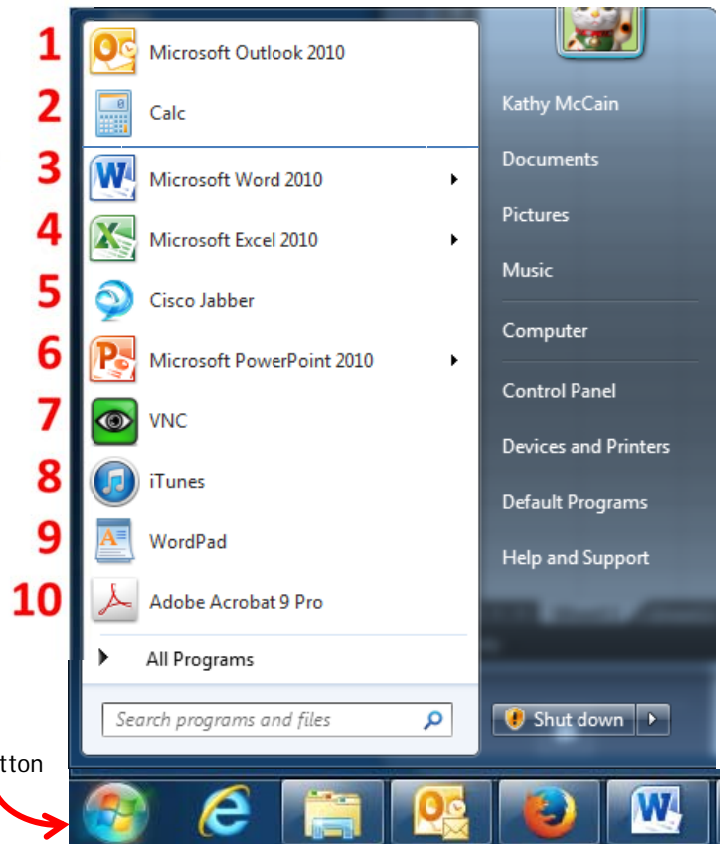


Pinning Programs to Start Menu

Whenever you open a program, that program will be listed on your start menu

By default, the ten most recently used programs will appear

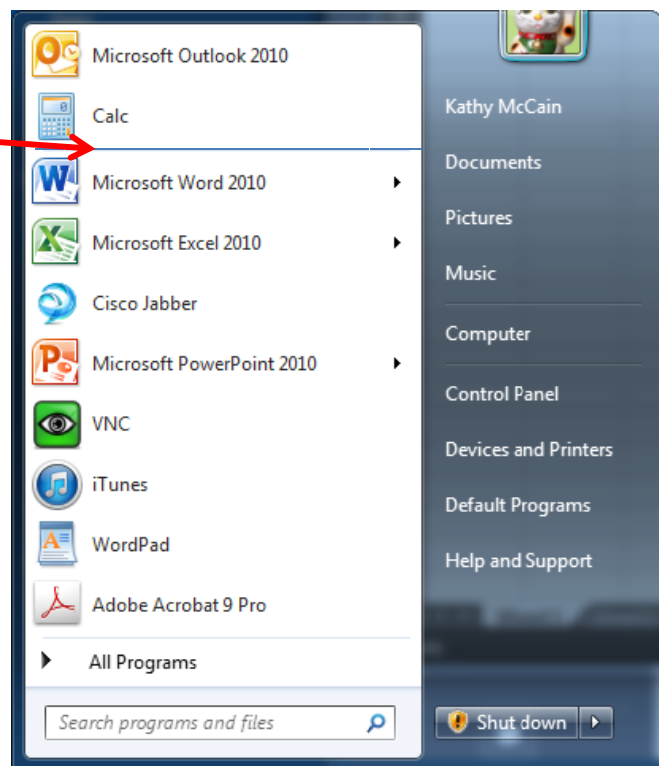
If you open an eleventh program, the "oldest" program will be removed from your start menu



Notice this fine blue line

Outlook and the calculator app are located above this line - these two programs are "pinned" to my start menu

