



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

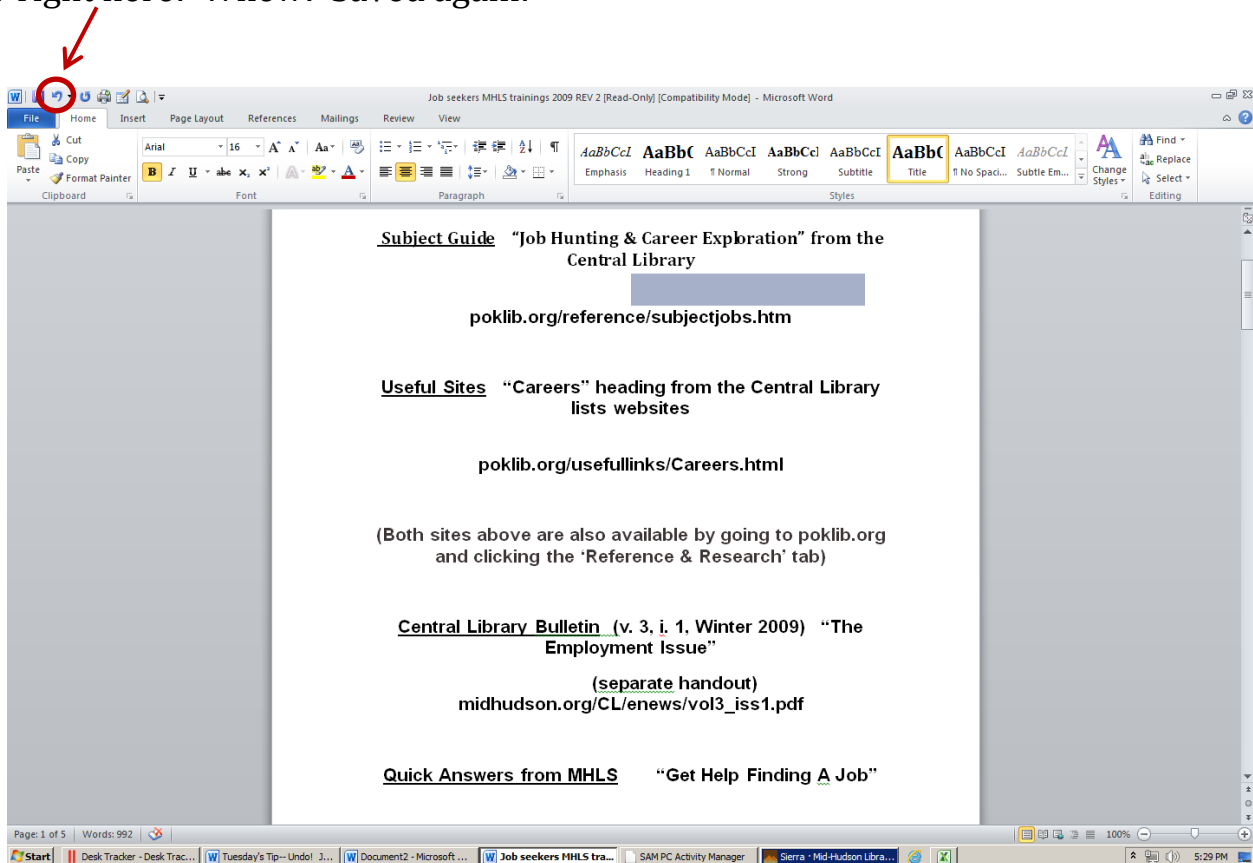
Undo!

