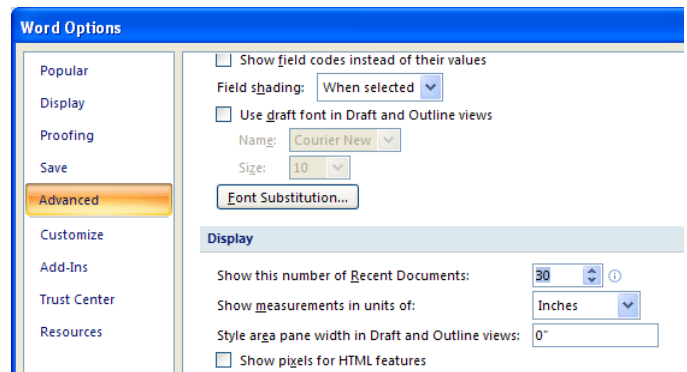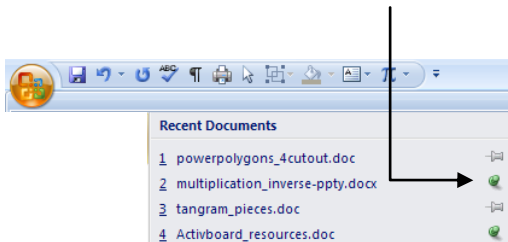# More on Office 2007

Change (increase) the number of Recent Documents. Word 2003 only let you see up to 9. Word 2007 lets you see up to 50 Recent Documents: Office Button > Word Options > Advanced, then scroll down to Display and set the number you want.

You can even **pin documents** to make sure they stay in the Recent Documents window: just click on the push pin; it will turn green.
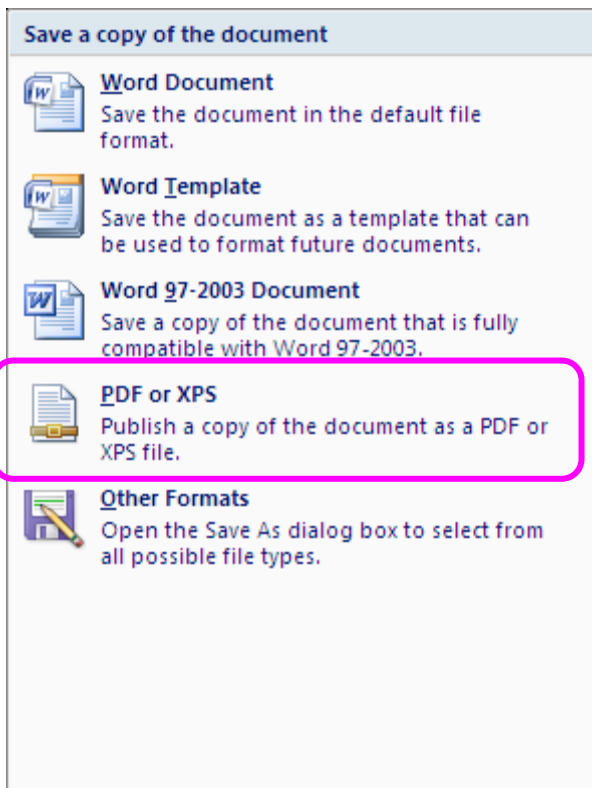
Grouping disparate kinds of graphics

Office 2007 doesn't handle graphics the same way Office 2003 did. You can't easily group screenshots, pictures, and shapes the way you could before. For a discussion of some work-arounds for this problem, see http://ohsu.freeforums.org/mixed-graphics-in-word-2007-t118.html

Save As PDF option

Office 2007 can make PDF documents easily by hitting the Office Button, then Save As and then PDF. But it's not built-in to the standard install of Office 2007. You have to download this add-on directly from Microsoft. Then install it and away you go!

You can download this from http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en