

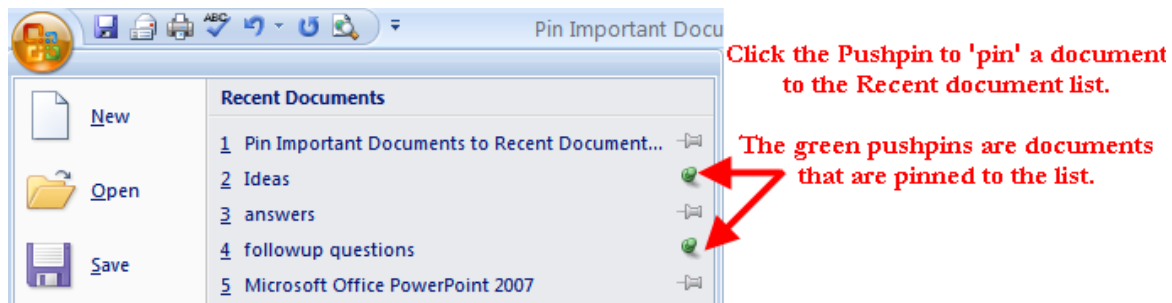
Tuesday TechTip:

Quickly Access Documents:

The *Recent Documents* list can be found by clicking the Office Button in any Microsoft Office's application. Located on the right side of the Office Button drop-down, you may quickly access a specified number of most recent documents by simply clicking on the document name.

How to 'Pin' items to Recent Document list:

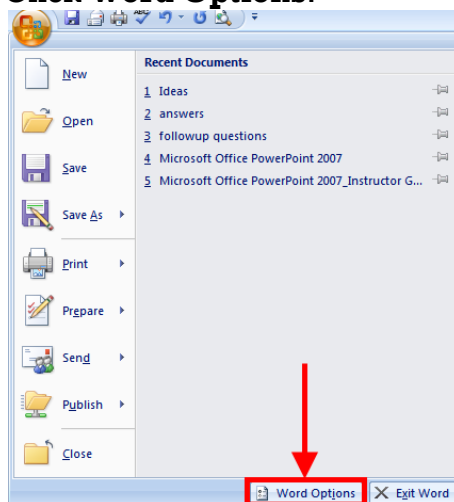
In Office 2007, you now have the ability to 'pin' important documents to the *Recent Documents* list. Pinning a document to the *Recent Documents* list will retain the document on the list until the pin is deactivated.



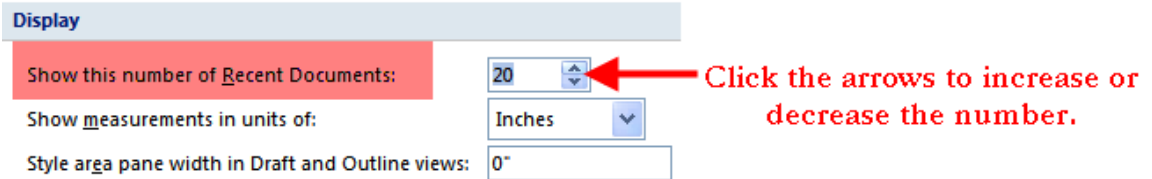
Change the number of Recent Document:

Additionally, you may customize the number of recent documents displayed in the *Recent Documents* list.

1. Office button
2. Click **Word Options**.



3. The *Word Options* dialog box displays. Click **Advanced**.
4. Scroll down to the *Display* section.
5. Next to **Show this number of Recent Documents**, click the arrows to increase or decrease the number displayed.



Display

Show this number of Recent Documents: 20

Show measurements in units of: Inches

Style arga pane width in Draft and Outline views: 0"

Click the arrows to increase or decrease the number.

6. Click **OK**.

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>