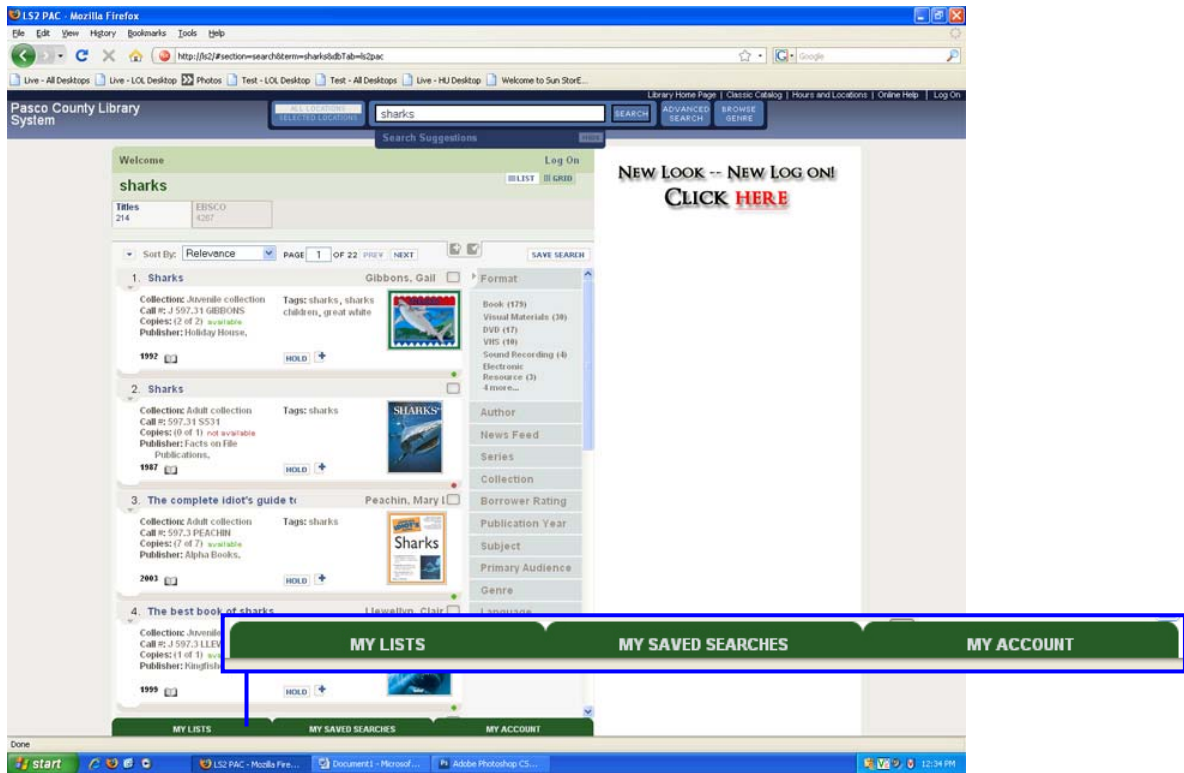


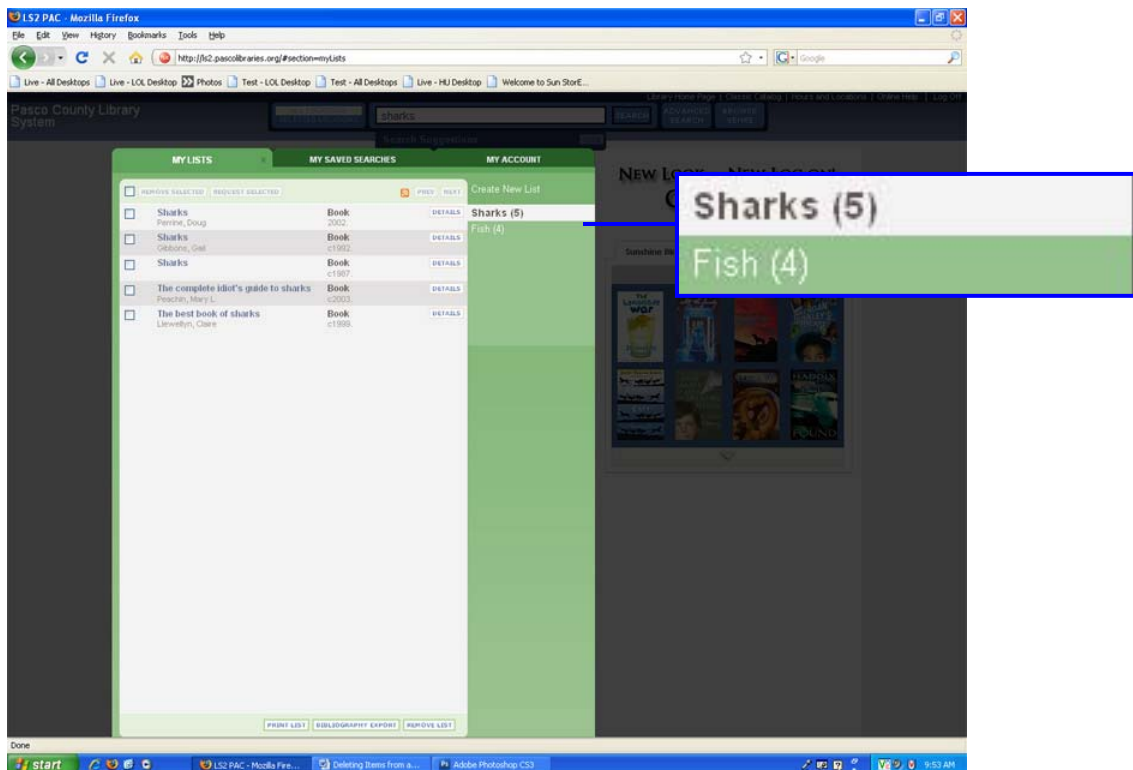
Deleting Items from a List and Deleting Lists

