

## **Recent Documents**

- 1. Right click the start menu icon and select Properties. Click the Start Menu tab and click on Customize.**
- 2. In the Customize Start Menu window click on the Advanced tab.**

**Now you have two options:**

- 1) Click the Clear List button to just clear the recent documents.**
- 2) Uncheck the “List my most recently opened documents” box to make the entire feature go away.**

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