

OK now. Seriously.

Am I the only person fed up with the cumbersome ‘Save As’ list in MS Office products? That puppy seems to go on forEVer.

In reality, this is our 'Recent Documents' list, but none of us call it that.  
It displays when we 'Save As,' so that's good enough for us. I'm OK with that. Let's go for it.

I've discovered how to tame this beast and make it workable, instead of it going on page after page on our screens.

Wanna know my secret? Read on.

## Taming your ‘Save As’ list in MS Office

Microsoft provides instructions for formatting the ‘Save As’ lists for all your Office suite applications. Change everything in one fell swoop.

But ...‘everything in one fell swoop’ spooks me a little bit. Know what I mean?

Like me, you probably have an MS Office product you use most of the time.

It's the one with the lloongg ‘Save As’ list. And it's the one you need to reformat.

So here's a step-by-step process to do just that ... and start over with a fresh list.

### Clear your current ‘Save As’ list (I've used MS Word as the example)

1. Open any Word (or whatever you create most) document.
2. Click on the ‘File’ tab in the upper left corner.
3. Scroll down to ‘Options’ and click. The Word Options dialog box opens.
4. Click on ‘Advanced’ on the left-hand menu.
5. Scroll down to ‘Display.’

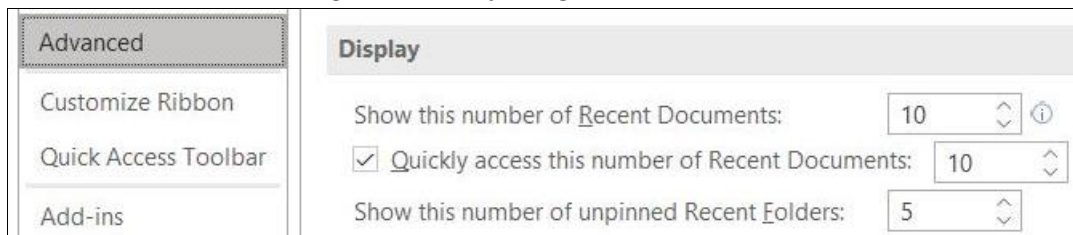
When I viewed this item, my ‘Show this number of Recent Documents’ was 50.  
Zowie! No wonder the list went on forever!

6. Set ‘Show this number of Recent Documents’ to **zero**.
7. Close the dialog box by **clicking ‘OK’** at the bottom. (**Don't** cancel!)
8. Close and reopen Word. (Sometimes, the list doesn't clear, otherwise.)

## Reset your list to capture 'Save As' files, again

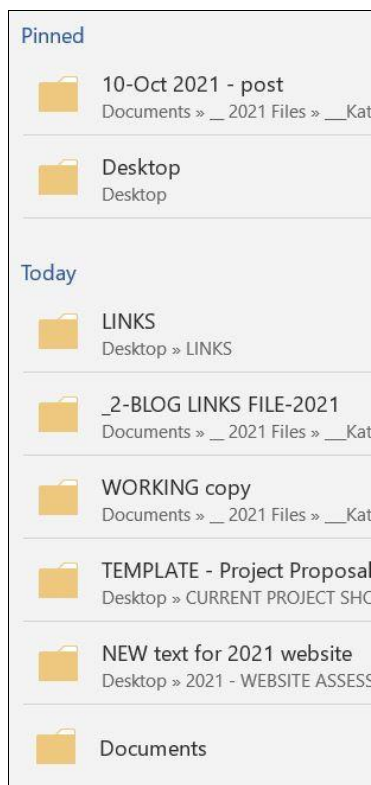
1. Follow Steps 1-5 above.
2. Change the 'Show the number of Recent ...' to a new number.

So far, 10 is working well as my magic number:



## This list is manageable!

I pin my 'Desktop' (and files I'm working at the moment) to the top of the list.



This file is a handout attached to my Quick Win ([QW]) post from September 2021.

See all of my QWs here:

[Quick Wins Archives - Kathie York](#)

( <https://kathieyork.com/category/gw-quick-wins/> )

There you go!

Things move fast in the digital world.

Your screen may look a little different, so let me know if you need help. No invoice.

*Kathie*