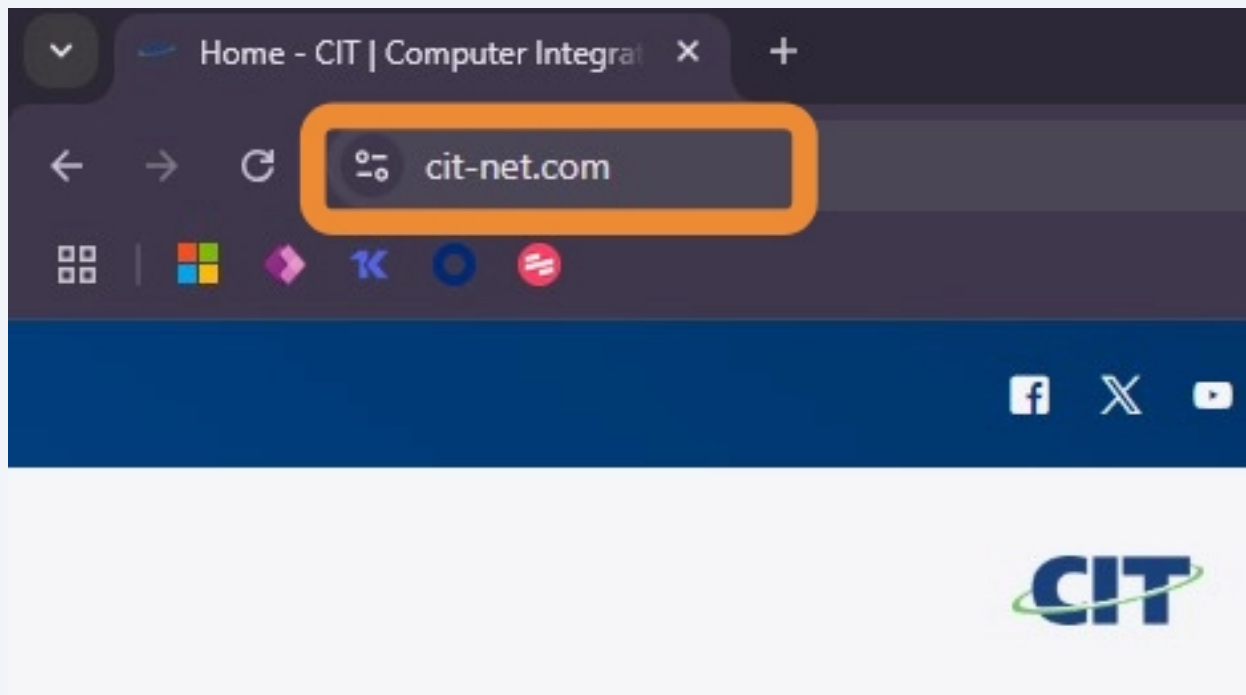


Customizing bookmarks

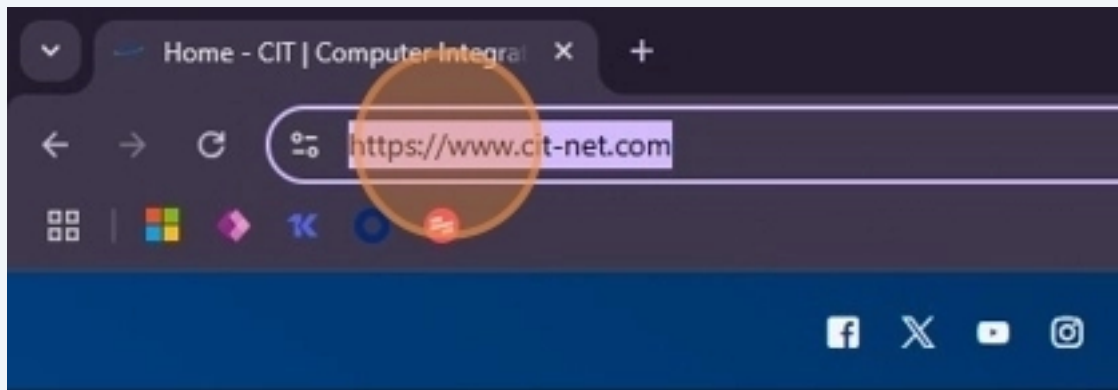


- 1 Navigate to the site you would like to Bookmark.



