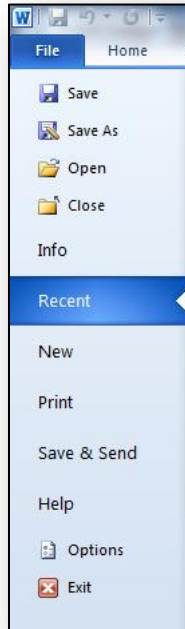


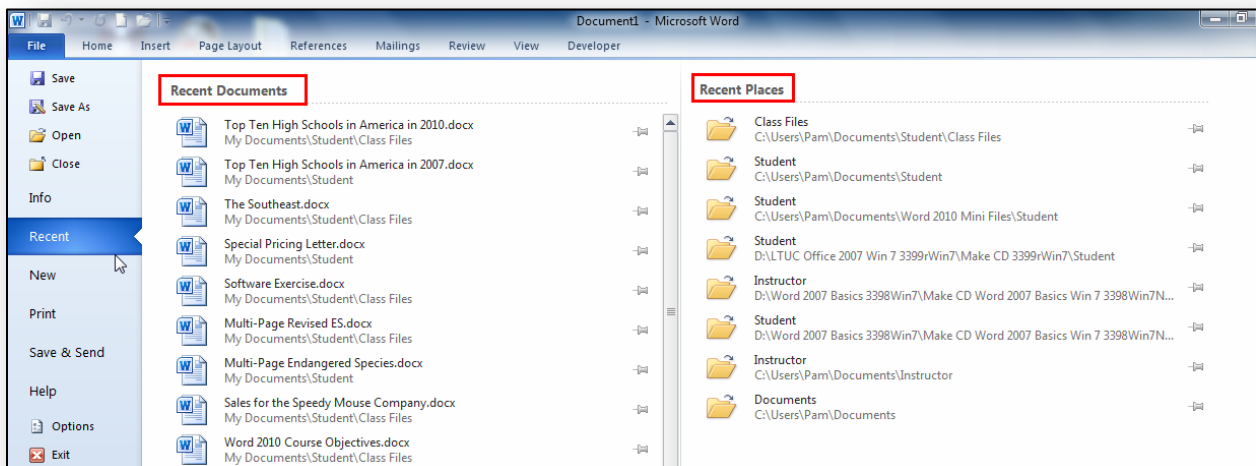
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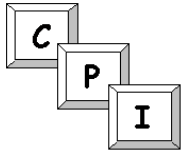
File Backstage View in Word 2010

1. Click the **File** tab. This will display a list of options on the File navigation bar.



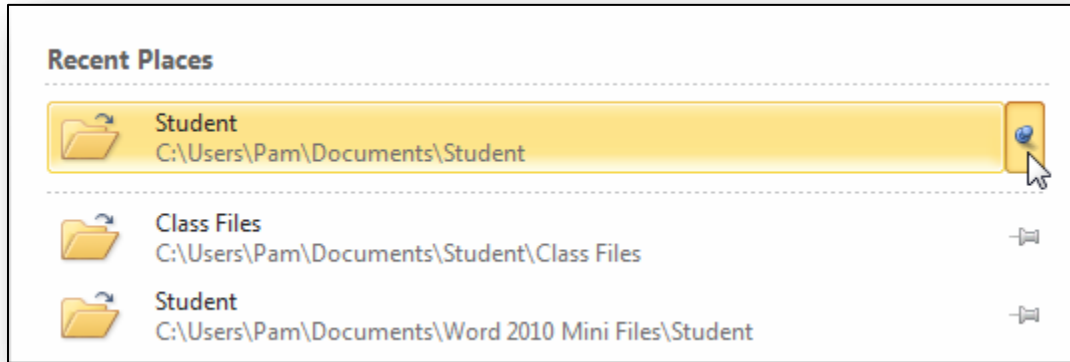
2. Each time you select an option from the navigation bar, the Backstage View will change. Select **Recent** to open Recent Documents and Recent Places in Backstage view.



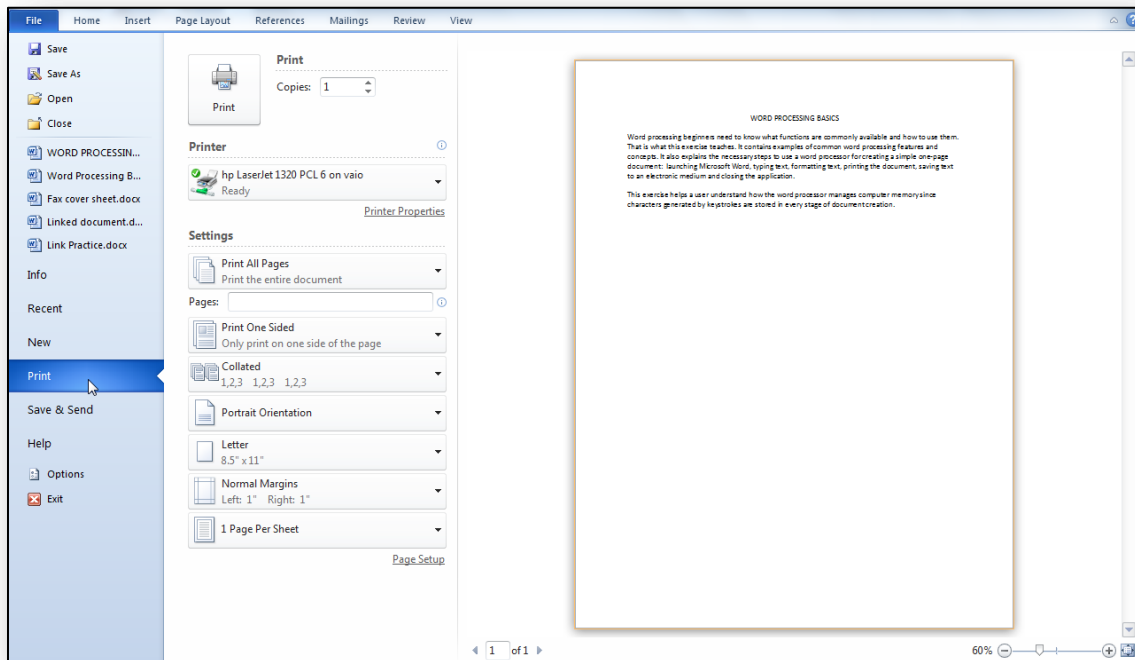


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- In Office 2010, push pins are now available to pin documents and/or folders to the Recent list. This will keep the folder or document active on the list, even as others scroll off.



- Click **Print** on the navigation bar to open a combination Print settings and Preview window.



- Press the **Esc** key or click the **File** tab on the Ribbon to exit Backstage view.