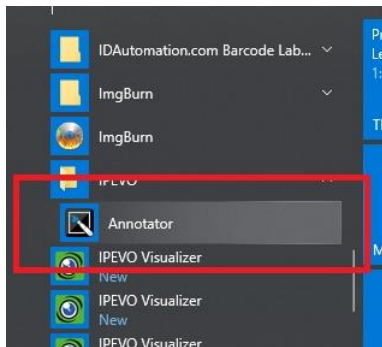


## How to pin icon to Taskbar

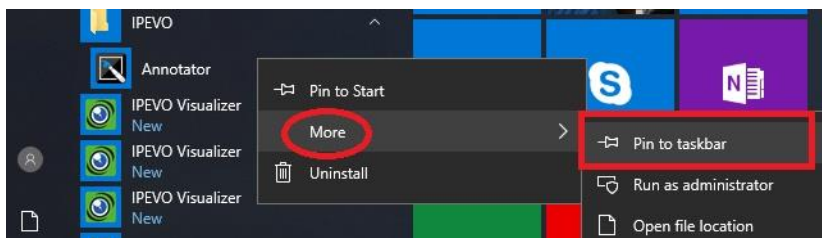
1. Click on the Window icon located in the lower left corner of the screen.



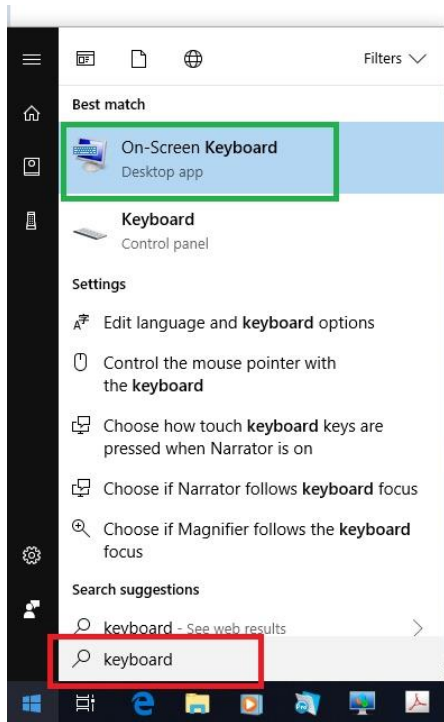
2. Scroll down and find the icon you wish to pin to Taskbar.



3. Move your mouse pointer over the icon you wish to pin (If you see a folder with a ^ beside it, that means there is something inside the folder. Click on the folder to open it up). Right click your mouse. The hover our mouse over "More" and click on Pin to taskbar



4. To pin the on screen keyboard, left click on the windows icon located in the lower left corner of the screen. Type keyboard in the search bar (this is shown in the picture below inside the red box). On-Screen Keyboard will appear in the “Best match” search (Green Box).



Right click you mouse over “On-Screen Keyboard” and then click “Pin to taskbar”.

