

How to pin a folder to the Windows Taskbar, pin any folder

The Windows Taskbar is a bar that helps us quickly access applications; however, the Windows Taskbar doesn't allow pinning folders. In today's article, we'll solve this problem by showing you how to pin any folder to the Windows Taskbar.

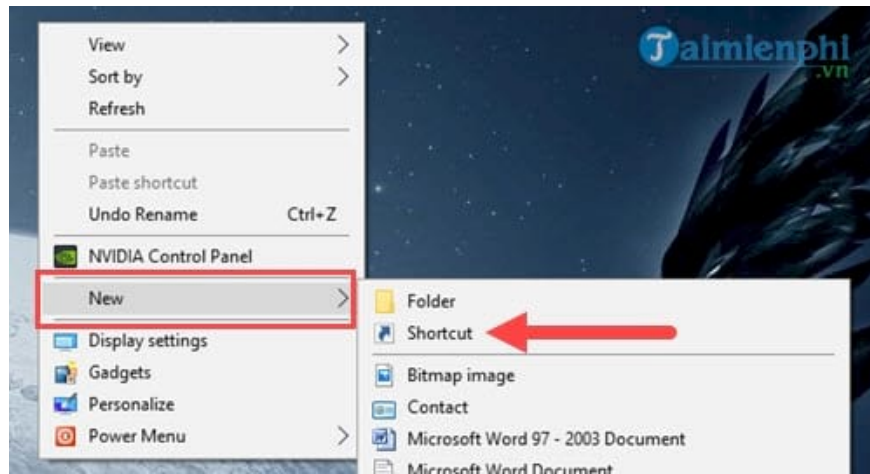
Pinning folders to the Windows Taskbar might seem simple, but it's not. If you've ever placed any folder on the Windows Taskbar, you'll notice it's moved to File Explorer instead of its own dedicated space like other applications. This is quite unfair to folders, as the Windows Taskbar is known as one of the most versatile tools on Windows 10 and other operating systems.



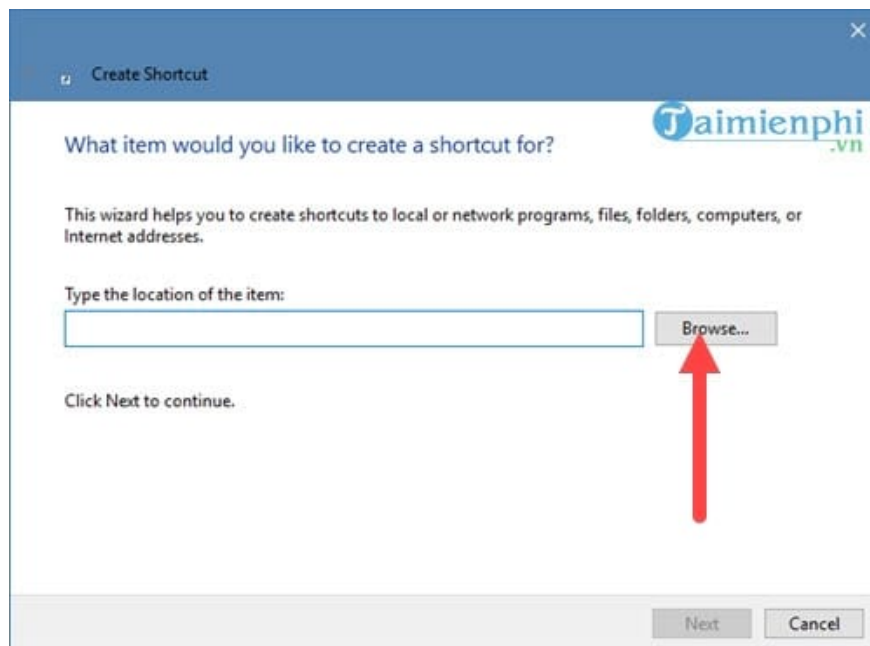
We already know that the Windows Taskbar can do many things, such as adding the Run Command to the Taskbar on Windows 7, 8, or even 10. If even **the Run Command** can be added, there must be a way to pin folders to the Windows Taskbar, and that's exactly what we need to explore in this article.

