Using Undo and Redo

You don't need to be afraid of making mistakes in Content Studio because you can use the undo feature to erase your actions. This lesson will show you how to use the Undo and Redo commands.

Undo a single action

1. Click the **Undo** button on the Quick Access Toolbar.

    Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, using Undo would make the item reappear. See Fig. 1
    Other Ways to Undo:
      Press **<Ctrl> + <Z>**

Undo multiple actions

The Undo feature saves up to 50 of your previous actions, making it easy for you to undo multiple actions.

1. Click the **Undo** button on the Quick Access Toolbar. See Fig. 2

✅ **Tip**: Click the **Undo** button multiple times to undo multiple actions.

Redo an action

If you change your mind, you can "redo" the action that you just undid. Here's how…

1. Click the **Redo** button on the Quick Access Toolbar.
    Other ways to Redo an Action:
    Press **<Ctrl> + <Y>.**

✅ **Tip**: Click the **Redo** button multiple times to redo multiple actions.

Exercise

*   **Exercise File:** Open an existing presentation.

*   **Exercise:** Navigate to Layout 1 and make a change to the layout. Use the Undo arrow to remove the change. Use the Redo arrow to place the change back in the layout.

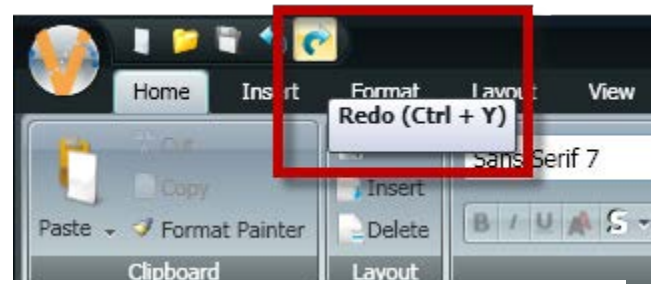**Figure 1:** Click the Undo arrow or press Ctrl + Z

Figure 2: Click the Redo arrow or press Ctrl + Y