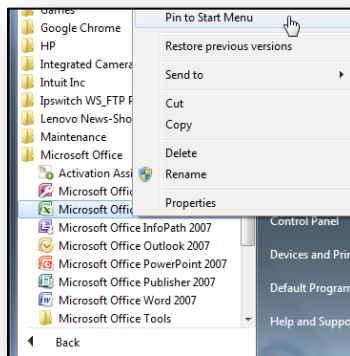


Locating Recent Files in Windows 7

In previous versions of Windows, an option on the **Start** menu included recently used documents and files. This feature listed files including recently used Microsoft Word documents to Access or PowerPoint files. In Windows 7, this option has been removed. Instead, recent files can be opened specifically from the appropriate application icon on your **Start** menu. The application must be pinned to the **Start** button Jump List for the list to appear.

Once you click the **Start** button in Windows 7, you will notice icons and descriptions of various applications. You can alter the programs that show up on the Jump List by right-clicking an application on the **Start** button menu and choosing **Pin to Start menu** (as shown in the following image).



Once an application is pinned to the Start menu, recently used files will be displayed to the right of the application icon.

- Click **Start**
- Move your mouse over the right-facing arrow for the application.
- Select the recent document you wish to use.