Instructions on how to pin a folder to the Windows Taskbar

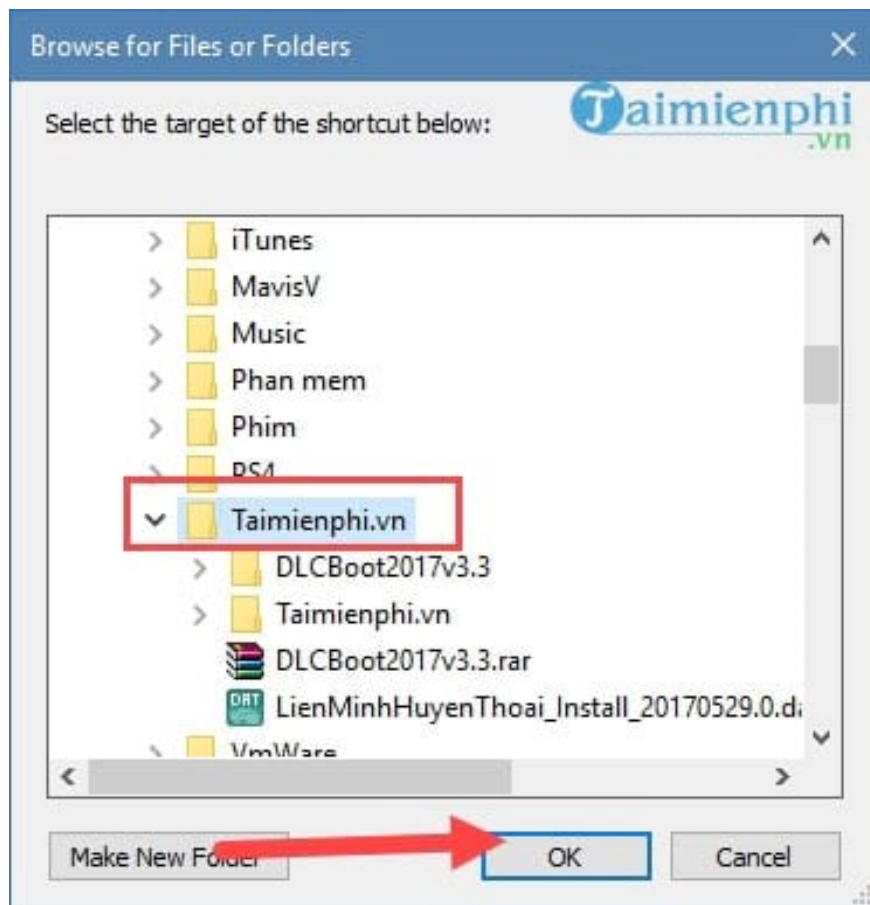
Step 1: To pin a folder to the Windows Taskbar, the first thing we need to do is **create a new shortcut** on the desktop.



Step 2: In the **Create Shortcut** section, select **Browse** . This is where you choose the item you want to pin to the Windows Taskbar—any folder you like.