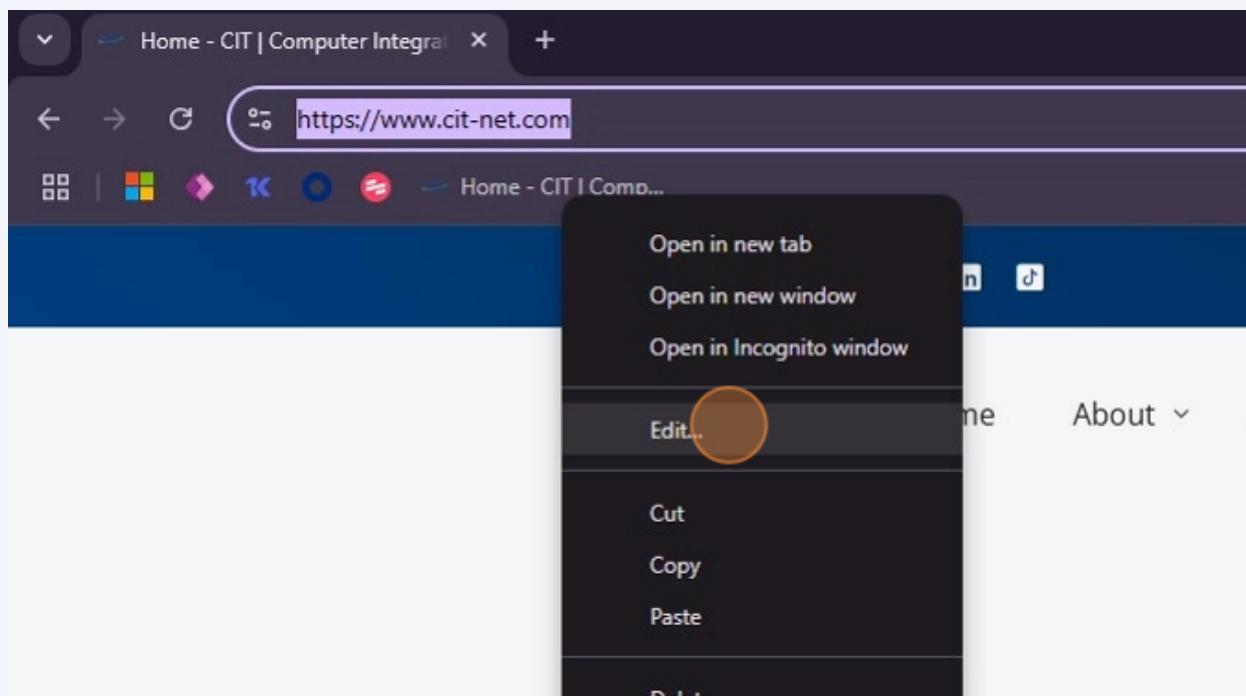
2

Press **Ctrl + A** while in the URL to select the text. Then click and drag the URL onto your bookmarks bar.

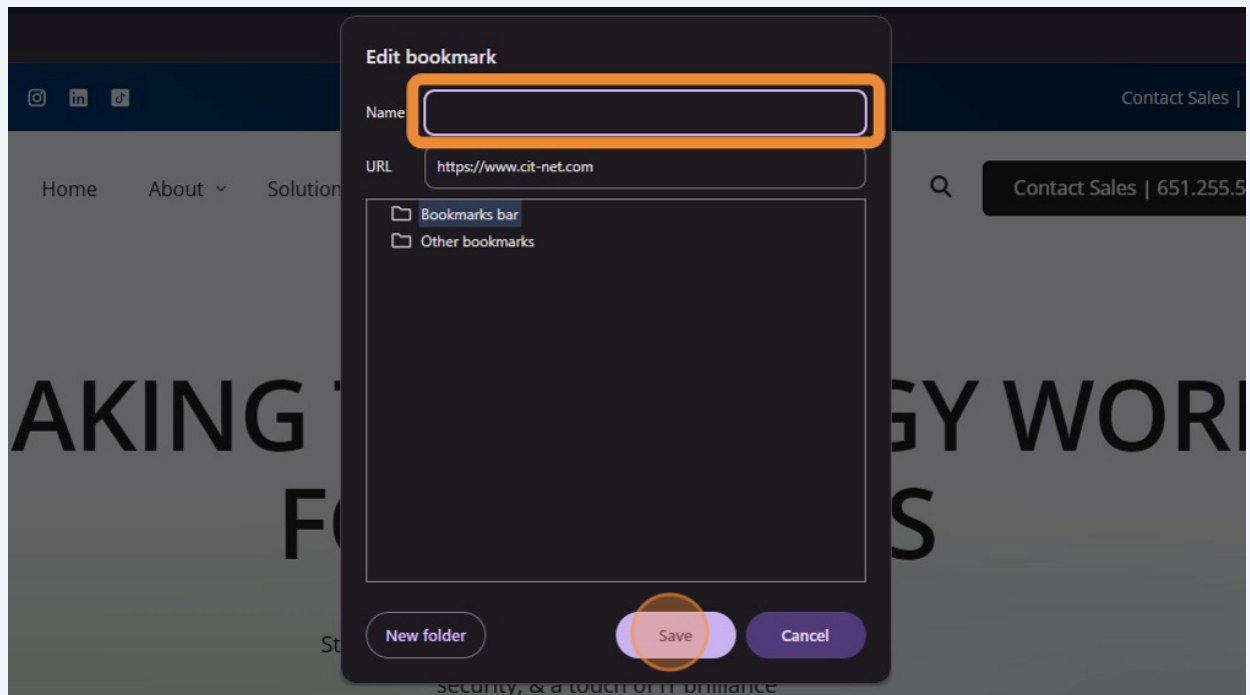


3

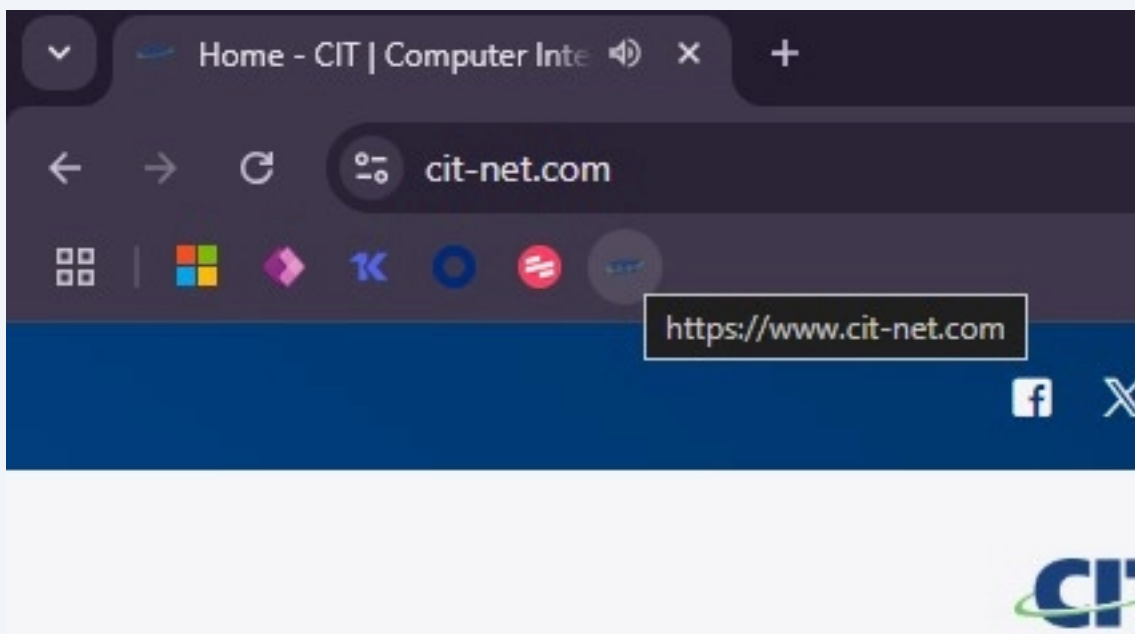
Once your book mark is on your bar right click on it and select "Edit"