Deleting Items from a List

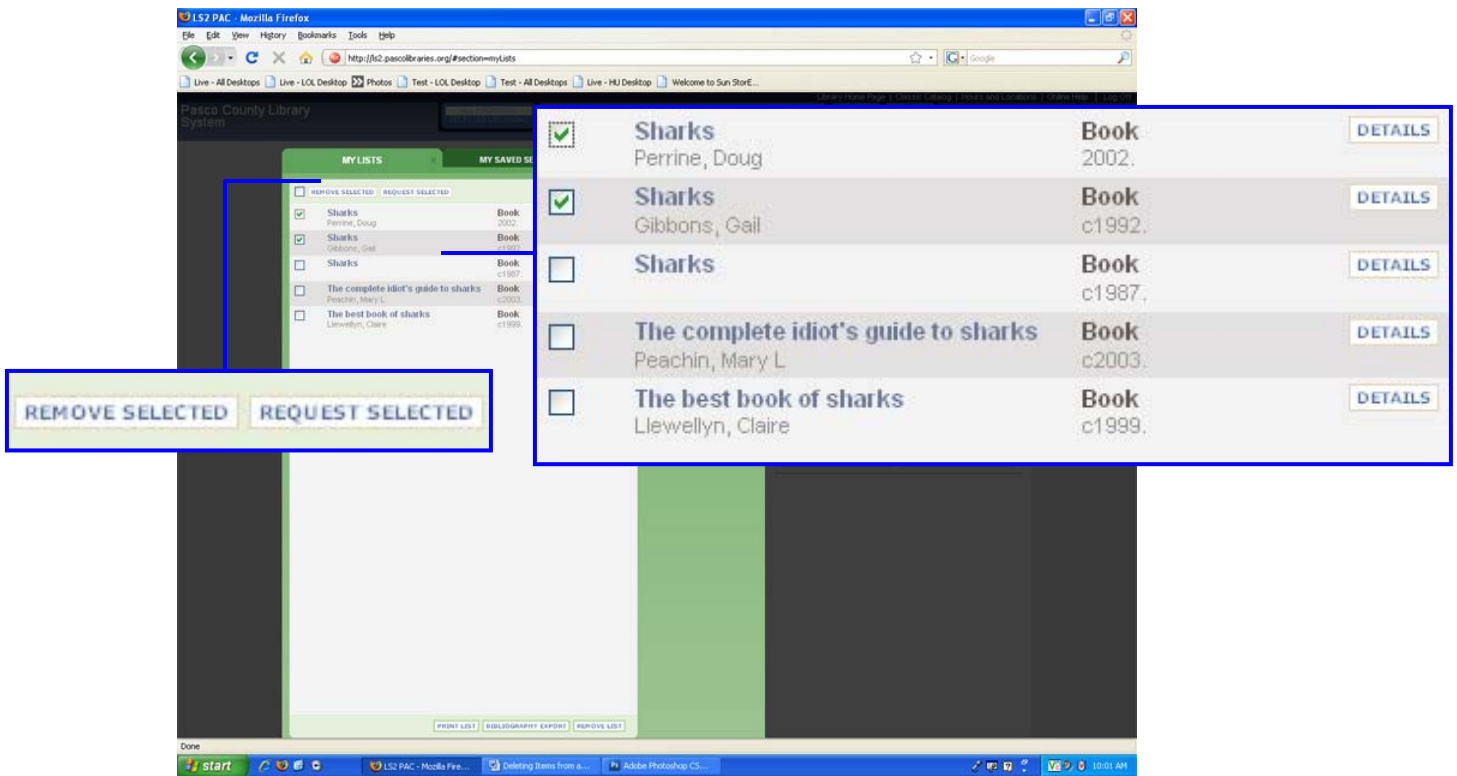
1. You need to be logged into your account.
2. You can view your list(s) by selecting “My Lists” from the green tray at the bottom of the screen.