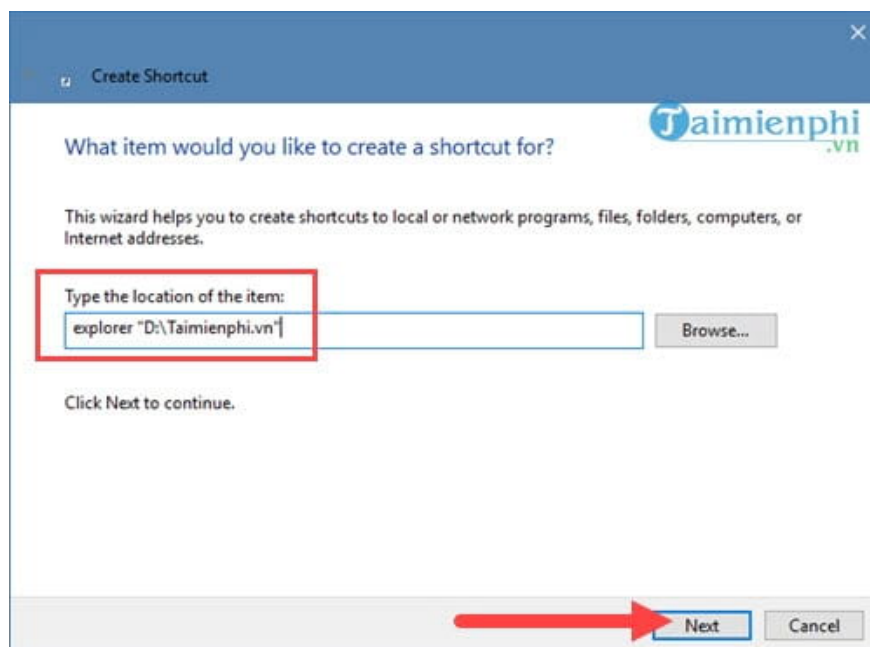


Step 3: Select the folder you want to pin to the Windows Taskbar, as shown in this article, and then **click OK** .

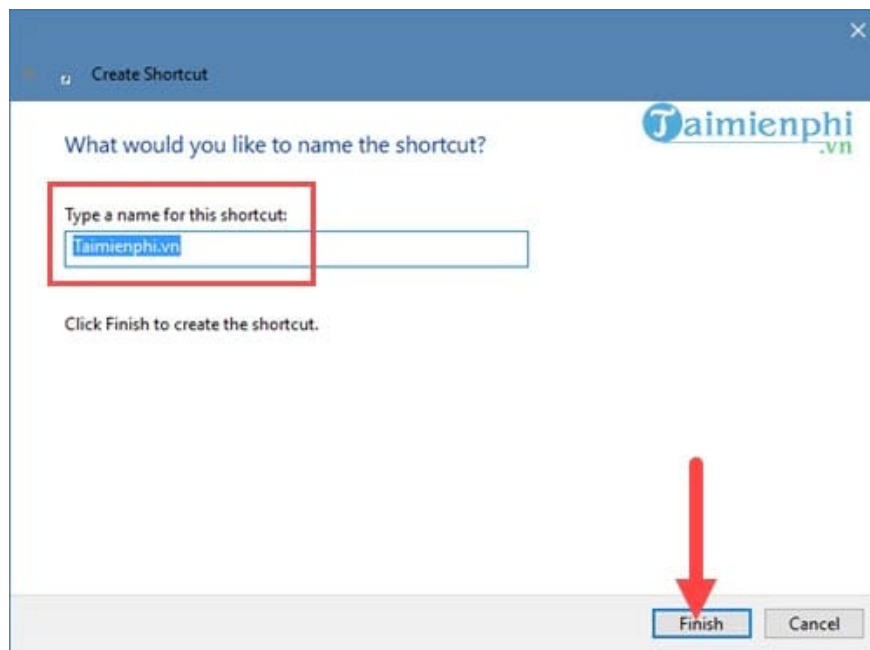


Step 4: After adding the folder, add the folder path in the following format:

