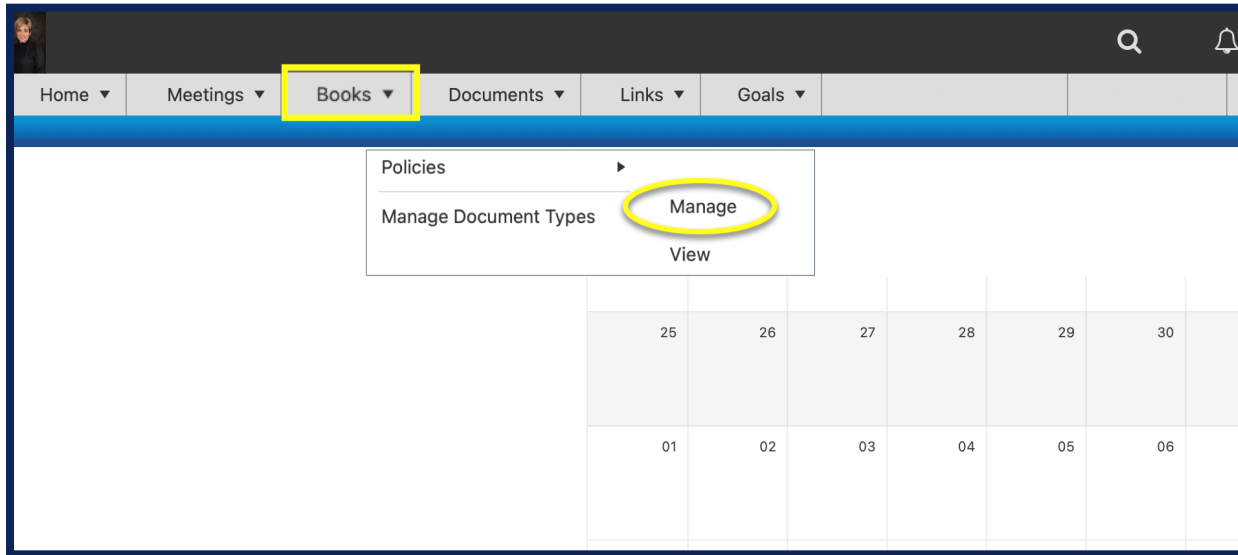
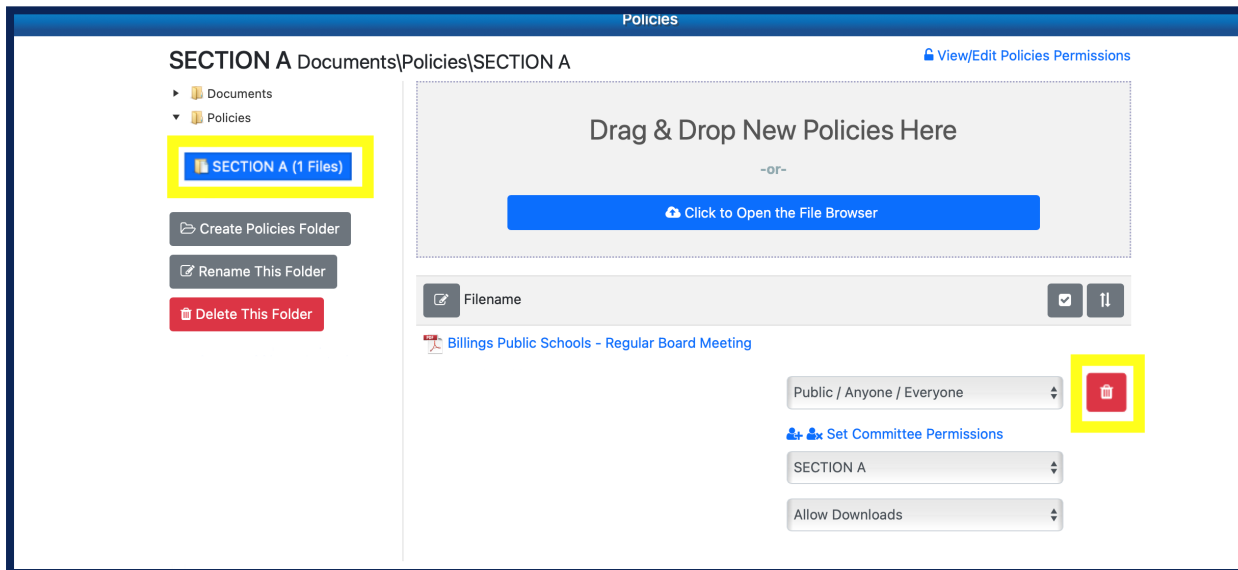


# Deleting a Document



1 Click **Books** and **Policies**.

2 Select **Manage**.



3 Select the folder.

4 Click the red trash symbol next to the document.