

Jump Lists

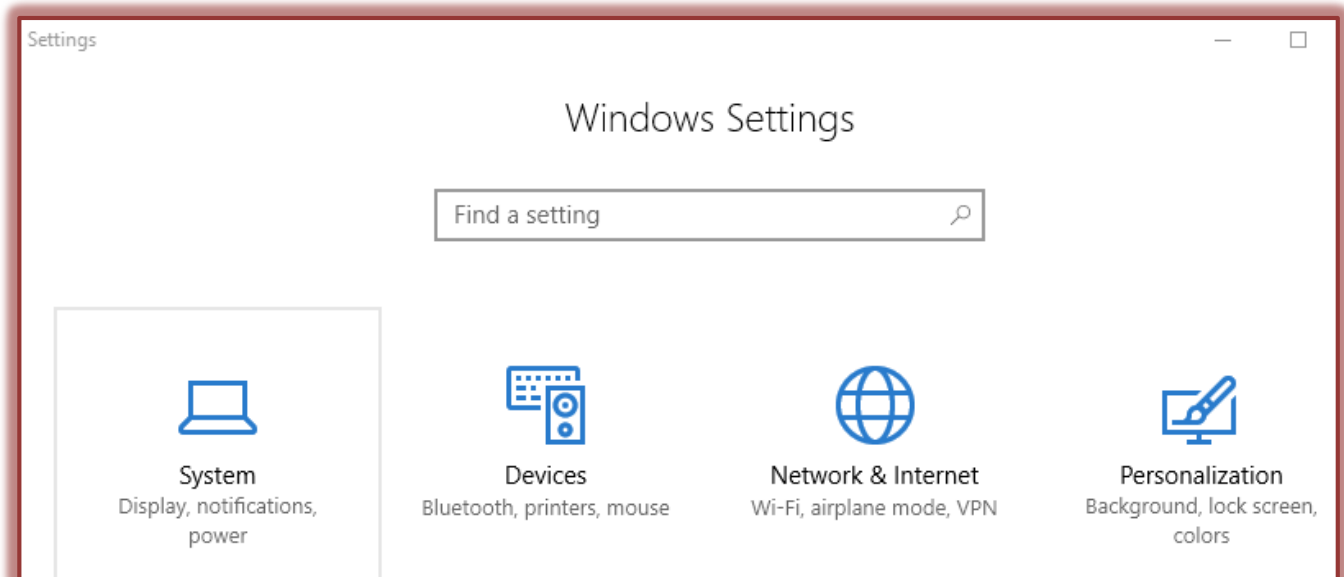
This feature lists recent items, such as files, folders, or websites. They are organized by the program that is used to open the file, folder, or website. In addition to opening items, it is possible to pin favorite items to the Jump List.

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.

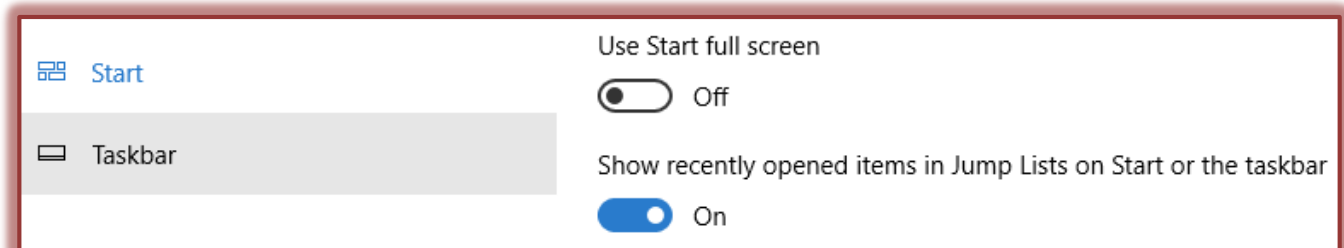
It is possible to drag an item from a Jump List to copy it to another location or folder. An item can be added as an attachment to an email message by dragging the item to the open message window.

Display Jump Lists on Start Menu and Taskbar

- ✦ Open the **Start Menu**.
- ✦ Click the **Settings** icon on the left side of the menu.
- ✦ The **Settings** window will display.
- ✦ Click the **Personalization** option.



- ✦ In the list on the left, click **Start**.
- ✦ Scroll down to the **Show Recently open items in Jump List on Start** option.

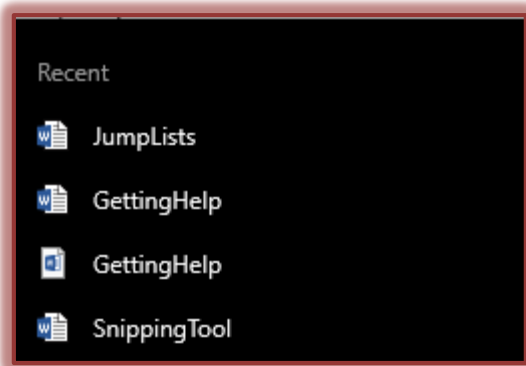


- ✦ Toggle the **On/Off** button to **On**.
- ✦ Close the window.

