

DOCUMENTS LOST

If you are using Windows 95/98/2K/ME/ XP and you think you have lost a document you've been working on, you probably haven't really lost it. Try this:

Click START...DOCUMENTS. A list of the last 10 or more documents you last worked on will be listed. If your "lost" document is on the list, doubleclick the document and it will be brought to the screen.

IF you do not find a list of Recent Documents, do this:

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 Advanced.
- 5. Place a check in the box, List recent documents.**

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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