- 4 Remove the Name of the site and click Save.



- 5 You are left with an icon of the site you bookmarked which takes up much less space on your bookmark bar, and helps it to look a little less cluttered.

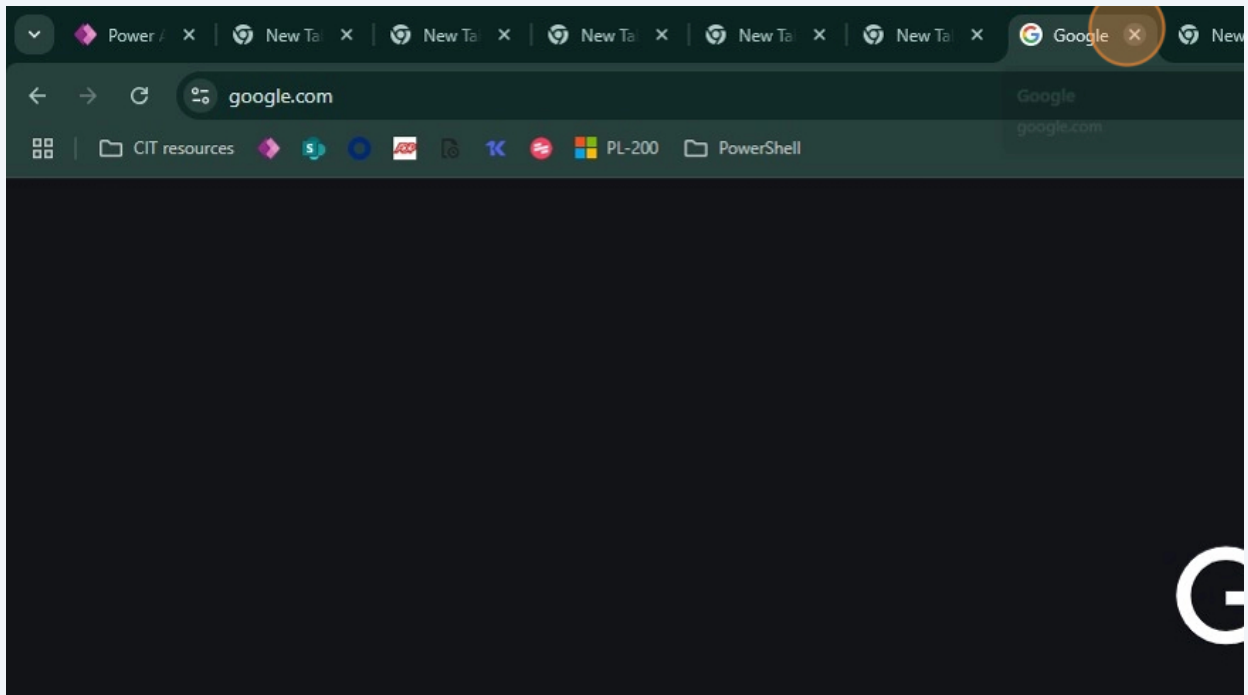


Ctrl+Shift+T



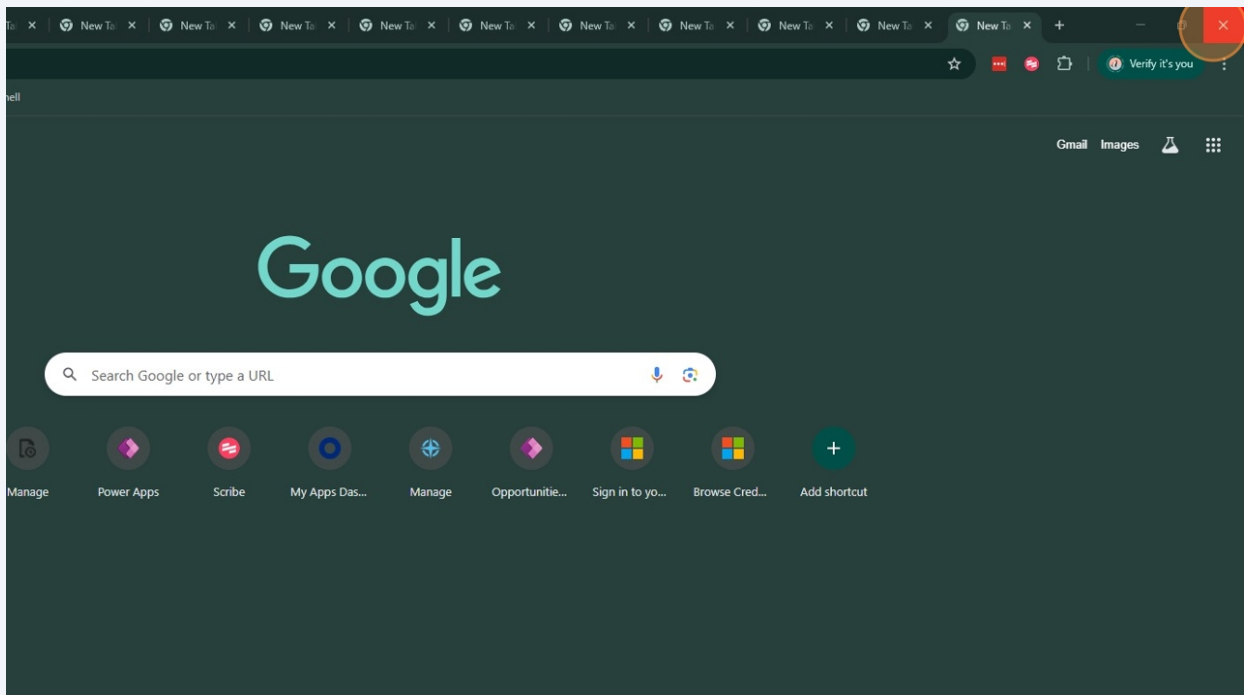
1

