


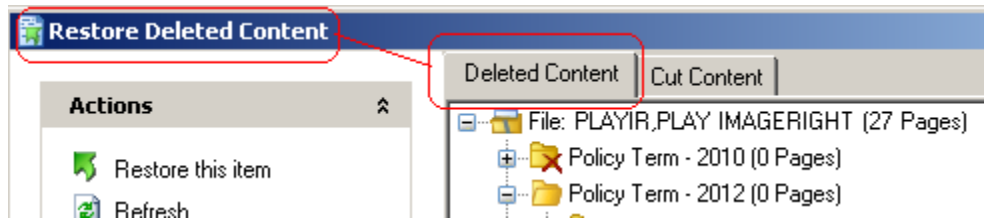
From: IRHelp
Sent: Friday, July 06, 2012 11:13 AM
To: IR Users
Subject: WorkSmart (IR) Deleted & Cut Content

Recently, there was a question about the difference between **Deleted** Content and **Cut** Content ~ here is the clarification:


Deleted Content

These are pages, documents, subfolder and folder that were deleted using the  Delete command.

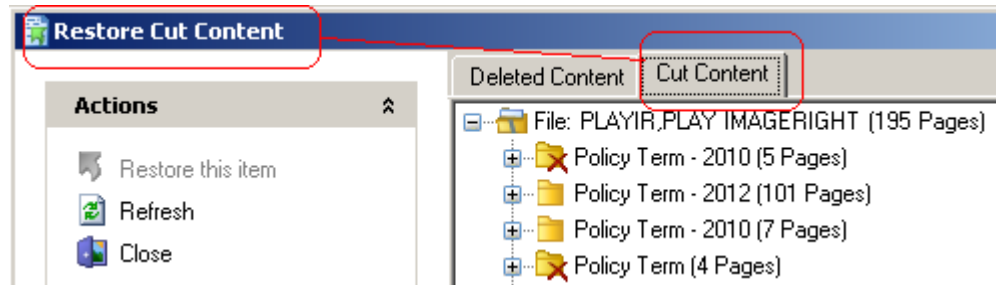
The deleted content is found and can be restored from the Deleted Content tab.



Cut Content

These are pages, documents, folders that were moved to another folder from the original folder, using  Cut and paste command.


The cut content is found and can be restored from the Cut Content tab, back into the original folder. (See Another Important Note below.)



Important Notes

Before restoring, pay close attention to the location the deleted or cut content is filed under, so that after you restore, you can view the items in the Desktop immediately to ensure they were restored correctly.

Another Important Note: When you recover content in the folder from which it was moved, the content that was moved is not changed. That is, when you cut a page in Folder 1 and move it to Folder 2 and subsequently recover the content in Folder 1, the content in Folder 2 is not changed. There are now two copies of the content in two different folders. So, restore **Cut** Content carefully, make every effort to find the document or page because it means it was already pasted in another folder.

Use your  icon for more detailed info about Delete, Cut and Restoring content.

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