Program Accessibility in Windows

This is a basic outline of how to make programs in Windows more accessible by adding shortcuts and using the Start Menu’s search function.

Creating Taskbar and Desktop Shortcuts

1. Click on start and open “All Programs.”
2. Find the program you wish to add to the desktop or taskbar (Office 2013 programs will be located in the Microsoft Office folder under All Programs)
3. Once you’ve located the program, you have a few options:
   a. Adding to Desktop
      i. Right click the program icon and select Send To... -> Desktop.
      ii. Right click the program icon and select “Copy”. Right click the desktop and select “Paste”.
      iii. Drag the program icon to the desktop while holding the ctrl key; you should see it change from “Move to Desktop” to “Copy to Desktop” when pressing ctrl. Release the mouse button while holding ctrl to copy. (If you “Move” it to desktop, it will no longer be located in your start menu!)
   b. Adding to Taskbar
      i. Right click the program icon and select “Pin to Taskbar”.
      ii. Drag the program icon to the taskbar, where it will say “Pin to Taskbar”. Release the mouse button over the taskbar to pin the program.
   c. Add to top of Start Menu
      i. Right click the program icon and select “Pin to Start Menu”

Using the Start Menu Search

The start menu itself is a quick launcher for most programs. By opening start and typing, it immediately searches the contents of the All Programs menu and displays relevant results, highlighting the most relevant at the top. Using the arrow keys, you can change the selection; pressing enter will launch the highlighted program (alternatively, you can always click on them).

Taskbar Shortcuts

Aside from the method above, you can also do the following to pin icons to the taskbar:

1. Drag desktop icons to the taskbar.
2. (Internet Explorer Only) – Drag an active tab to the taskbar to pin the website.

Jumplists

Most programs for Windows today have shortcuts for activities within the program built in if they’re pinned to the taskbar called “Jumplists”. For instance, Microsoft Word keeps track of recent documents and Microsoft Outlook allows you to create a new email, appointment, meeting, contact, or task without having to use Outlook itself to get there. These options can be accessed by right clicking on a program on the taskbar, even when the program isn’t running.