If you accidentally close out of a tab you didn't mean to, you can press **Shift + Ctrl + T** to get it back.



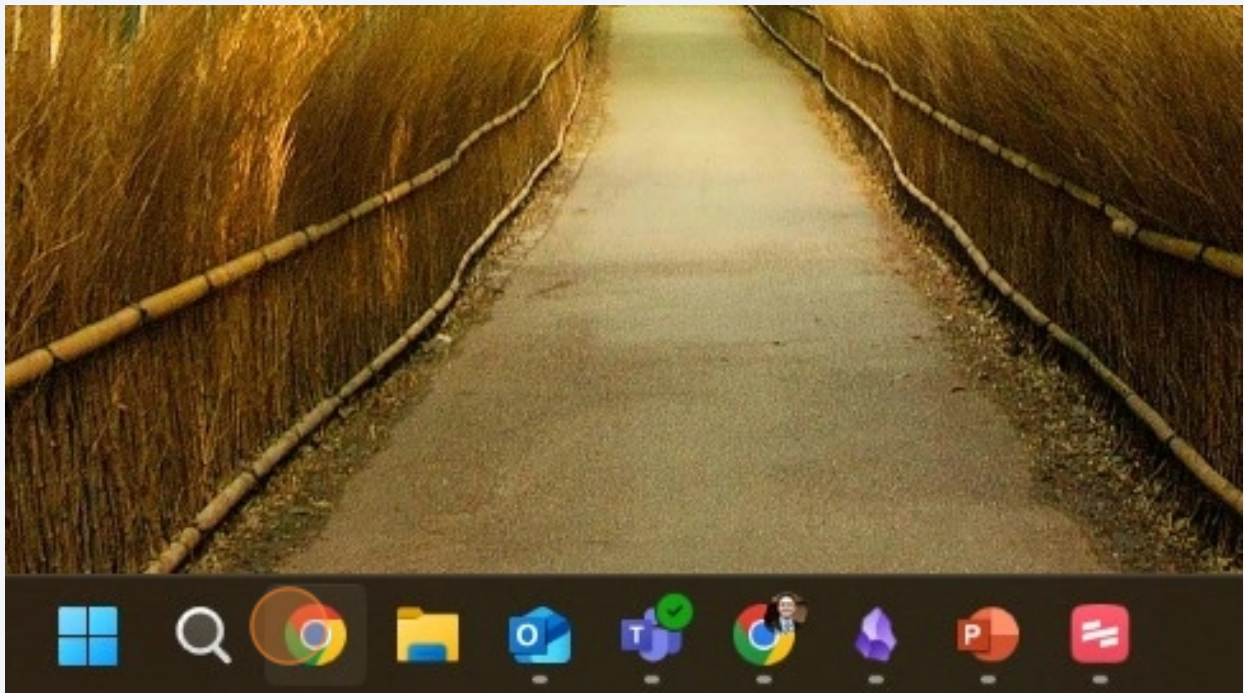
2

If you accidentally close out of your whole window, you can also get it back, but it takes a few more steps.



3

Begin by reopening your web browser. Then, Press **Shift + Ctrl + T**.



4

All of your tabs from your previously closed window will reappear.

