Pin to Taskbar | Pin Tabs

If you have a program or website that you use frequently, "pinning" it can make it easier to access.

Programs: If there's a program or Windows tool that you use frequently -- like Excel, the calculator, or File Explorer -- you can pin it to the taskbar at the bottom of your screen so it's never more than a click away. When the program or app is open, **right-click on it in the taskbar and select *Pin to Taskbar*.** Now it will be easily accessible in the future.

Tabs: If you go to the same websites over and over during your day -- maybe Gmail, Portal, and Google Calendar -- you can pin those tabs to your browser. This moves them to the left end of the open tabs and reduces the size of the tab. To pin any open tab, **right-click on it and select *Pin tab.***

Both of these can be reversed by right-clicking and choosing the **Unpin** option.

Revision #1
Created 9 December 2024 15:21:24 by Linda Kramer
Updated 9 December 2024 15:21:37 by Linda Kramer