Display/Open Program and Items-Taskbar

This feature is used to open recently opened items.

- ✦ **Right-click** the program icon on the **Taskbar** in which the item had been opened previously.
- ✦ The **Recent Items** list will appear.

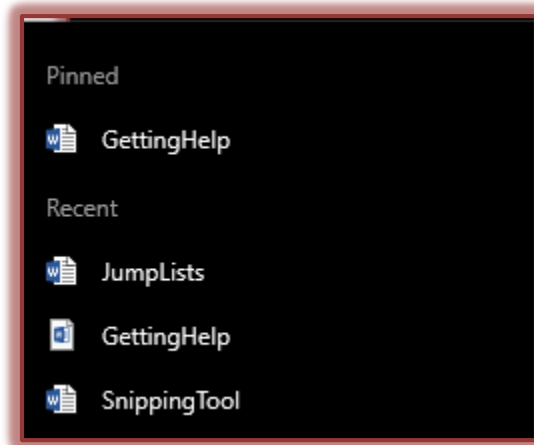
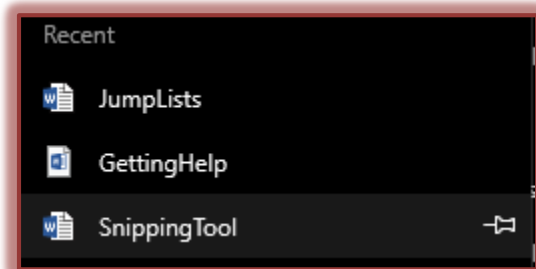


- ✦ Click the item that is to be opened.
- ✦ The item and the program will open.

Pin Items to Program and Items-Taskbar

When this feature is used, frequently used documents will always appear at the top of the Taskbar Menu. The **Pinned Items** list will not change, but the **Recent Items** list will change depending on what is being completed.

- ✦ Right-click the program icon on the **Taskbar**.



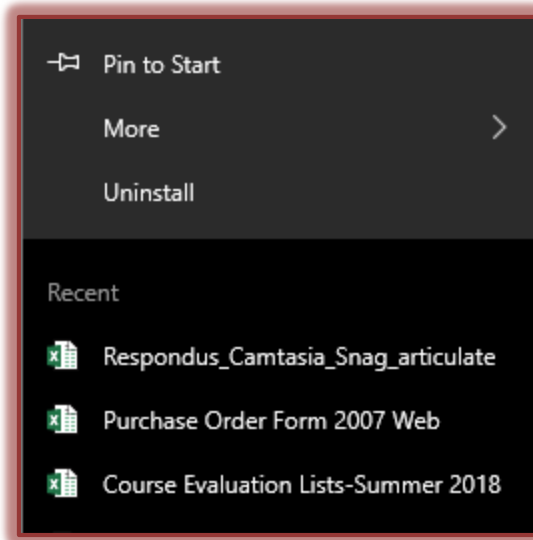
- ✦ The **Recent Items** list will appear.
- ✦ Move the mouse over the items in the list.
- ✦ A **Pin** icon will appear to the right of the item as shown in the illustration on the previous page.
- ✦ Click the **Pin** button to pin the item.
- ✦ The selected item will always appear on the Taskbar until it is unpinned.

Unpin Items from Program and Items-Taskbar

- ✦ Right-click the program icon in which the item is located.
- ✦ Move the mouse pointer over the item that is to be unpinned.
- ✦ Click the **Unpin from this list** button.
- ✦ The item will be removed from the list.

Open Program and Items-Start Menu

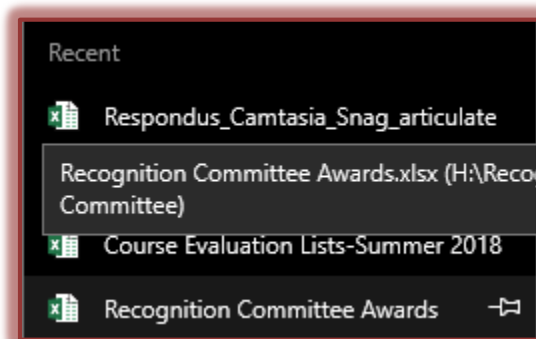
- ✚ Click the **Start Button**.
- ✚ Right-click the program in which the item was last viewed.
- ✚ A list of recently opened items will display.
- ✚ Click the item that is to be opened.



- ✚ The item and the program will open.

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.