July 2, 2013

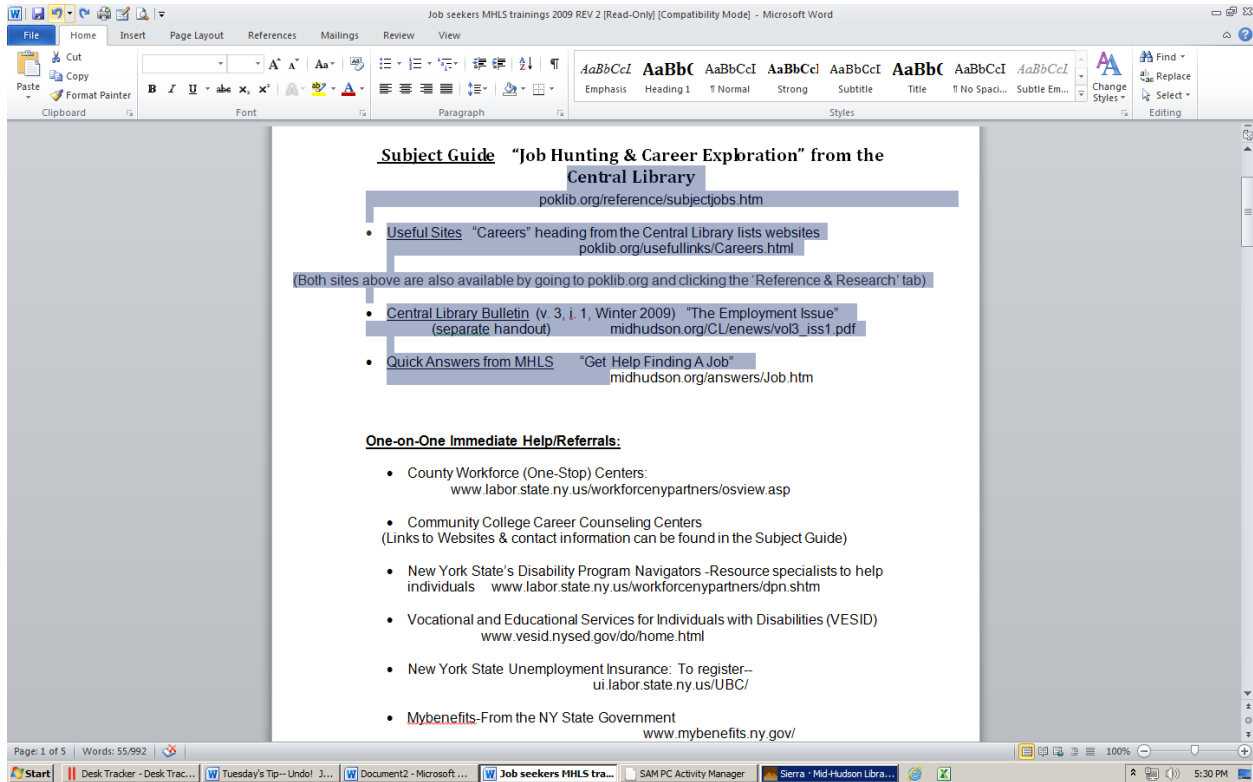
Have you ever accidentally erased an entire paragraph before clicking 'save'? Well, with a bit of luck, and noticing your error right away, you may be able to retrieve your lost work--and avoid having to recreate and retype the whole thing!

The Undo! command can also be used to go back in time within a document to the moment before you hit the mystery button that reformatted all your margins, or made some other bizarre, unexplained change to your written work.

Uh, oh! My formatting got all 'wonky'!! I must have touched that mystery button on the keyboard *again*! Thank goodness I can UNDO! my last keystroke with the handy little arrow right here! Whew! Saved again!

