

## **DOCUMENTS LIST**

When you click START...DOCUMENTS you are given shortcuts to the list of the last documents you had open.

To clear this list documents:

1. Rightclick on a blank space on your bottom taskbar to bring up its menu.
2. Rightclick PROPERTIES on that menu to bring up the TASKBAR & START MENU screen.
3. Click START MENU tab.
4. Click Customize and then the Advanced tab.
4. On Documents near the bottom of that screen click the CLEAR .

The list of documents will be gone.

## **DOCUMENTS MENU**

The items on your Documents menu (Start/Documents) are really just shortcuts in your C:\WINDOWS\RECENT folder. You can selectively delete items there by opening the folder and deleting the shortcuts you don't want.

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