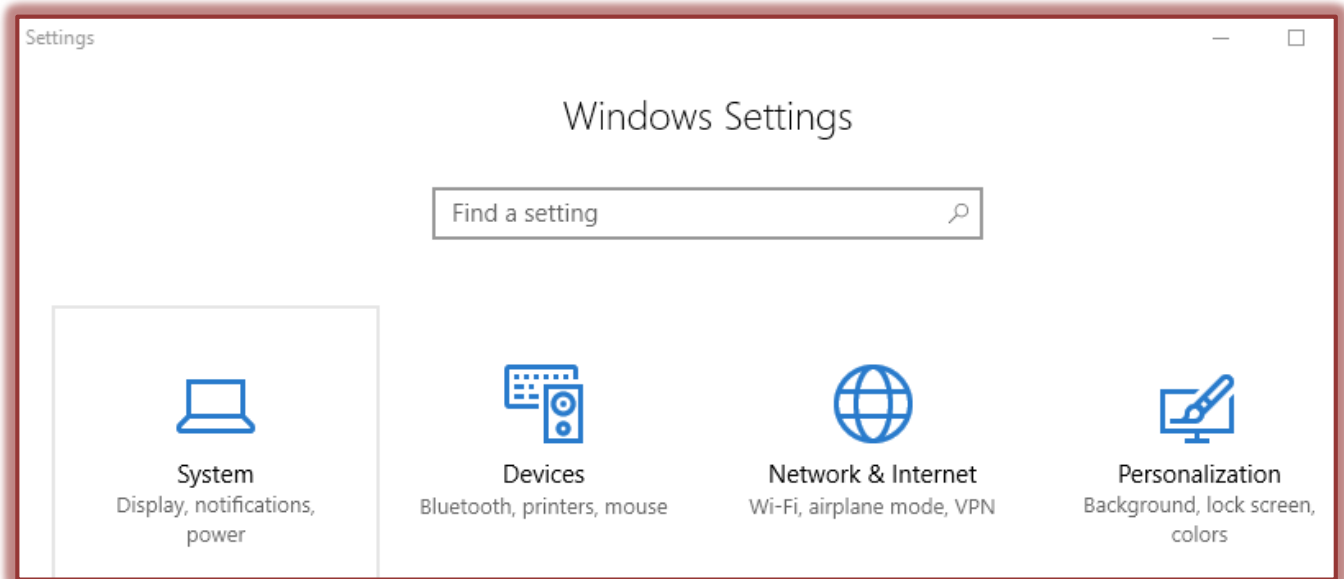
- ✧ The item will appear in the **Pinned** list at the top of the **Jump List**.
- ✚ To **unpin** an item from the **Jump List**:
 - ✧ Click the **Start Button**.
 - ✧ Open the **Jump List**.
 - ✧ Point to the item.
 - ✧ Click the **Unpin from this list** button (pushpin) that appears to the right of the item.
 - ✧ The item will be removed from the **Jump List**.

Remove Item from Jump List

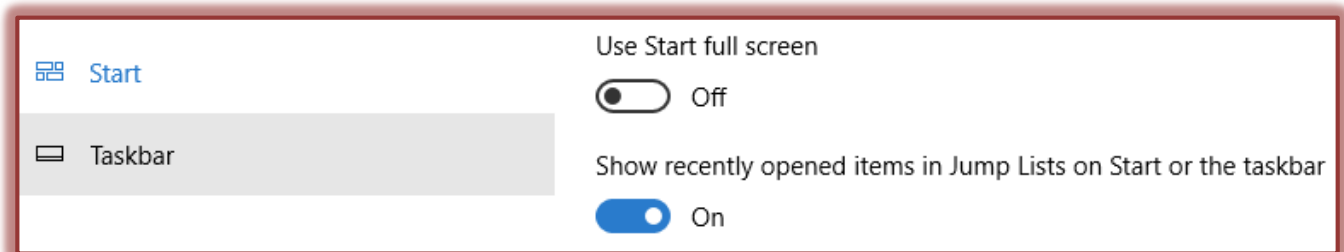
- ✦ Open the Jump List.
- ✦ Right-click the item that is to be removed.
- ✦ Click **Remove from this list**.
 - ✧ Items can be removed from the **Recent** list, but not the **Pinned** list.
 - ✧ To remove an item that is in the **Pinned** list, it must be **unpinned** first.

Clear Jump List

- ✦ Open the **Start Menu**.
- ✦ Click the **Settings** icon on the left side of the menu.
- ✦ The **Settings** window will display.
- ✦ Click the **Personalization** option.



- ✦ In the list on the left, click **Start**.
- ✦ Scroll down to the **Show Recently open items in Jump List on Start** option.



- ✦ Toggle the **On/Off** button to **Off** to turn off the feature.
- ✦ To continue using the feature, turn the **Show Recently open items** option again.
- ✦ Close the window.