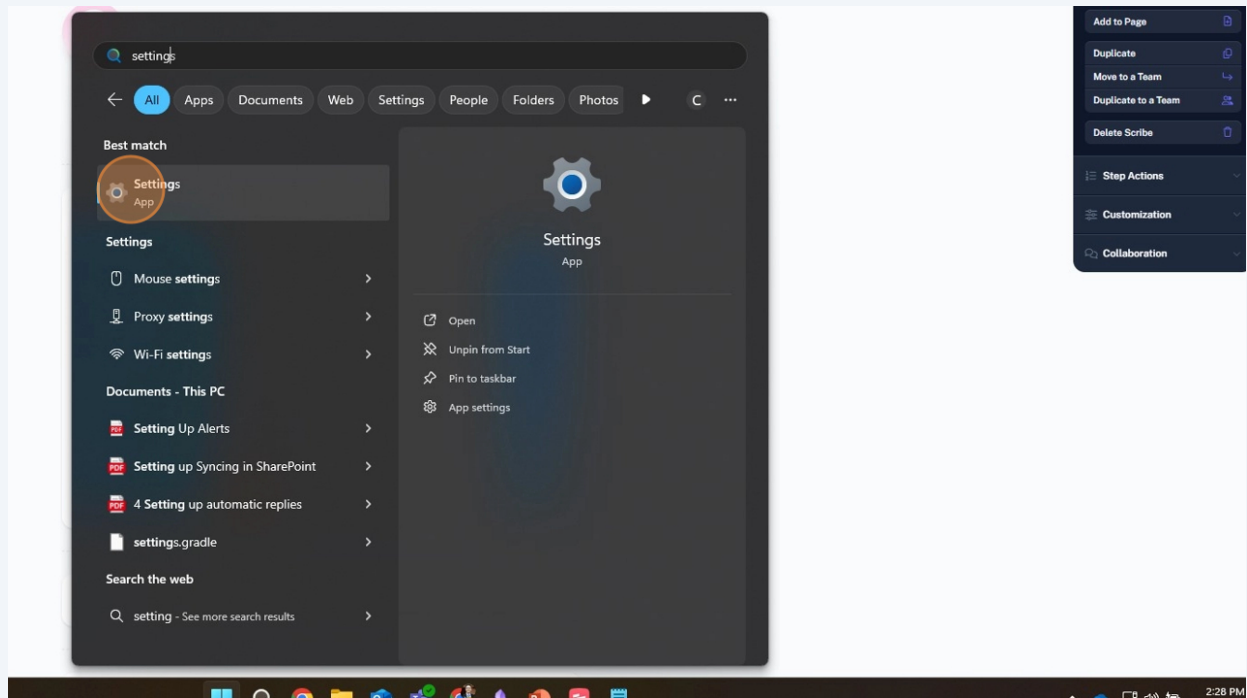
The screenshot displays the Microsoft Power Apps web interface. The browser's address bar shows a URL from make.powerapps.com. The interface includes a top navigation bar with the 'Power Apps' logo and a search bar. Below this is a toolbar with various actions like 'Edit', 'Save As', 'Delete', 'Run', 'Send a copy', 'Export', 'Process mining (preview)', 'Turn off', and 'Repair tips off'. The main content area is titled 'CIT Dev > Cloud flows > Reserve Workspace'. It features a 'Details' panel on the left with fields for 'Flow' (Reserve Workspace), 'Status' (On), 'Primary owner' (Cole Hanton), 'Created' (Dec 6, 02:09 PM), 'Modified' (Apr 21, 03:10 PM), 'Type' (Scheduled), and 'Plan' (This flow runs on owner's plan). To the right of the details is a 'Connection References' section showing 'Office 365 Outlook Maint Permissions' and a 'Co-owners' section with 'CH Cole Hanton'. Below the details is a '28-day run history' table with columns for 'Start', 'Duration', and 'Status'. The table shows a single entry for 'Apr 17, 09:00 AM (4 d ago)' with a duration of '00:00:16' and a status of 'Succeeded'. On the far right, there is a 'Flow runs error trends (last 7 days)' chart showing a single bar for 'Apr 14' with a value of 1, indicating a flow run.

