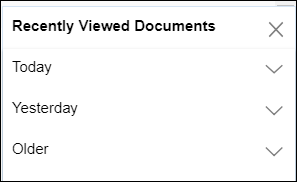


## Topic: Using Recently Viewed Documents

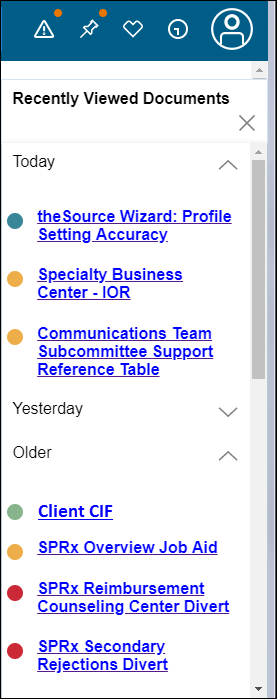
Want to quickly find a document you reviewed recently? theSource can help with that. Just click on the Recently Viewed Documents icon on theSource Home page.



Recently Viewed Documents are categorized by **Today**, **Yesterday,** and **Older**. Select the dropdown arrow for the category you wish to view.



**Result:** A list of up to 20 previously viewed documents will display (order can vary).



**** Your next challenge on the quest to becoming a Certified theSource Wizard is to access the Recently Viewed Documents icon on theSource Home page the next time you need to revisit a document you have looked at in the last few days.

Additional resources:

* [Become a Certified theSource Wizard: Index](file:///C:\Users\NChristian\Downloads\TSRC-PROD-012793)

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