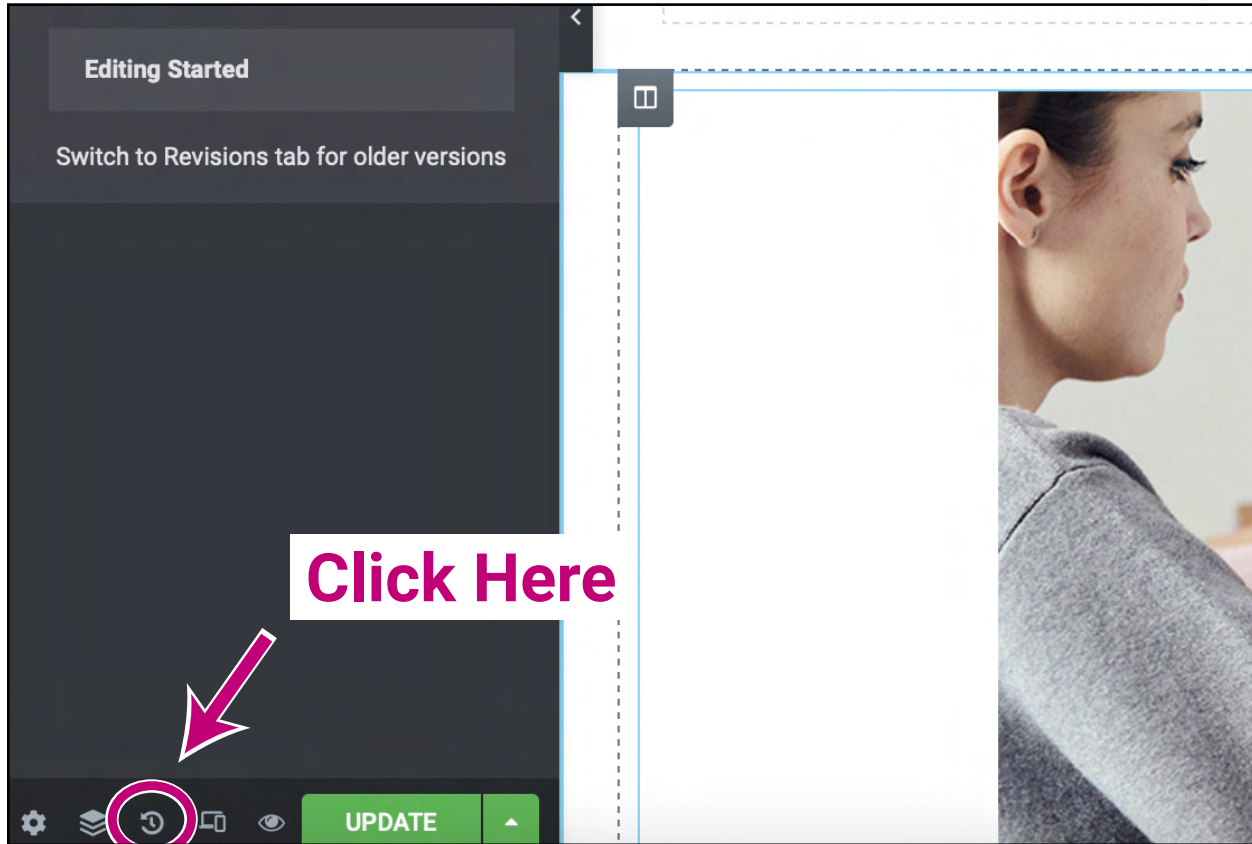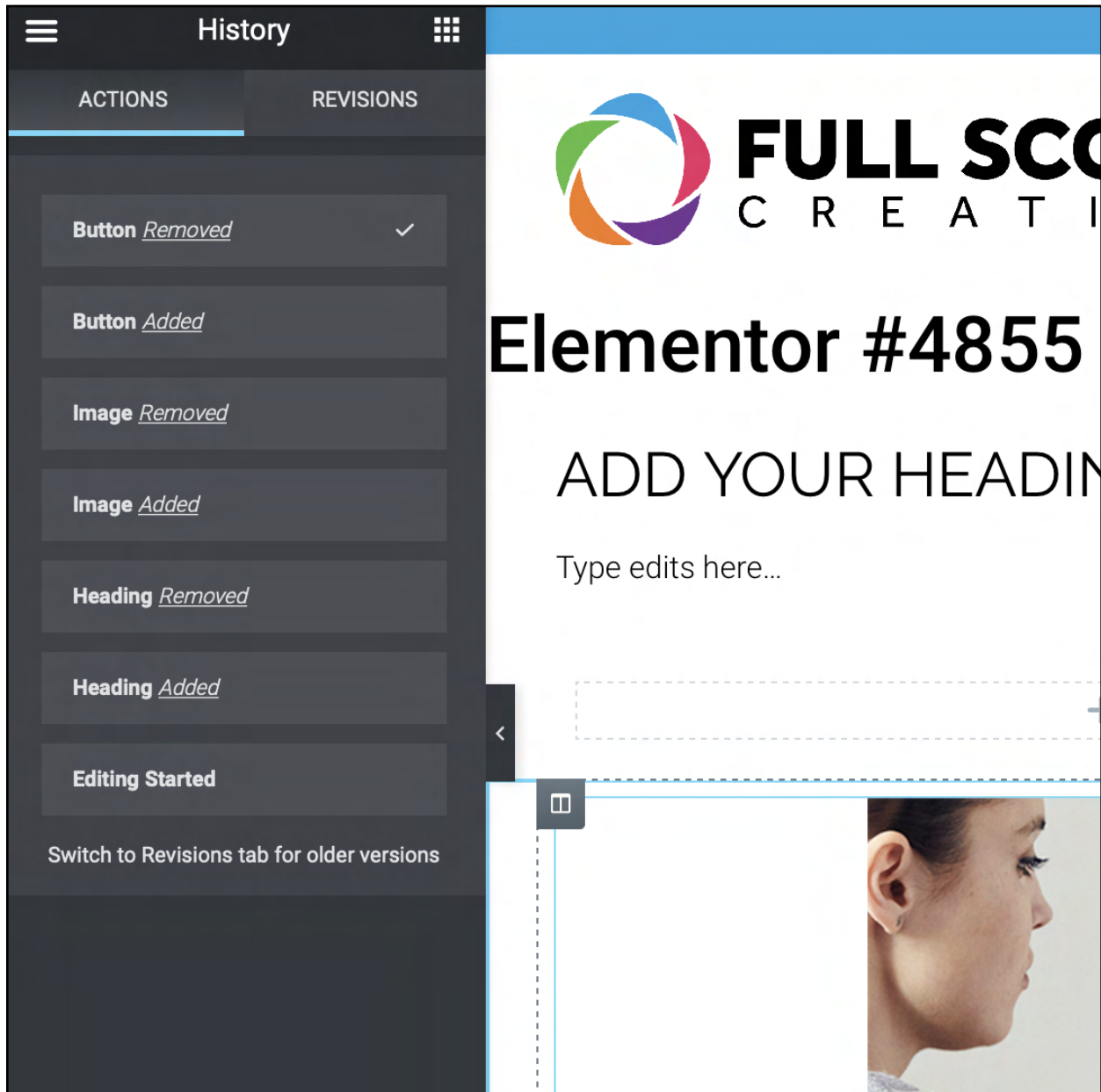# EDITING PAGES: UNDO ACTIONS