Start	Duration	Status
Apr 17, 09:00 AM (4 d ago)	00:00:16	Succeeded

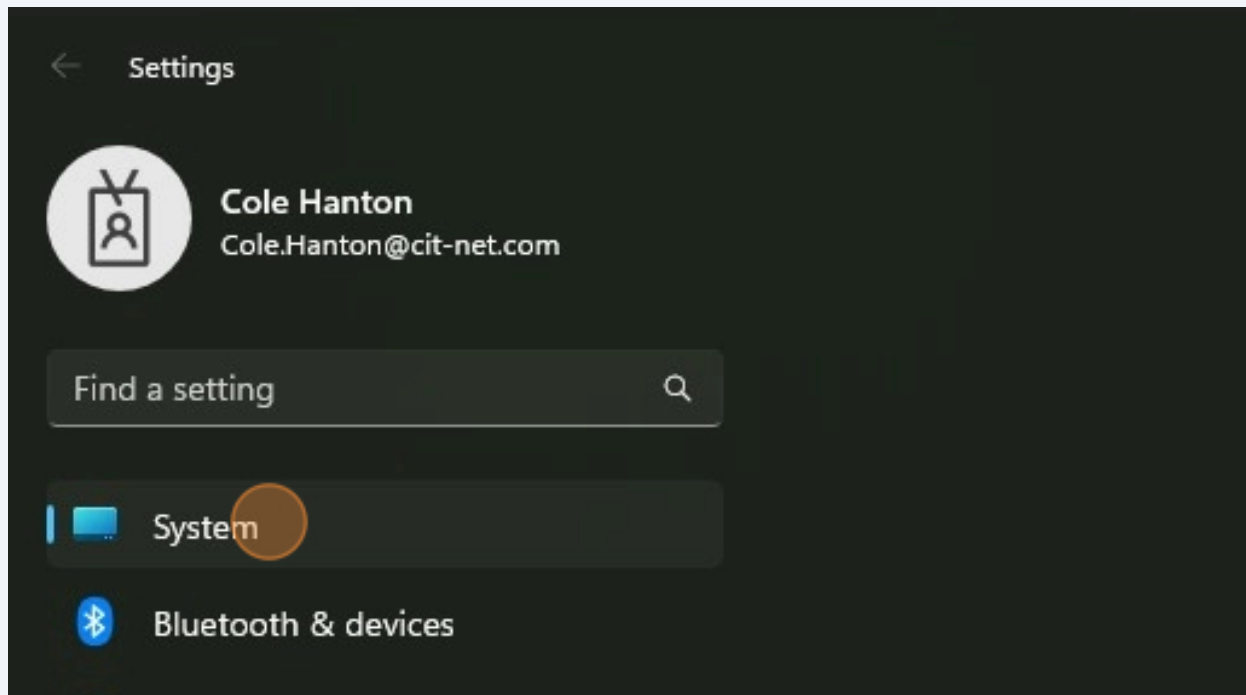
Copy history



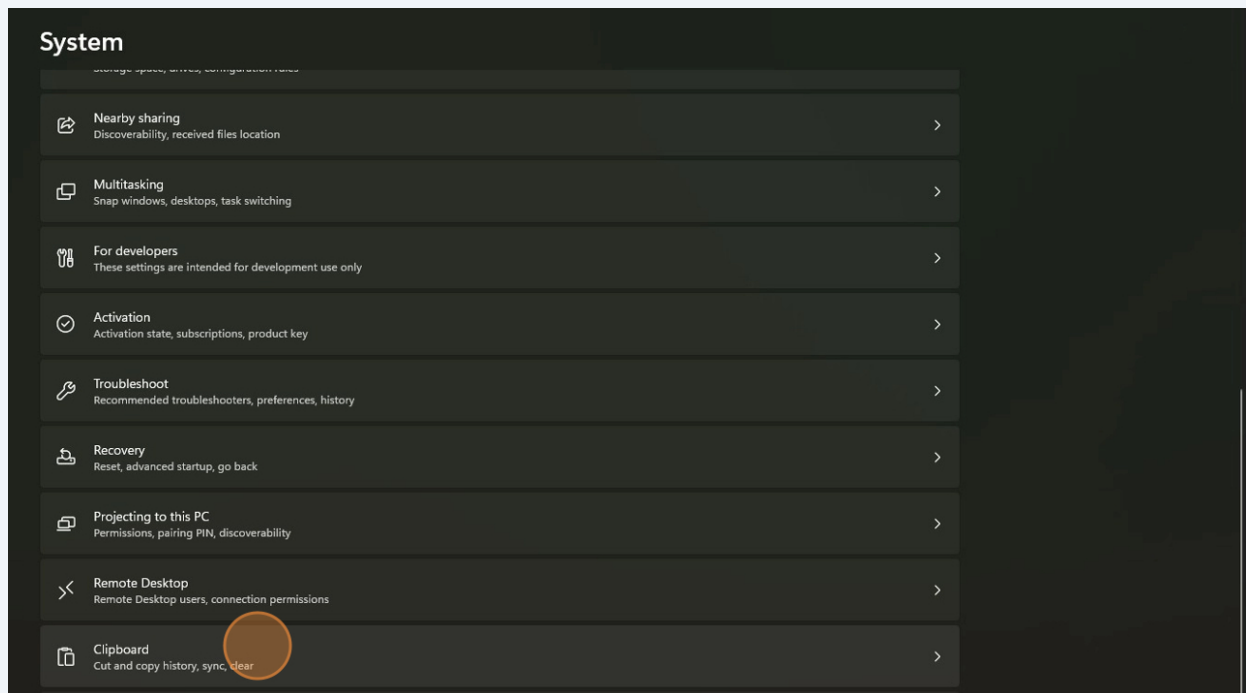
- 1 Open your windows bar. Find and Click "Settings".



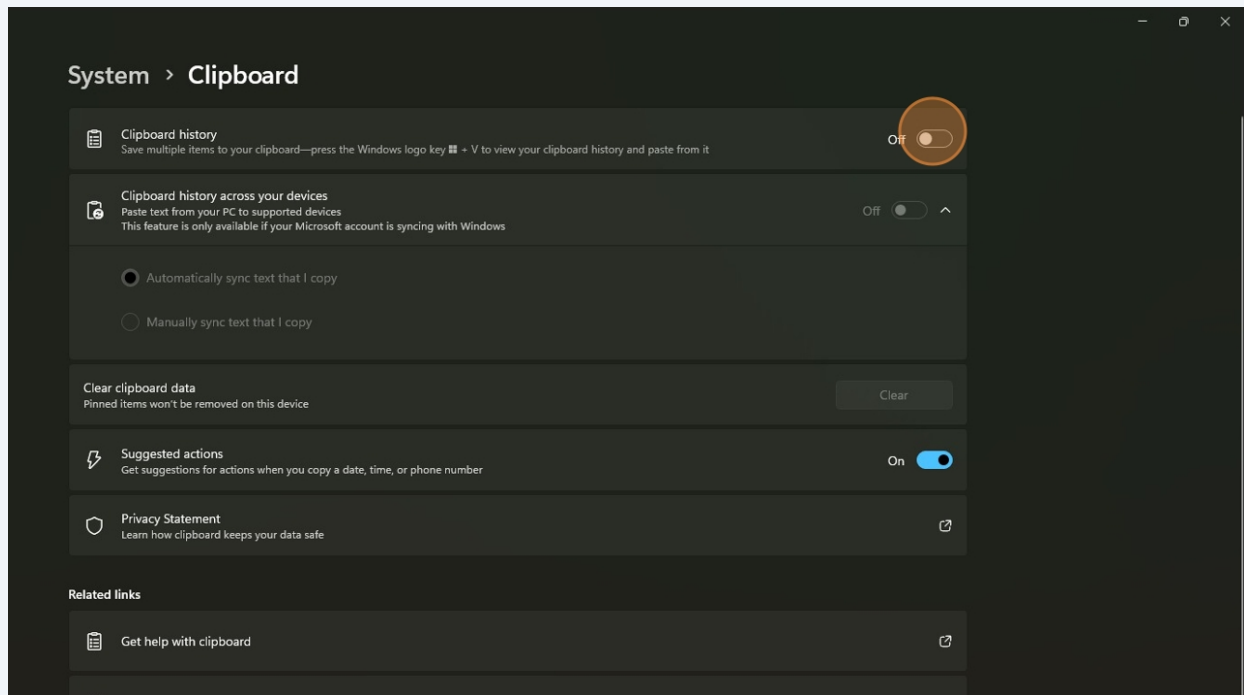
2 If it's not already selected, navigate to "System"



