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How To Clear the Programs Listed in the Documents Option of the Start Menu

The Documents option of the Start Menu is a quick way to open a file you have worked with before. But sometimes the list becomes full of items you no longer need. To clear out the list, take the following steps:

To clear all documents from the Documents list:

1. Right-click on the taskbar. This will open a small menu.
2. Click on the Properties option. This will open the Taskbar Properties window.
3. Click on the Start Menu Programs tab.
4. At the bottom portion of the window, click on the <Clear> button to delete the list.

To edit the documents list:

1. Open the C:\WINDOWS\RECENT folder from Explorer. This folder contains the shortcuts to the documents displayed in the Documents list.
2. Delete the icons of the documents you wish to remove from the Documents list.

NOTE: These procedures only remove programs from the Start Menu Documents list. The files are not removed from the computer itself.