Pinning items to the Start Menu/Task Bar
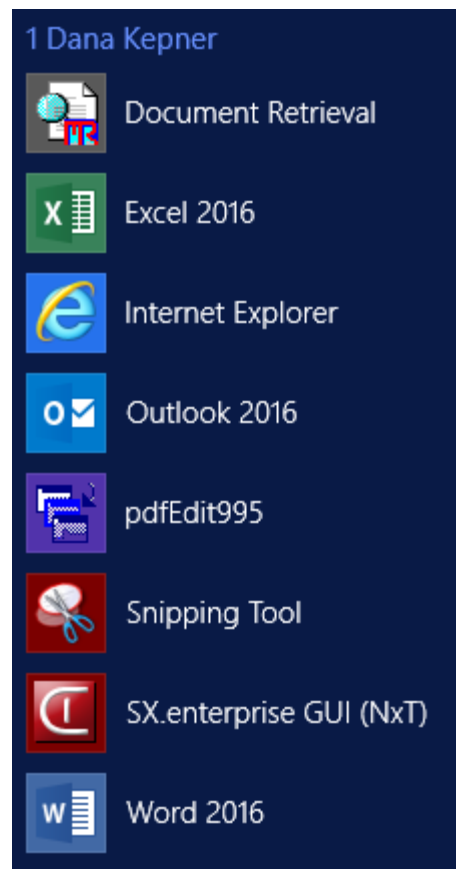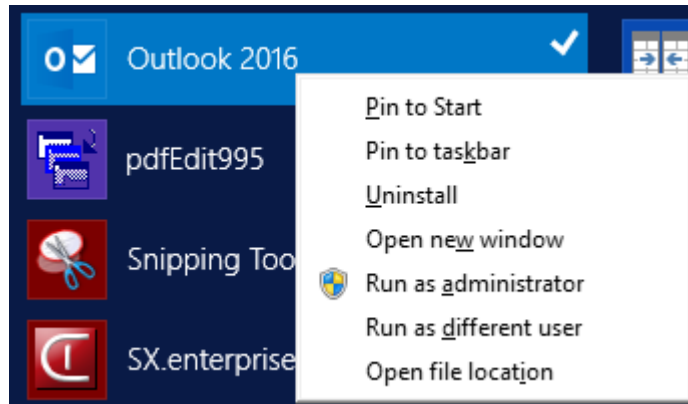
- Click the "Start" button

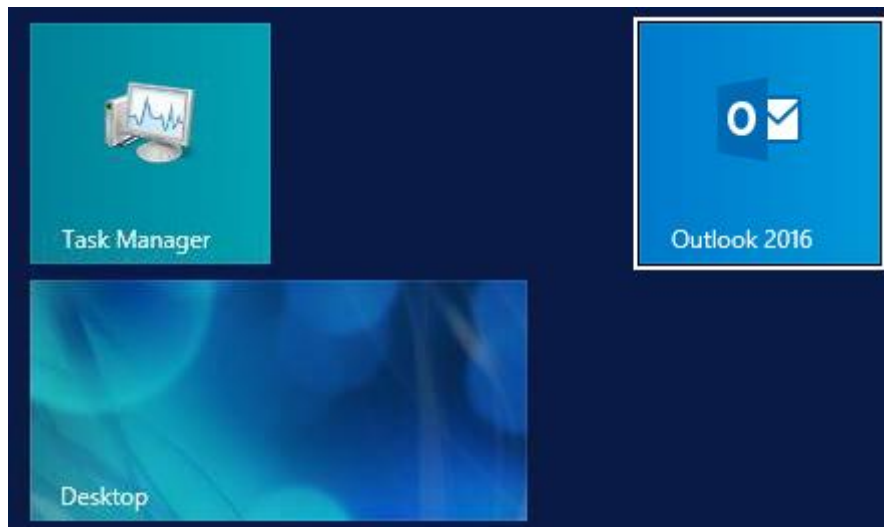- Click on the down arrow on the bottom left corner

- The "1 Dana Kepner" list will have the vast majority of the programs you will use

- Right-click on the program you want to pin to the Start Menu/Taskbar

- "Pin to Start" will pin it to the Start Menu

- "Pin to Taskbar" will pin it to your taskbar

Any programs that you want pinned, you can follow these instructions to do so.