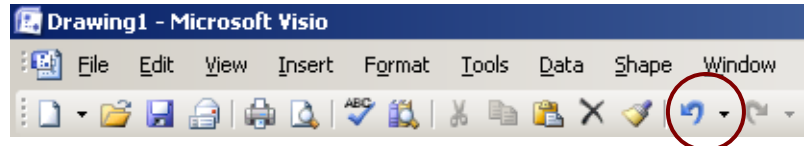


The Undo Feature

If you make a mistake in Microsoft Visio, as the same holds true in the other Microsoft Office programs, you have the ability to undo the operation. Visio defaults to allow the last 20 actions to be undone unless you manually increase the number.

Undo an Action

To undo an operation one at a time, you can use *Ctrl+Z*. The undo button can also be used and is located in the formatting toolbar at the top of the screen. Using the drop down arrow located to the right of the button, multiple actions can be undone at the same time.



Increasing the Ability to Undo an Action

1. Start by going to **T**ools and then **O**ptions.
2. In the **Options** dialog box, select the **General** tab.
3. Under the **General Options** section the **Undo levels** can be increased up to 99.
4. Select **OK** to complete the change.

