## **UNDO MISTAKES**

To "Undo" a mistake, just look for the little arrow on your top menu bar that curves to the left. Click the arrow to undo the last item you did. Click the down arrow next to the curved arrow to get a drop down list of recent actions you can undo.(Some earlier versions do not have the list option)

Another way to Undo is to click EDIT and select UNDO.

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