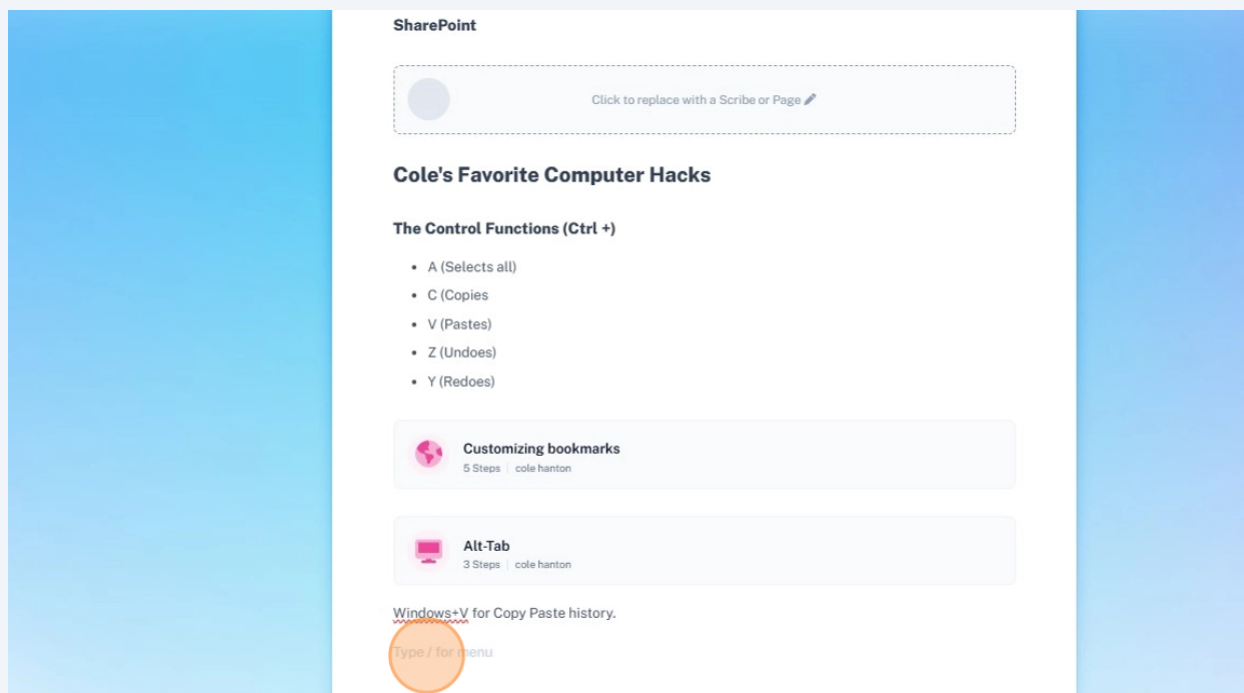
3 Click "Clipboard".



