How to Pin to Start and Taskbar
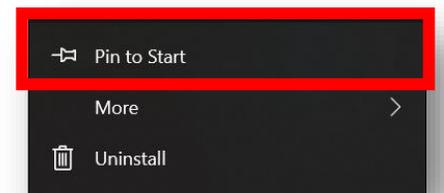
These directions explain how to pin an application to the Start Menu or the Taskbar from within Microsoft Windows 10.

Pin to Start

1. From the **Desktop,** click on the **Start Menu** or **Search** to locate the application you wish to pin.

2. Once the application is located, right-click on icon, and select **Pin to Start** to place the application on the **Start Menu**.

3. The program is now located on the **Start Menu**.
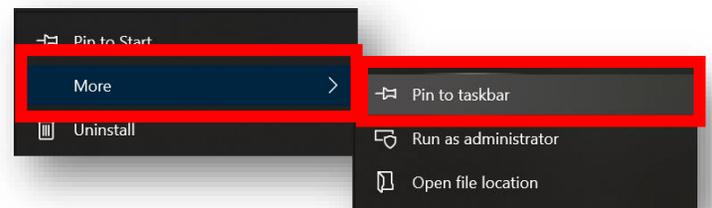

Pin to Taskbar

1. From the **Desktop**, click on **Start Menu** or **Search** to locate the application you wish to pin to **Taskbar**.

2. Once the application is located, right-click on the icon, select **More**, and click **Pin to taskbar**.

3. The application will now be located on the **Taskbar.**

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