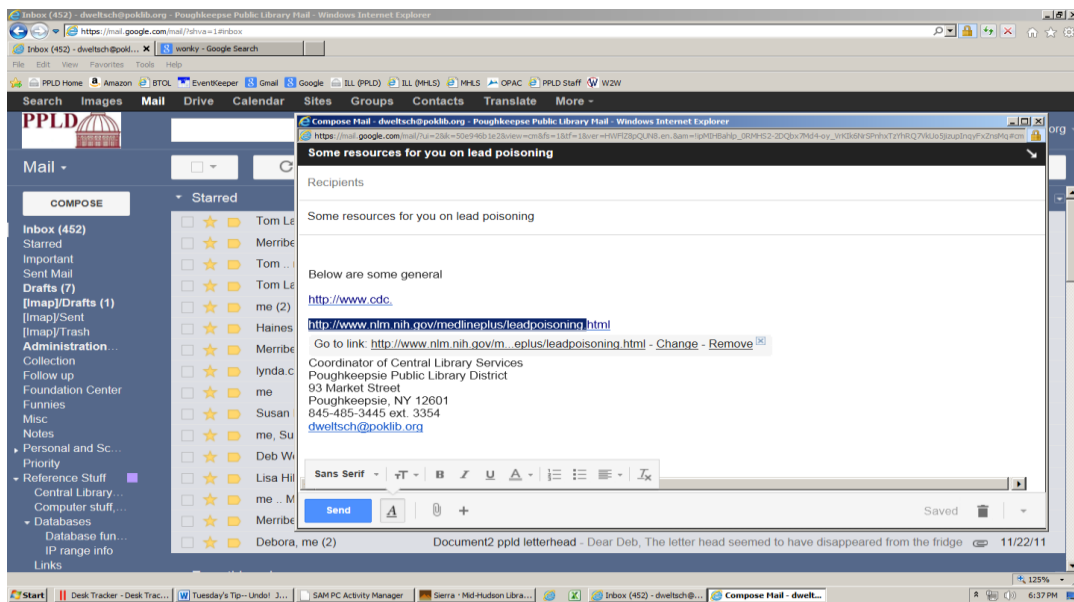


Ah!! Back to normal! 😊

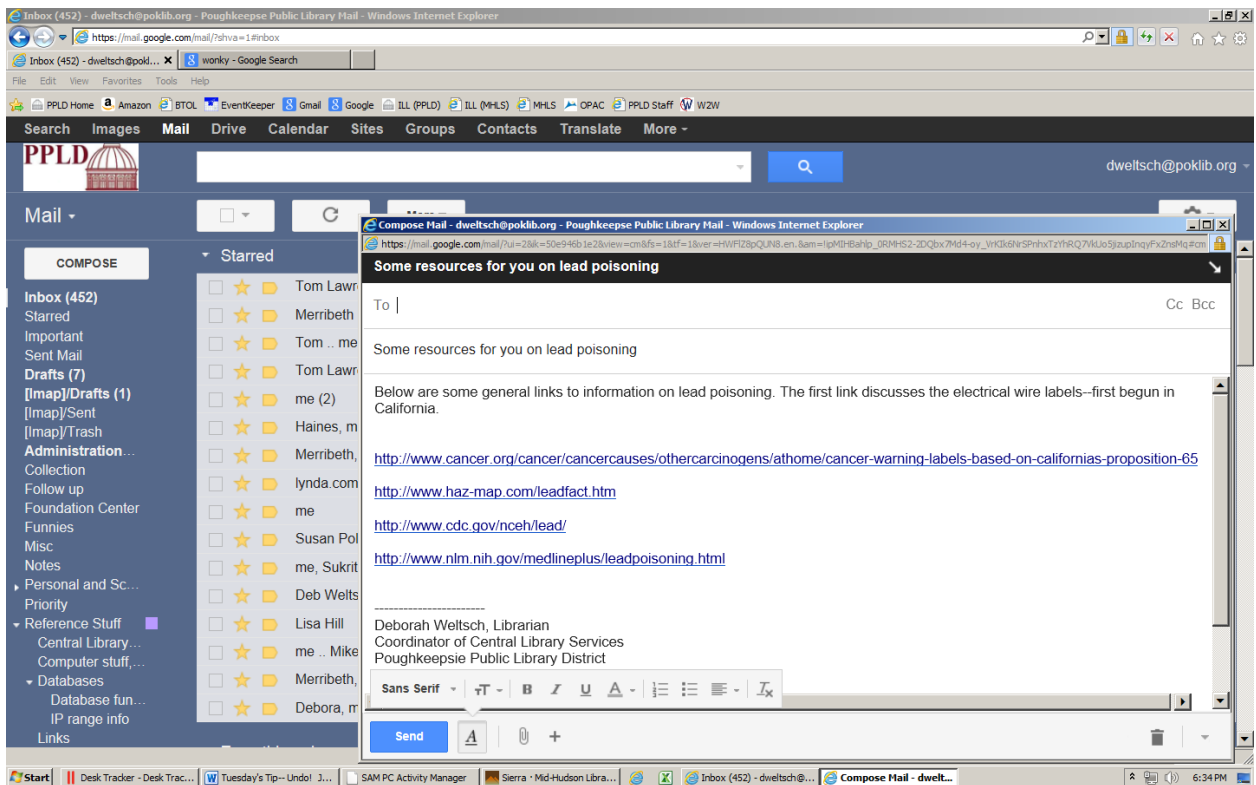


The 'Shortcut' (Control +Z) can sometimes be used in situations where you aren't using Microsoft Word and *don't* have the arrow available on your screen.
—e.g. You are typing an e-mail using G-Mail.

Hey! What happened to the beautiful e-mail I was typing?! Blast that mystery key! Thank goodness I can press Control+Z and restore my original!



For more information or other reference and collection development assistance,
call the Reference & Information Desk at Adriance Memorial Library at (845) 485-3445 or (800) 804-0092, extension 3702.



Just make sure to pay attention to the page you've gone back to, and stop when you're at the screen you want to keep!