



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - January 2010

Adobe Acrobat 9

We now have a license agreement to support the newest version of Adobe Acrobat. We will be automatically installing Acrobat 9 on your computers after work hours in order to inconvenience you as little as possible. Most of the options, features, and settings will remain the same, but you might find some differences in searching within PDF documents and comparing documents. You might also need to turn on the Typewriter toolbar if it is not visible.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

January Tech Tips

- **Customize Recent Documents in Word and Excel with the Pin tool**

To keep a frequently used file in Recent Documents in Word and Excel, use the Pin tool

- Click the Microsoft Office Button, then click the grayed out push pin icon to the right of the file name.
- The push pin turns green and the document will always be in Recent Documents, no matter how long it has been since you last used it.

Control the number of documents displayed in Recent Documents

- Click the Microsoft Office Button, then click Excel or Word Options (depending on which application you are customizing).
- Click Advanced
- Scroll down to Display, in the Show this number of Recent Documents list, click the number of files you want to display.

Wondering where to find Recent Documents?

- In MS Word or Excel, click the Microsoft Office Button.
- Documents you have recently opened are displayed there and can be opened by clicking once.

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