Jump Lists

This feature lists recent items, such as files, folders, or websites. They are organized by the program that is used to open the file, folder, or website. In addition to opening items, it is possible to pin favorite items to the Jump List.

The same items appear in the Jump List on the Start Menu and the Taskbar. In addition to any pinned or currently open items, a Jump List on the Taskbar contains several menu commands that can be used to close an item or unpin the program from the Taskbar.

It is possible to drag an item from a Jump List to copy it to another location or folder. An item can be added as an attachment to an email message by dragging the item to the open message window.

Open Program and Items-Taskbar
✝ **Right-click** the program icon on the **Taskbar** in which the item had been opened previously.
✝ The **Recent Items** list will appear.
✝ Click the item that is to be opened.
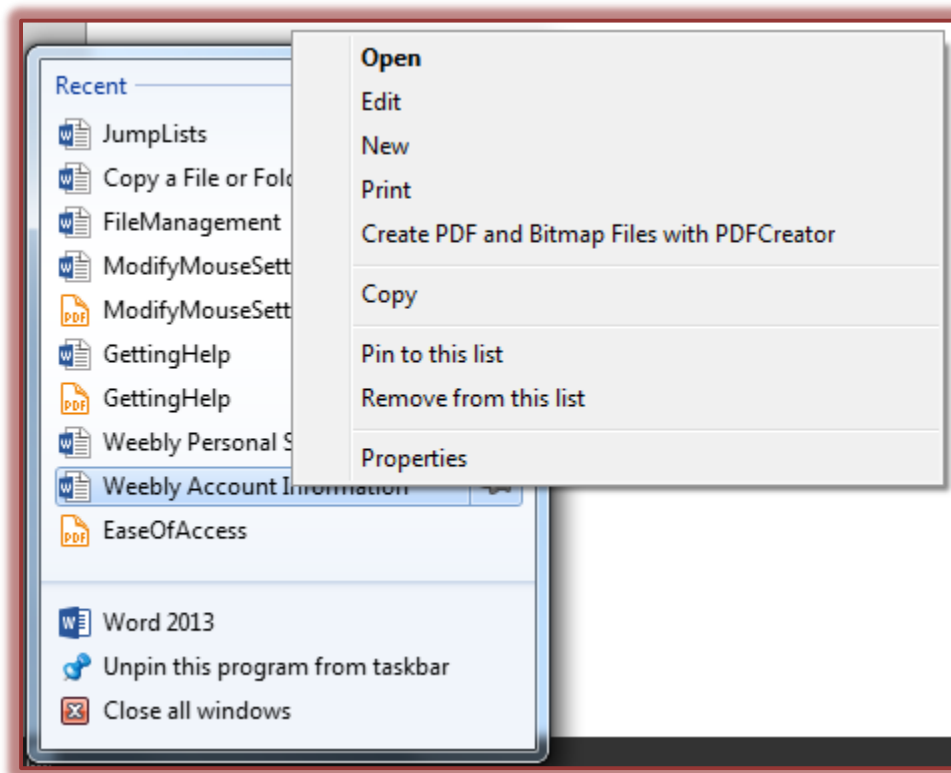✝ The item and the program will open.

Open Program and Items-Start Menu
✝ Click the **Start Button**.
✝ An arrow will appear next to the programs that have a **Jump List** (see illustration below).

✝ Move the mouse pointer over the program in which the item was last viewed.
✝ The **Recent Items** list will appear.
✝ Click the item that is to be opened.
✝ The item and the program will open.

Work With Jump Lists-Taskbar
✝ To **pin** an item to the **Jump List**:
　✡ Open the **Jump List**.
　✡ Point to the item.
　✡ Click the **Pin to this List** button (pushpin) that appears to the right of the item (see illustration on next page).
　✡ The item will appear in the **Pinned** list at the top of the **Jump List**.
✝ To **unpin** an item from the **Jump List**:
　✡ Open the **Jump List**.
　✡ Point to the item.
　✡ Click the **Remove from this item** button (pushpin) that appears to the right of the item (see illustration on next page).
　✡ The item will be removed from the **Jump List**.