4 Click the "Clipboard history" toggle to turn it on.

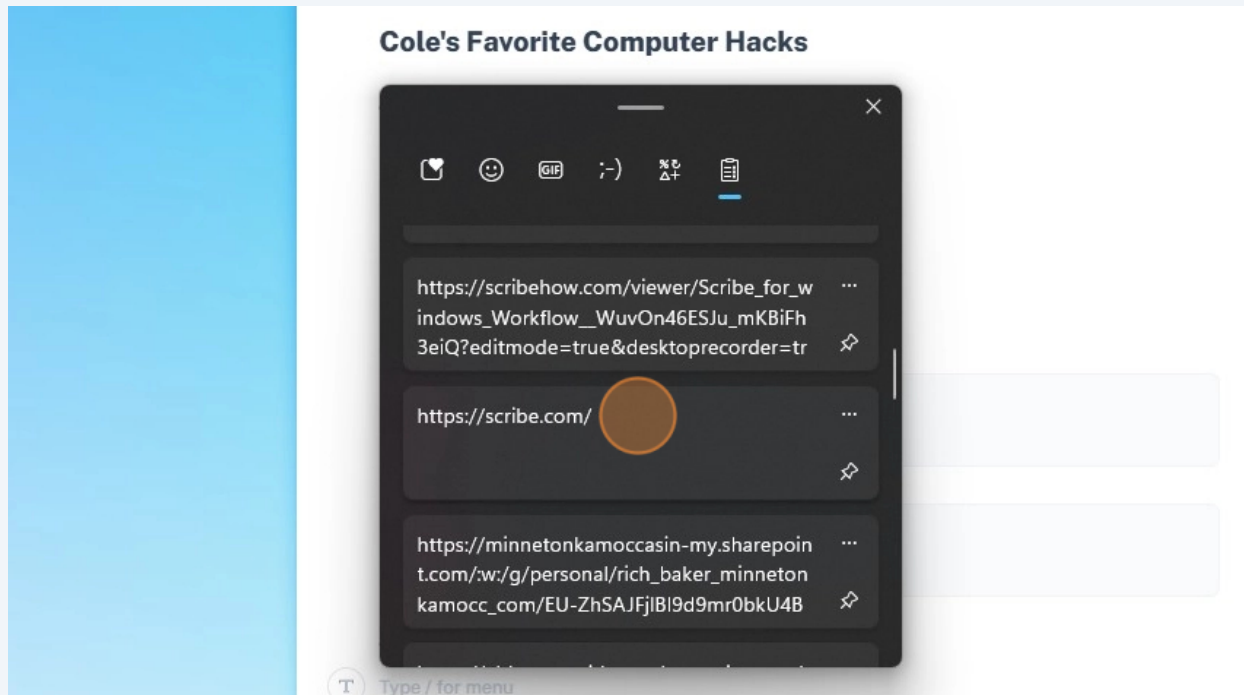


5 Now that it is setup, copy some things to your clipboard. Then, click somewhere you would like to paste text.



6 Press **Win+ V**

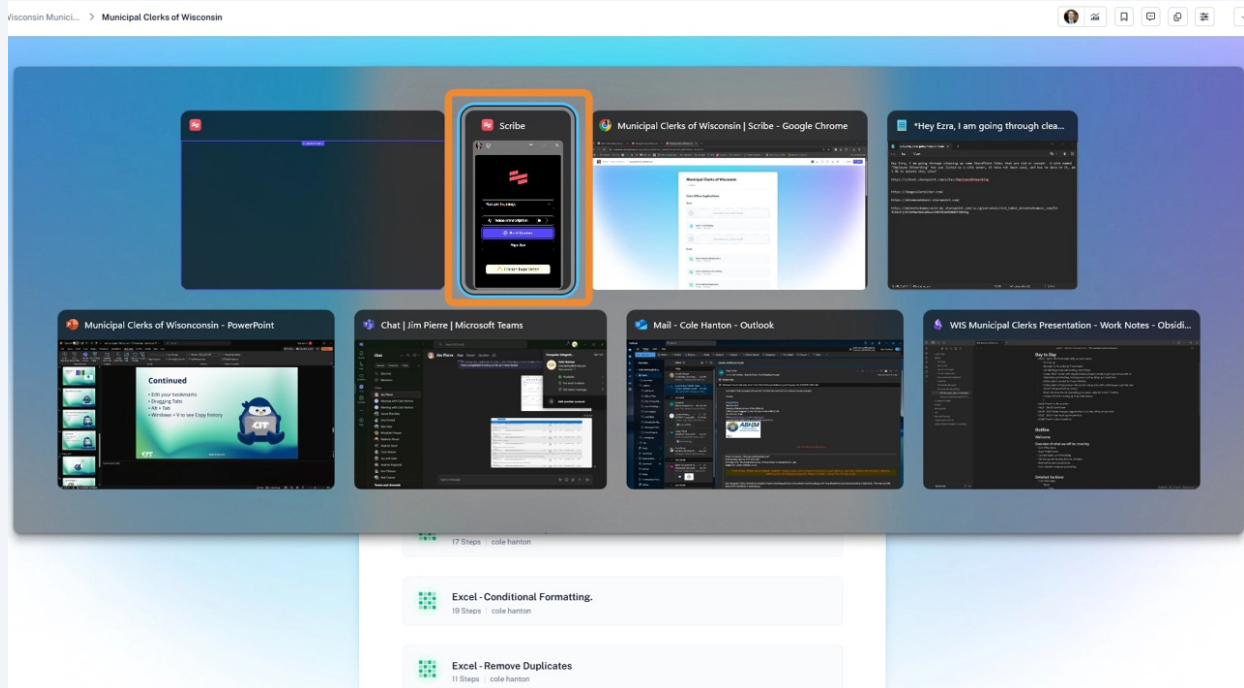
7 This creates a pop-up that shows your recent copy history. Select a previously copied text to paste into the document.



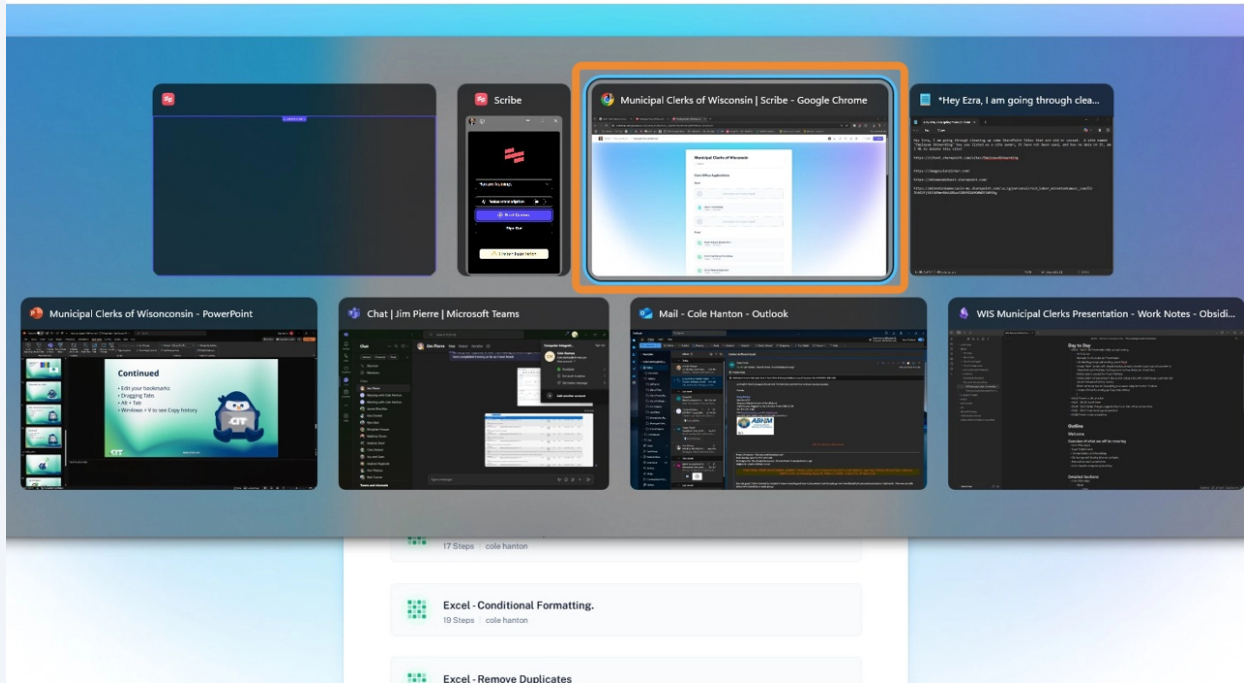
Alt-Tab



- 1 Hold **Alt** & Press **Tab** to open the tab options. It will highlight where you are.



2 Continue to hold alt and press tab to move to the next tab over.



3 Release **Alt** to close the pop up and bring the select window to the front.

