left to right in the order you added them. If you prefer a different order, click and drag a taskbar icon to the left or right and then drop it in the new position. Note that this technique applies not only to the icons pinned to the taskbar, but also to the icons for any running programs.

Remove It!

If you decide you no longer require a program pinned to the taskbar, you should remove it to reduce taskbar clutter and provide more room for other taskbar icons. To remove a pinned program icon, right-click the icon and then click Unpin This Program from Taskbar.