

Place shortcut to a folder onto Windows 10 Taskbar such as Documents or Pictures

1. Right-click the desktop and go to New | Text file.
2. Save the text file with a name (such Documents) and .exe extension.
It should read such as **Documents.exe** before saving.
3. Say **Yes** when it warns about changing the extension.
4. Next, right-click the new Desktop icon and choose Pin to Taskbar. The icon should appear on the Taskbar as a generic-looking icon.
5. Now open File Explorer and navigate to the folder you wish to have the shortcut open. Again, such as Documents.
6. Hold down the SHIFT key and right-click on the desired folder. **Choose Copy as path.** This will copy the path (such as "C:\Users\User_name\Documents").
7. Now go to the newly created Taskbar icon and right-click on it. You will see the icon's name, such as Documents.
8. Right-click on the program name to bring up a second menu.
9. Choose **Properties** from that second right-click menu.
10. Under the **Target:** box Paste using the CTRL+V to replace the current .exe target.
11. In the **Start in** box just below the Target path remove all but the C:\ from the path.
12. Choose to Change icon as well if desired. Otherwise it will take on the specific folder's appearance (sometimes only after a restart of the computer).
13. Once satisfied it is showing the correct path (including the quotation marks), click on **Apply**, and **OK**. The icon you now have ON THE TASKBAR provides a shortcut to the folder you choose.