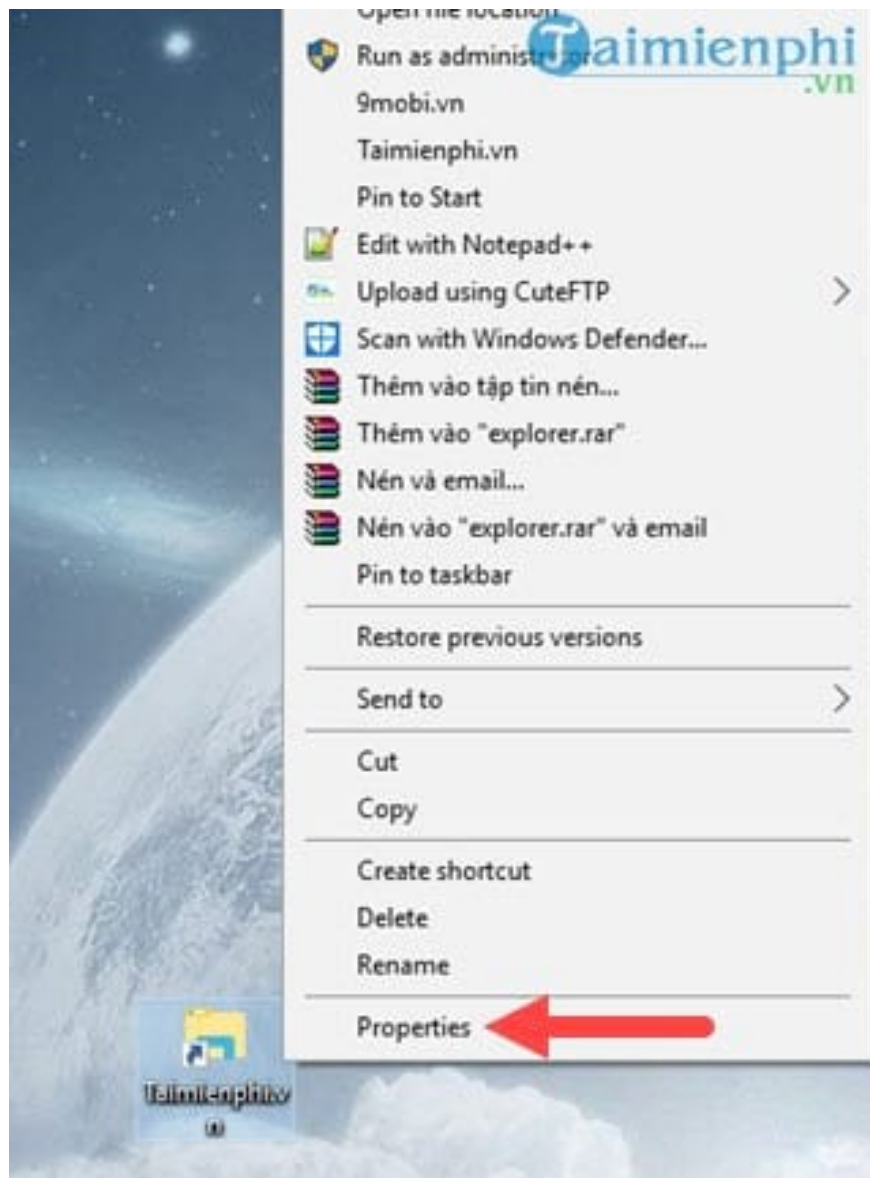
Explorer, enter the folder path, then click Next .



