



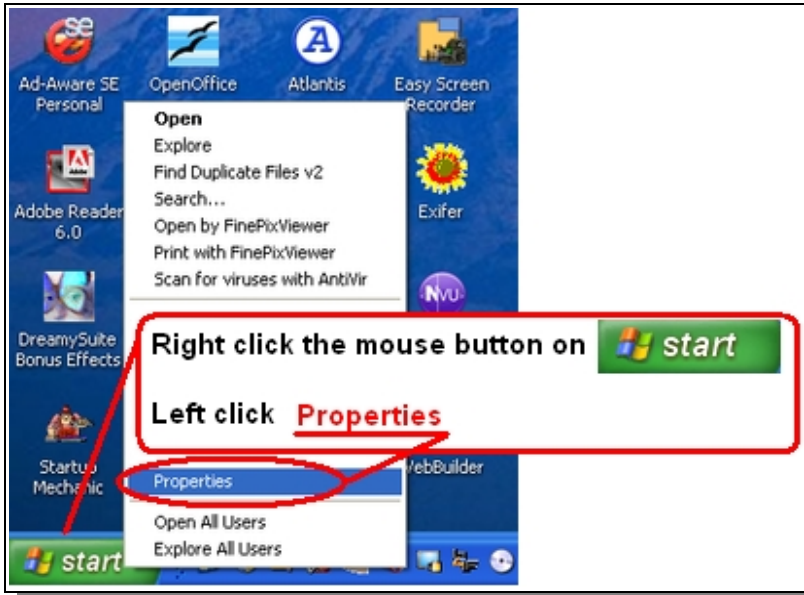
Coffee Break

Question on Software or Operating system.



SHOW 'MY RECENT DOCUMENTS'.

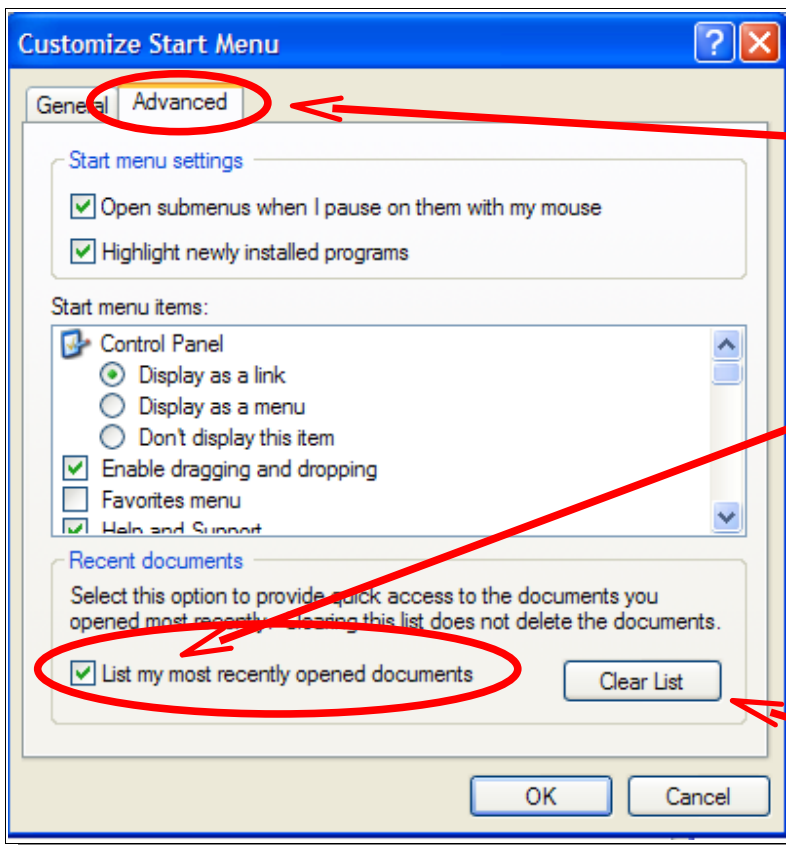
With Windows 98 you may remember that in the Start menu you could see your recently open documents. In Windows XP, this option is gone. You may find it useful, as you may not remember the names of files, or the place you save them. Windows XP has this information in memory, but it does not display it by default. Here's how to get access to the recent documents list.



Step (1) Right click the [Start] button. In the dialog choose [Properties].



Step (2) In the [Start Menu] click [Customize].



Step (3) In the 'Customize Start Menu' click the [Advanced] tab.

Step (4) Finally place a tick in this box.

Note: If you wish to clear the current list in 'My recent documents' list, follow the above steps down to (3) and click the [Clear List] button.