Work With Jump Lists-Start Menu
- ♱ To **pin** an item to the **Jump List**:
  - ✿ Click the **Start Button**.
  - ✿ Open the **Jump List**.
  - ✿ Point to the item.
  - ✿ Click the **Pin to this List** button (pushpin) that appears to the right of the item.
  - ✿ The item will appear in the **Pinned** list at the top of the **Jump List**.
- ♱ To **unpin** an item from the **Jump List**:
  - ✿ Click the **Start Button**.
  - ✿ Open the **Jump List**.
  - ✿ Point to the item.
  - ✿ Click the **Remove from this list** button (pushpin) that appears to the right of the item.
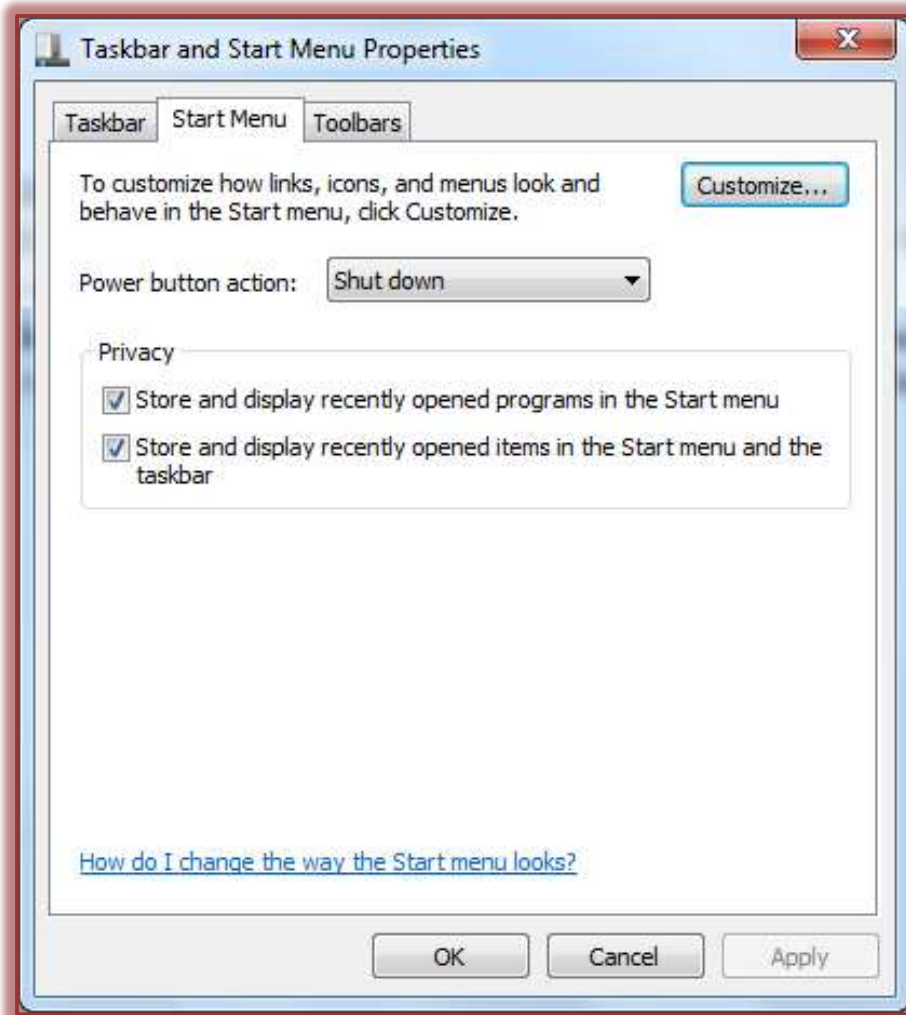 - ✿ The item will be removed from the **Jump List**.

Remove Item from Jump List
- ♱ Open the Jump List.
- ♱ Right-click the item that is to be removed.
- ♱ Click **Remove from this list**.
  - ✿ Items can be removed from the **Recent** list, but not the **Pinned** list.
  - ✿ To remove an item that is in the **Pinned** list, it must be **unpinned** first.

Clear Jump List
- ♱ Right-click the **Taskbar**.
- ♱ Click **Properties**.

✞ Click the **Start Menu** tab (see illustration below).
  ✿ To prevent recently opened programs from appearing in the **Start Menu**, clear the **Store and display recently opened programs in the Start menu** check box.
  ✿ To clear recently opened files in the **Jump Lists** on the **Taskbar** and **Start Menu**, clear the **Store and display recently opened items in the Start menu and the taskbar** check box.

✞ Click **OK**.