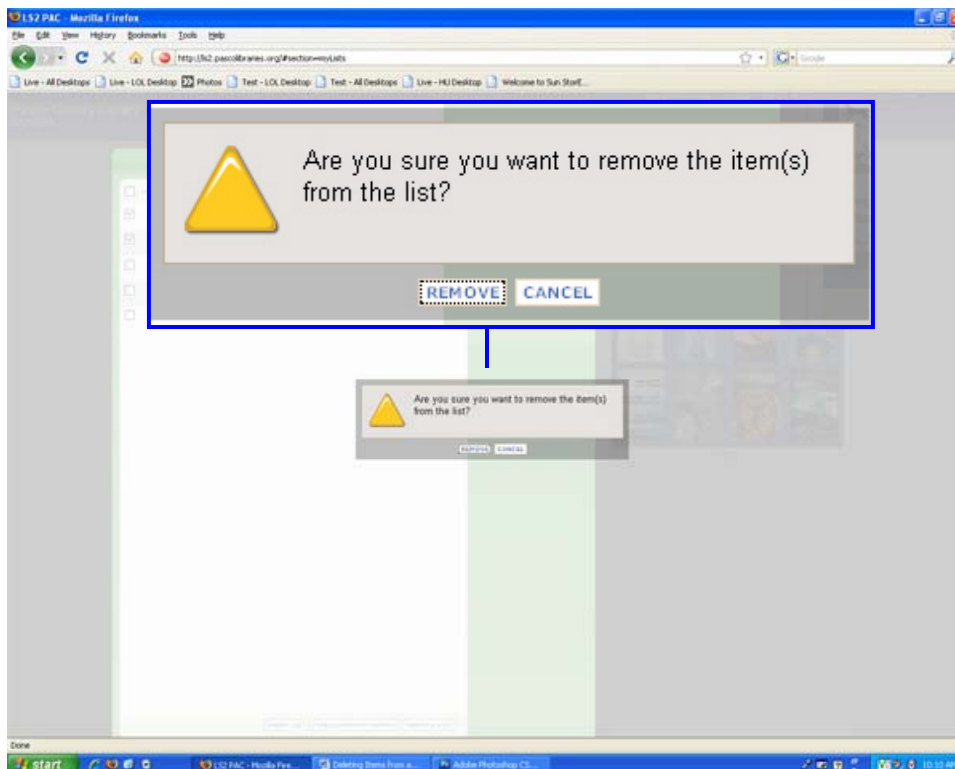
3. For our example, we have one list named “Sharks”. Items in the list will appear on the left under the green folder tab “My Lists”. Any additional lists will appear on the right with the number of items in the list in parentheses.