1. To undo a recent edit, look to the editing sidebar and you will find an icon that looks like a clock with a circular arrow around it.

FULL SCOPE
C R E A T I V E

2. Select the icon and a chronological history of all the actions that you made since opening the document will appear, along with brief details about each action.
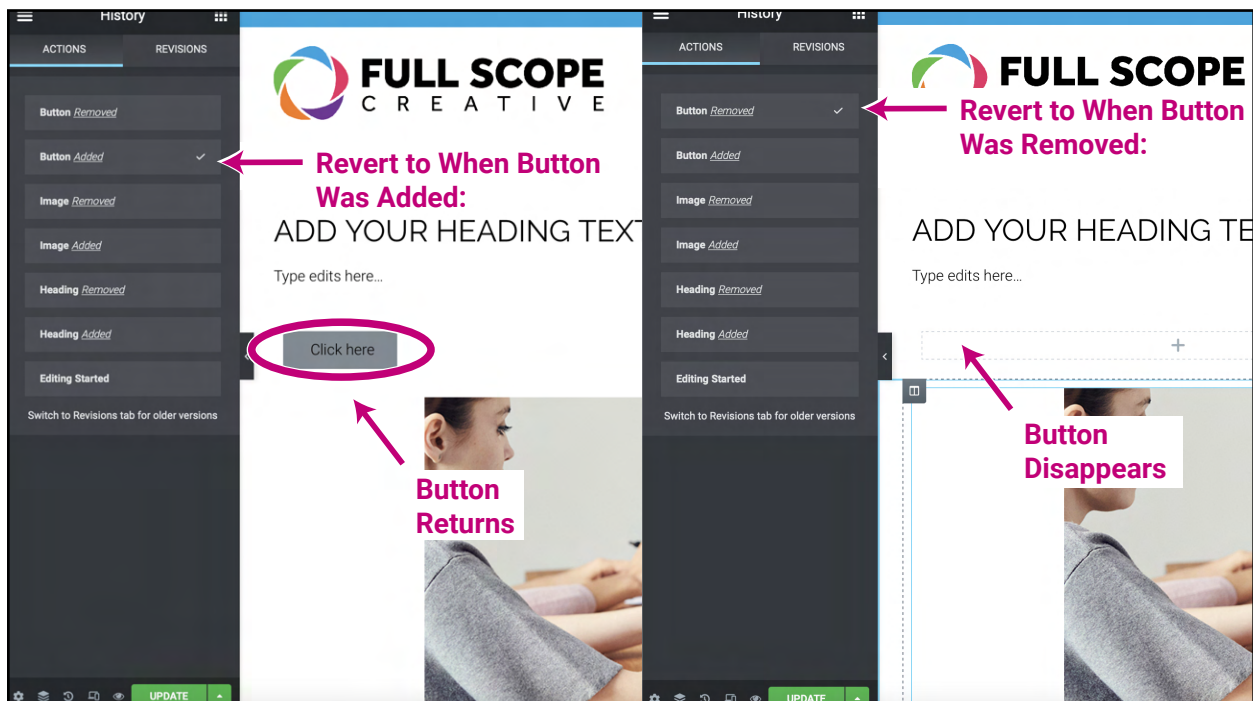
3. If you select one, it will restore the page back to when certain actions were not made. It goes in chronological order, so when you click on one of the previous actions, it will eliminate all of the actions above it.

4. If you decide against reverting the page back, select the action at the top of the listed actions

Revert to When Button Was Added:

Revert to When Button Was Removed:

Button Returns

Button Disappears

5. Don't click out of the "History" tab until you are sure you want to undo your action. If you click away, you can't go back to the actions that you decided to undo.

6. After you are sure you made the correct edits, click the green "Update" button.

Click to Update