MISSISSIPPI STATE UNIVERSITY™
EXTENSION
Center for Technology Outreach

How to use the "Pin" option in Windows 7

Are you always searching for programs on your computer that you use often, such as Microsoft Word or Internet Explorer? You can use the "pin" option and have easy access to your commonly used programs in the start menu or on the taskbar.

Pin a program to the Start Menu or Taskbar:

Step 1: Left-click on the Start button

Step 2: Type the name of the program you wish to pin in the "Search for program and files" box
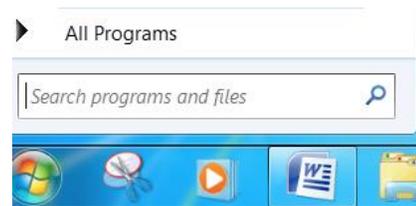
Step 3: Right-click on the program and left-click "Pin to Start Menu" or "Pin to Taskbar"