It is possible to 'pin' frequently used files to the top of your recently used files list. It then does not matter how many other files are opened. These files will always appear at the top of the list.
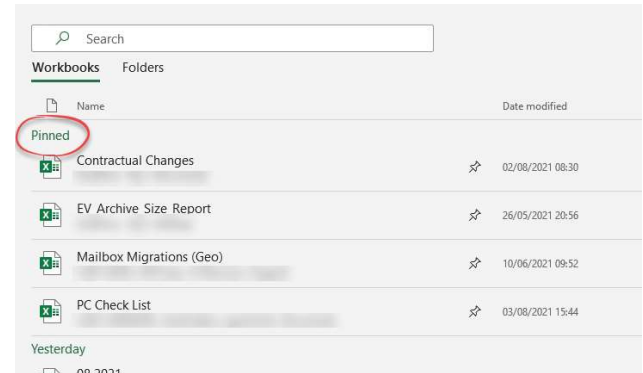
How do I pin files/folders to my recently used list?

1. Click File, Open.
2. Click 'Workbooks' or 'Folder' to display a list of most recently used files/folders.
3. Position the cursor over the file/folder name.
4. Click the 'pin' at the right hand side of the file name.

Where can I find my pinned files/folders?

Your pinned files and folders always appear at the top of your 'Recent' list when you click File, Open.

How do I unpin a file/folder?

1. Click File, Open.
2. Click 'Workbooks' or 'Folder' to display a list of most recently used files/folders.
3. Click the 'Pin' icon at the side of the filename to unpin it.

For help and assistance call the ICT Helpdesk: **0141-342 1570**

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk