

How to pin files or folders to the 'taskbar' of your Chromebook

Chrome OS now has a 'hidden' feature that allows you to pin local files and folders right on the taskbar at the bottom of the screen.

In general, Chromebook users tend to spend most of their time using cloud services. But from time to time, we still need to access local folders or files on the system.

Chrome OS now has a 'hidden' feature that allows you to pin local files and folders right on the taskbar at the bottom of the screen, also known as the taskbar or, rather, 'Shelf' on Chromebooks. This feature is called 'Holding Space', which basically gives you quick access to a local folder or file when needed with just one click.

At the time of writing, the 'Holding Space' feature is only available as Google Chrome's experimental and optional flags.

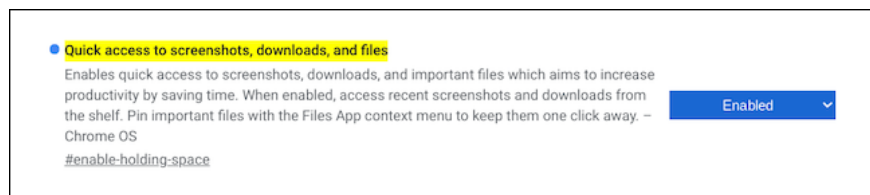
(**Note:** Google often hides upcoming features as 'flags' because they're still in beta and aren't ready for public release yet. try, but do not rule out the possibility that some of them can negatively impact your browser performance. For this Holding Space feature, testing shows whether its activation and use are not. cause any 'side effects' on the system).

To use Holding Space on your Chromebook, you first need to enable the corresponding flag on Chrome.

Open Chrome, enter the keyword **chrome://flags/#enable-holding-space** into your browser's address bar and press enter.



Immediately you will see the corresponding flag appear as shown below. Click the drop-down on the right and choose 'Enabled'.



Next, click on the 'Restart' button at the bottom of the screen to apply the flag.

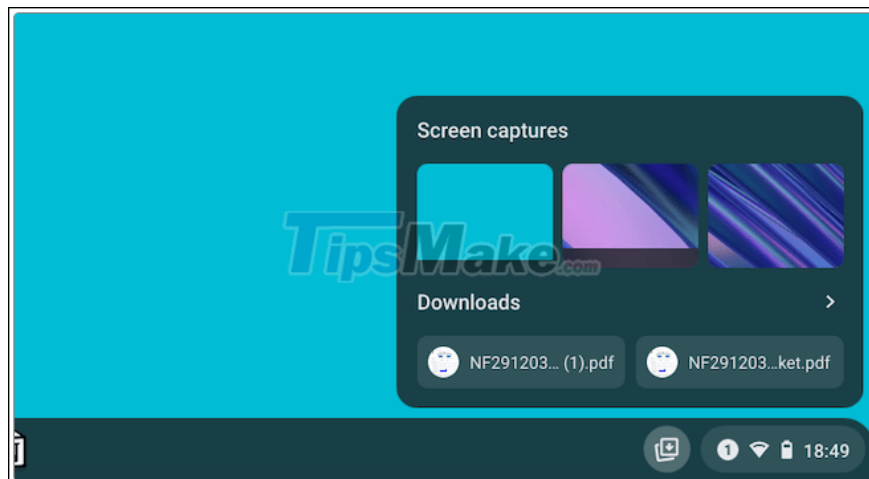
Your changes will take effect the next time you restart your device.

Restart

Once Chrome web browser restarts, you should see a new button with a stack-like icon in the lower right corner of your Chromebook screen.

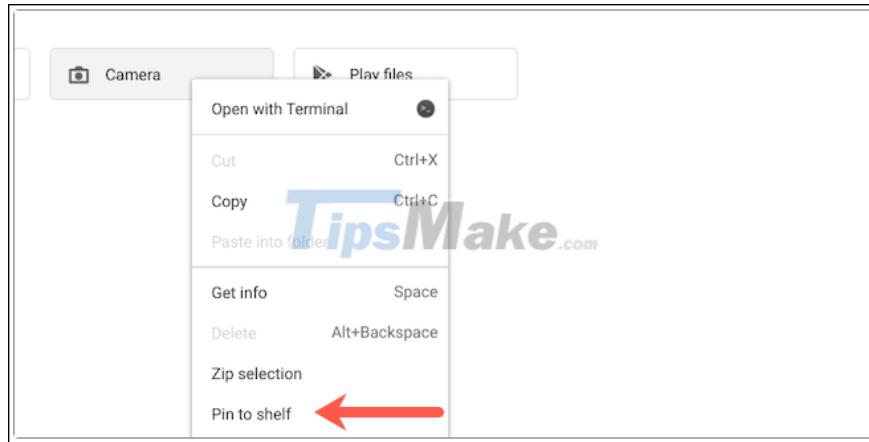


By default, 'Holding Space' allows you to quickly access the most recently downloaded screenshots and files.

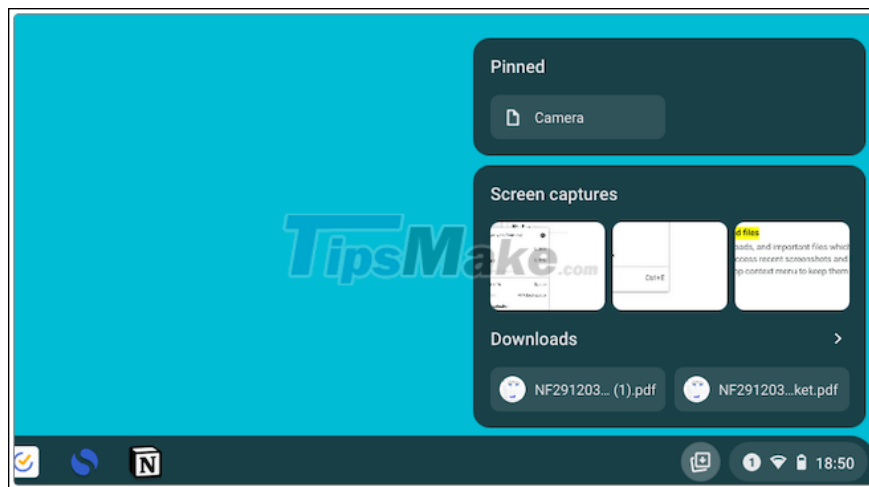


To pin an arbitrary file or folder, open the ' **Files** ' app on your Chromebook and go to the file location you want to open. (This will also apply to the Play Store and the Linux partition on your Chromebook.)

Right-click on a file or folder and choose ' **Pin to Shelf** ' from the drop-down menu.



Click the Holding Space icon on the Shelf again to see your newly pinned items, which will usually appear at the top.



To unpin anything from Holding Space, simply hover your mouse pointer over the file or folder and click the pin icon again.



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