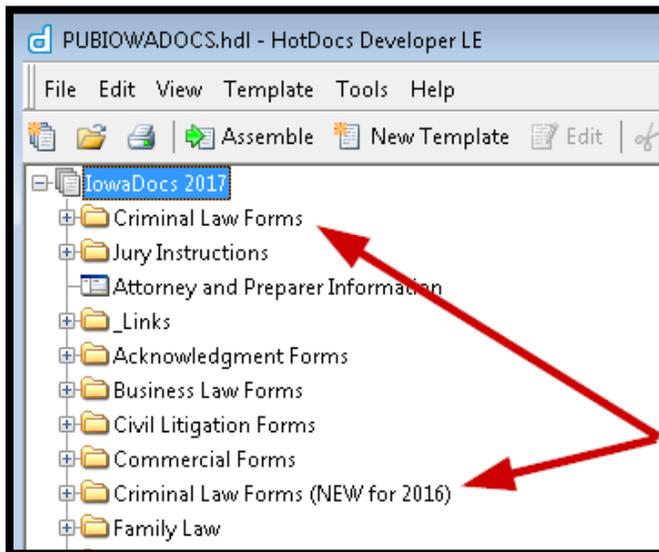


Remove items in an IowaDocs® library

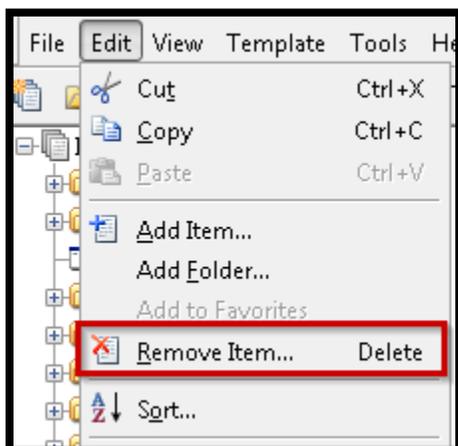
Sometimes you will get items in your library that are duplicate folders or files. It is very easy to remove these duplicate folders or files (actually files are simply shortcuts to the actual file – which we do not want to delete). NOTE: this also means it is very easy to delete files permanently so please read carefully when you want to remove items.

Below will show you how to remove the items listed in the library but keep the original files in place in case that file is needed in the future. The steps below will show you how to remove the duplicate folder called “Criminal Law Forms (NEW for 2016)” and the shortcut to the file “PDF Format - Probate Inventory - Start here (Cover Sheet, #P706.1)” from the new 2017 IowaDocs® library.

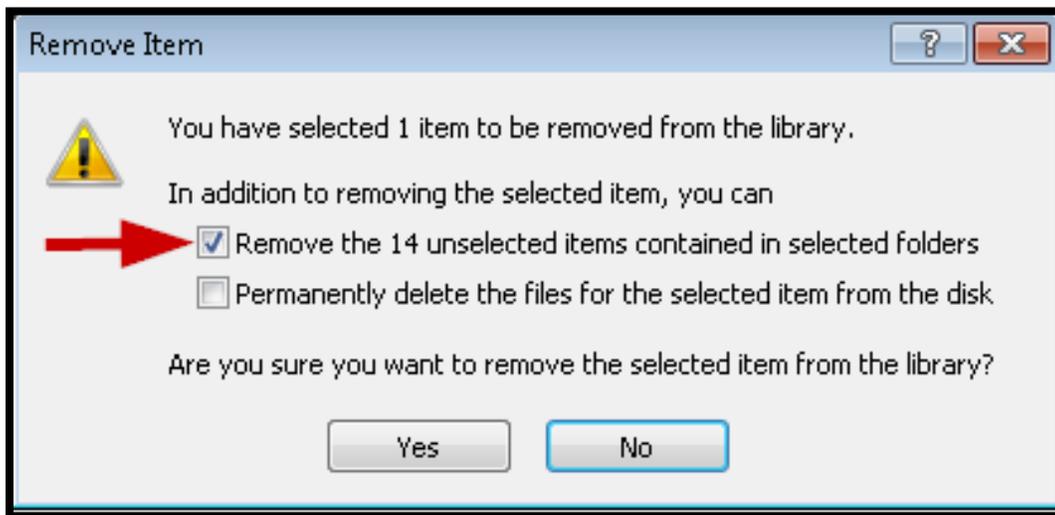
1. Open the IowaDocs® library
2. In the 2017 library you will see 2 folders called “Criminal Law Forms” (with one with the additional “(NEW for 2016)”. These both contain the same templates.



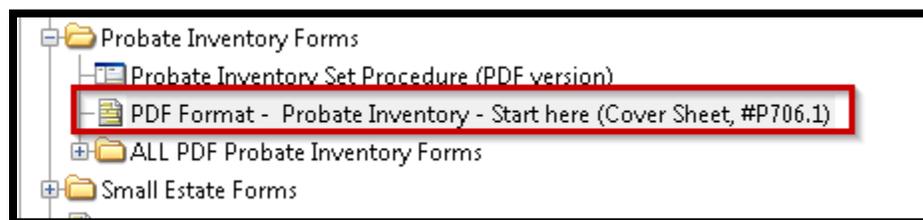
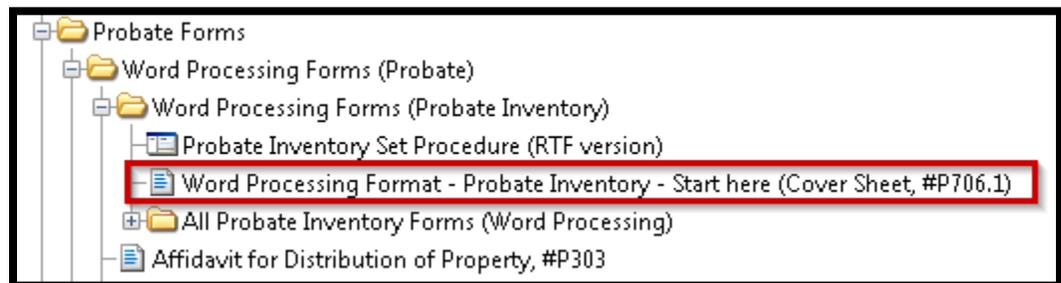
3. Click once on the folder called “Criminal Law Forms (NEW for 2016)”. Then select “Remove Item...” from the “Edit” menu.



4. A “Remove Item” screen will appear. Put a check in the box for “Remove the 14 unselected items contained in selected folders” only. **DO NOT CHECK THE BOX TO PERMANENTLY DELETE FILES!**



5. Then click “Yes” button
6. Completed. Now you can do the same steps above to remove the extra items of:
 - a. PDF Format - Probate Inventory - Start here (Cover Sheet, #P706.1)
 - b. Word Processing Format - Probate Inventory - Start here (Cover Sheet, #P706.1)



Except you will not need to check any boxes for this removal – simply select “Remove Item...” from the “Edit” menu and click on “Yes” – **DO NOT CHECK THE BOX TO PERMANENTLY DELETE FILES!**