

## Working with Jump Lists

Have you ever wished you could quickly find and open a recently created file without having to search through multiple folders using File Explorer. Well, if so then jump lists will be your new best friend. Here's how they work.

When you open an app in Windows 10 its icon will appear on the task bar at the bottom of the display screen. Once the icon is in the task bar right clicking on it will, in most cases, open a pop-up menu called a jump list. A jump list is a list of the files you've most recently opened in that app. As you open more and more files the most recently opened files appear on the jump list and the files that haven't been opened recently drop off. However, if you hover your cursor over a file in the list a small pin icon will appear to the right of the file name. Clicking on that pin will transfer the file to a separate pinned area where it will remain until you remove the pin. To remove the pin simply hover over the pinned file and click on the pin icon again and the file will be unpinned.

You can also use the jump list to pin the app you are currently using to the task bar. To do this right click on the apps task bar icon and then click on "Pin to taskbar" near the bottom of the jump list. The app is now pinned to the task bar and its icon will remain there once you close the app.