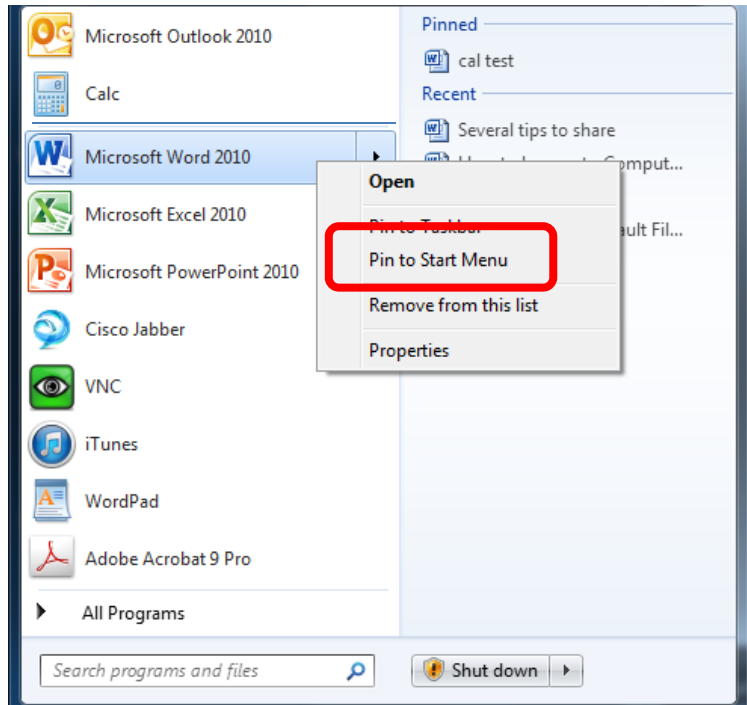
This means, every time I click on the start menu, those two programs will always appear at the top of my start menu no matter how many other programs I use



Let say you use Outlook, Excel and Word every day. If you pinned those programs to your start menu, they would appear at the top of your start menu every day.

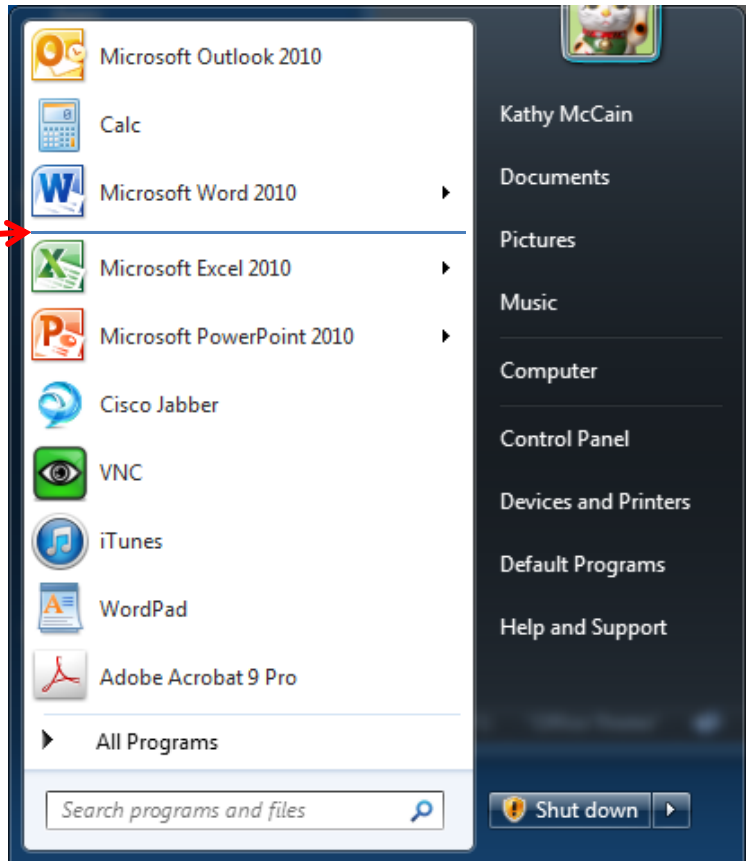
To pin a program to your start menu, find the program and right-click

Select "Pin to Start Menu"



You can now see that Microsoft Word is now above the fine blue line

No matter how many different programs you open, Microsoft Word (and in this scenario, Outlook and Calc) will always be at the top of your Start Menu list



If you don't want a particular program to be pinned to your start menu anymore,

right-click on the program name

select "Unpin from Start Menu"