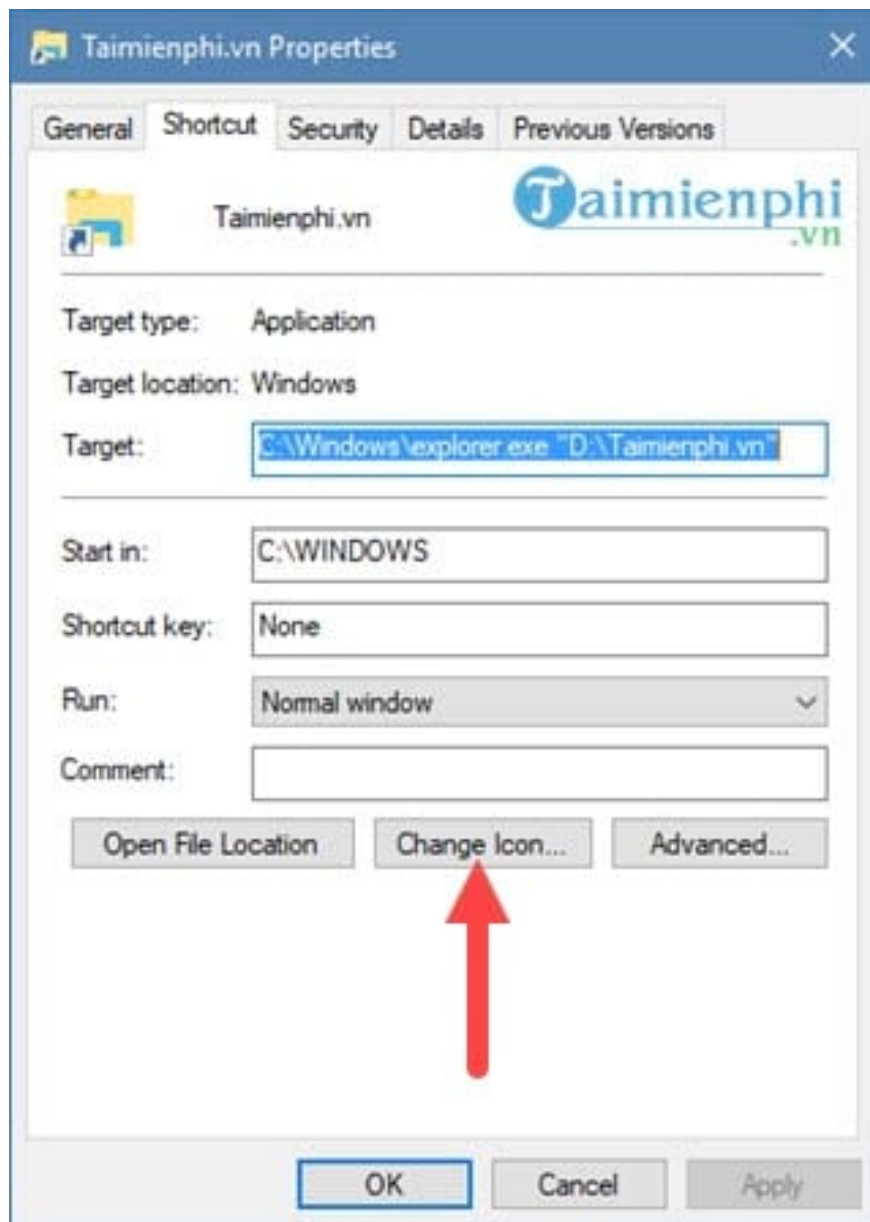
Step 5: Before proceeding to create a **Shortcut** , select the option for this new Shortcut.



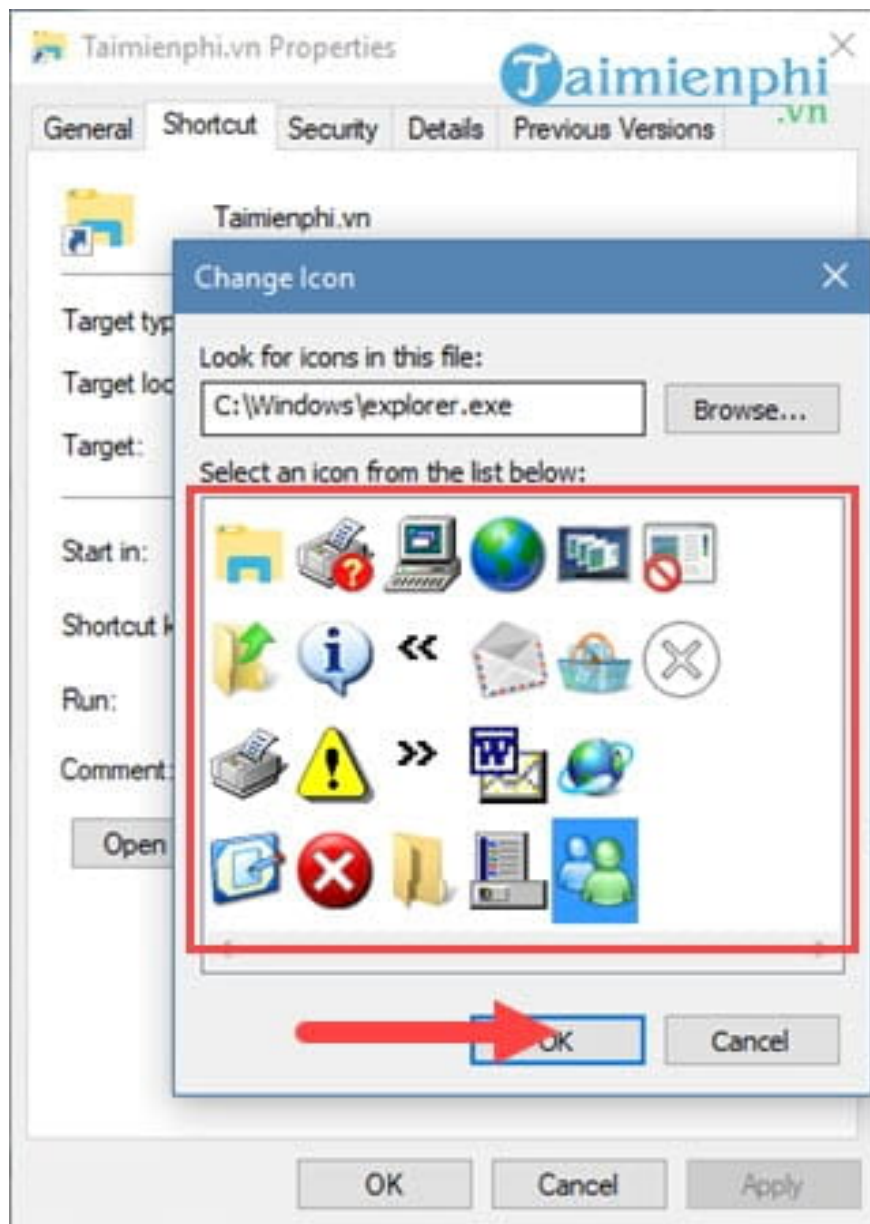
Step 6: To distinguish it from application icons, software icons, or File Explorer icons, you should change the folder icon by right-clicking on the newly created shortcut and selecting **Properties** .