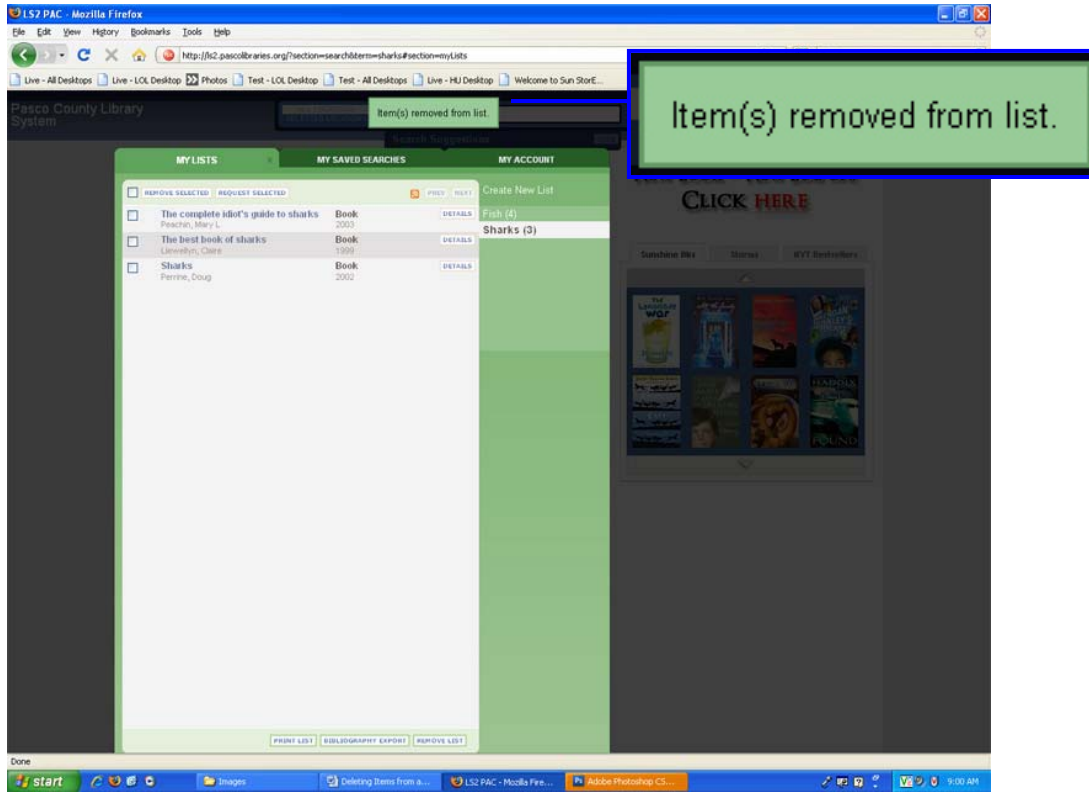
4. Select items you want to remove from your list by clicking in the box next to the desired item. In our example, we will select the first two items. Click the “Remove Selected” button.



5. After clicking the button, a new window will appear asking you to confirm removing these items from the list. You can choose to “Remove” or “Cancel”. Choose “Remove”.

