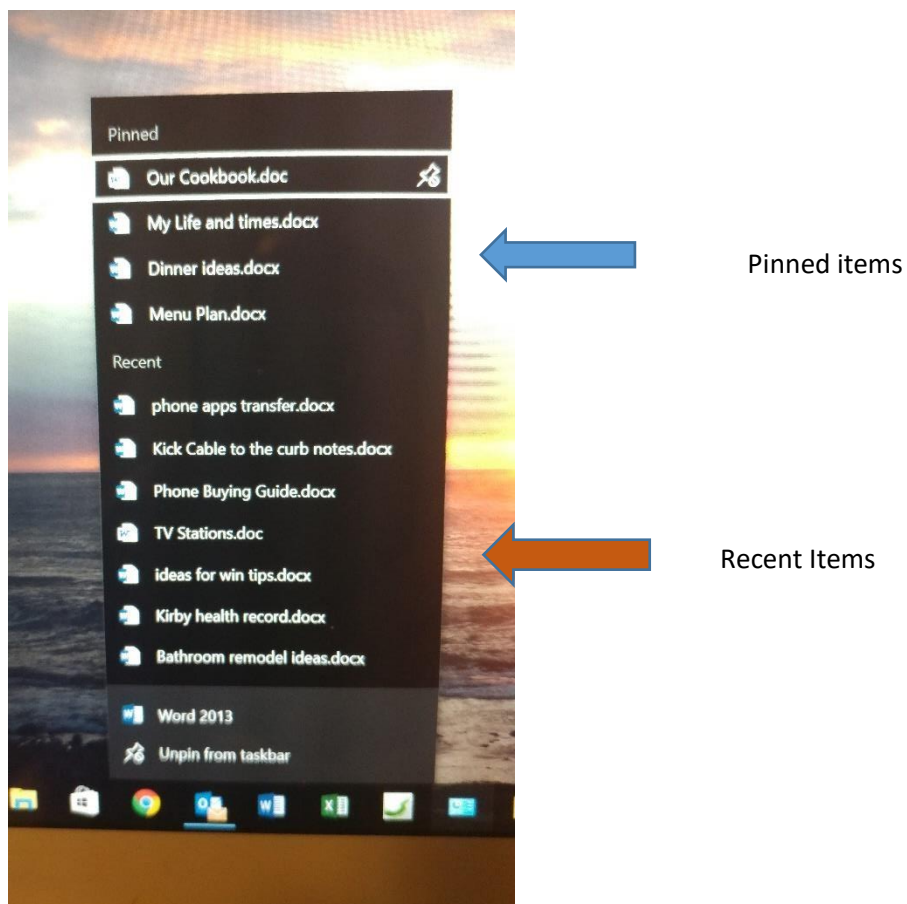


## Windows Tips and Tricks Jump lists

Beginning with Windows 7 Microsoft added jump lists to taskbar items. As you use any program pinned to the taskbar Windows keeps a list of the activities by that program. By default Windows keeps the last 10 items in the list in order with the most recent at the top of the list. After 10 items when a new item is added the bottom item is removed from the list. Jump lists are maintained for all programs that save files and for programs such as web browsers where recent websites are listed.

To access the jump list right click the programs icon in the task bar (Hint: If you have a touch screen holding the touch for a moment is the equivalent of a right click). This will display the list. Click on the item you want and that will go to that page in a browser or open a document in the appropriate program.

Additionally, items can be pinned to the list so that they are always there. To pin an item to the list point to it and click on the pin icon on the right side. To unpin an item from the list point to it and click the pin icon.



**Presented by Jim Tubb, November 14, 2016**