Step 7: In the Properties section, select **Change Icon** to change the icon for this shortcut.



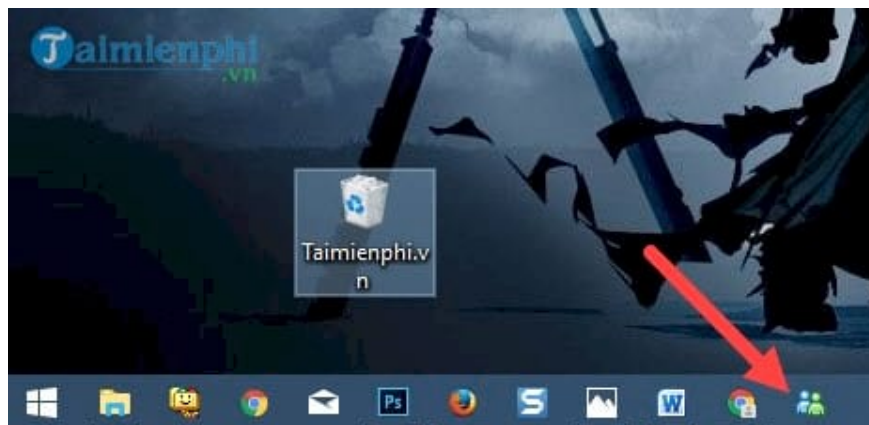
Next, select the icon and then confirm with **OK twice in a row** to complete the process.



Step 8: Finally, **drag the newly created shortcut** to the Windows Taskbar.



Now you can see that pinning the folder to the Windows Taskbar is complete. You can quickly access the newly created item from the Windows Taskbar.



Through the article above, we've learned another useful trick you can use on Windows 7, 8, and 10: pinning folders to the Windows Taskbar. Pinning any folder to the Windows Taskbar allows you to create easily accessible folders, making your work more convenient, although Windows 10's Settings menu already provides good support for this.

If you're browsing the web and suddenly can't find the Taskbar, check out our guide on fixing the "Taskbar not found" error . Additionally, you can change the Windows Taskbar's position to better suit your desktop; the change is quite flexible, allowing you to position it in any of the four corners of the desktop. Therefore, the Taskbar is a feature worth exploring further, not only for changing its position in Windows, but also for many other applications yet to be discovered. Stay tuned for the latest articles from TipsMake to become a Windows expert!

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