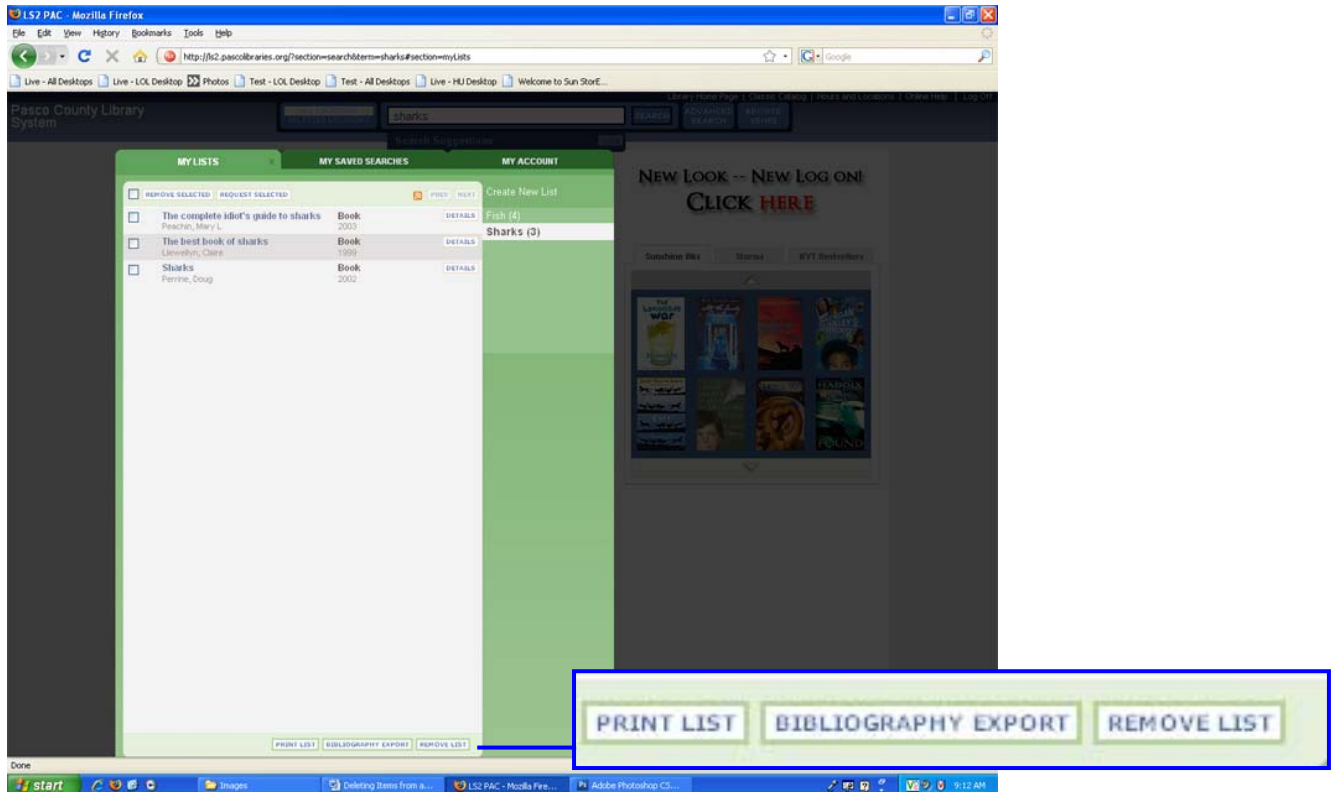


6. After clicking “Remove”, the items will be deleted and another window will appear confirming that items have been removed from the list.

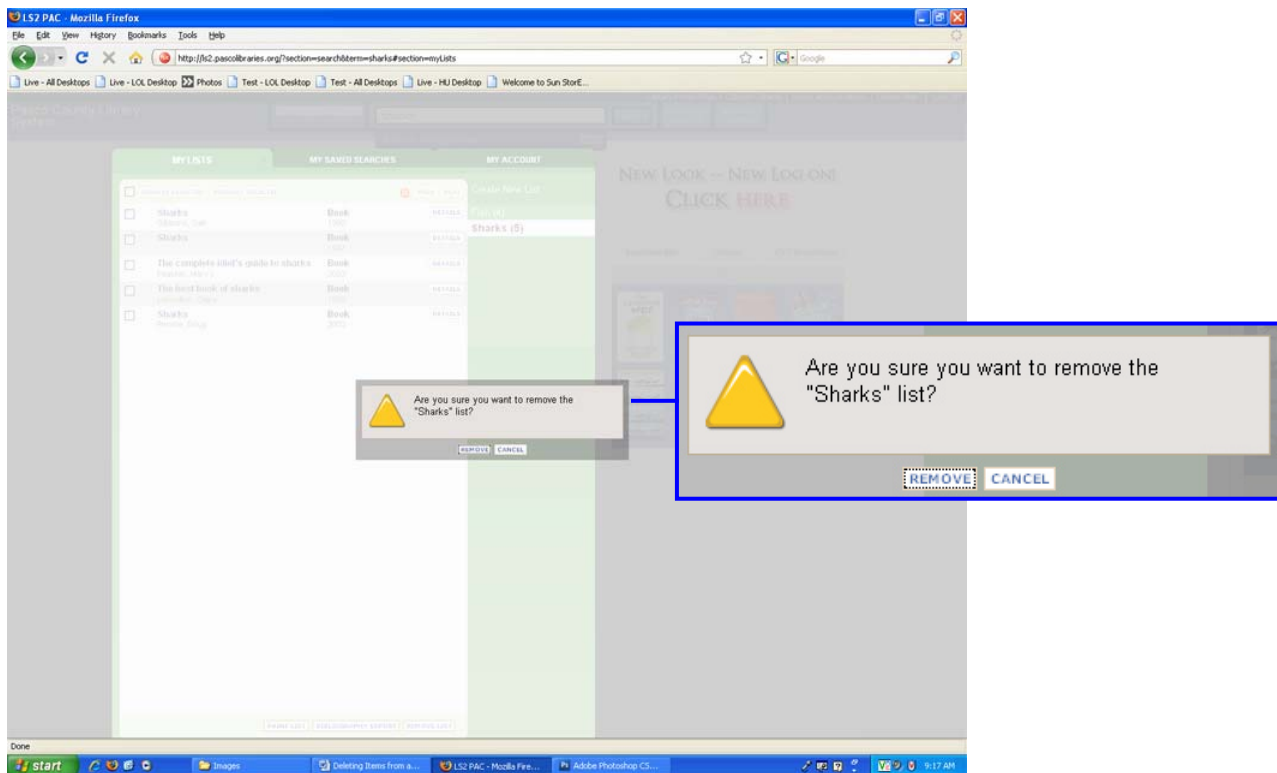


Deleting a List

1. Follow Steps 1.through3.,as above. We will remove the list ‘Sharks’ by clicking the “Remove List” button located at the bottom of the screen to the right of the “Print List” and “Bibliography Export” buttons.



2. A window will appear asking you to confirm the removal of the list, “Sharks”. Click remove.



3. The list will be removed and a new window will appear stating that the list has been removed.

