### Pin a Program to Windows 7 Taskbar

Keep the files and folders you need within easy reach in your taskbar. Windows 7 can pin your frequently used programs directly to the taskbar for easy access.

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**Pin a program to the taskbar**

Pinning a program to the taskbar is simple. Do one of the following:

- If the program is already running, right-click the program's button on the taskbar (or drag the button toward the desktop) to open the program’s Jump List, and then click **Pin this program to taskbar**.

- If the program isn't running, click **Start**, find the program’s icon, right-click the icon, and then click **Pin to Taskbar**.

- You can also pin a program by dragging the program’s shortcut from the desktop or Start menu to the taskbar. Additionally, if you drag the shortcut of a file, folder, or website to the taskbar, and the associated program isn’t already pinned there, then that program is pinned to the taskbar and the item is pinned to the program’s Jump List.

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**Remove a program From the taskbar**

To remove a pinned program from the taskbar, open the program's Jump List, and then click **Unpin this program from taskbar**.

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**Use hotkey to access Pinned programs**

- Use **Windows key + numeric keys** (1, 2, 3...) to access a program on the taskbar. For instance, the first program can be opened by hitting Windows + 1 simultaneously.

- You can also use **Windows + T** to navigate through the Taskbar programs.

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**Watch this video to learn how to pin a program to the Taskbar.**