

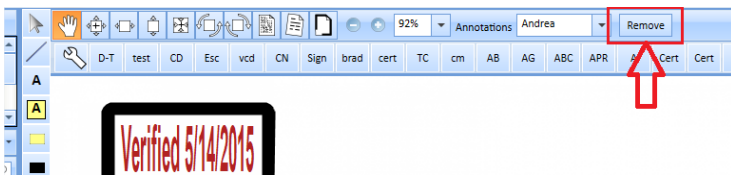
## Removing Annotations

Annotations are a great tool, but what happens when you need to remove one?

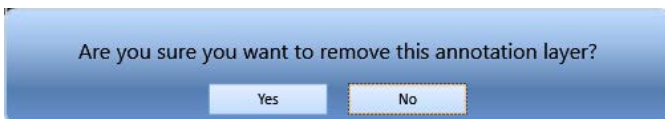
Creating Annotations on documents can be a powerful tool, but if they are the wrong annotation or we mark up a document and simply change our minds, they may need to be removed. GreenFolders provides options for you to remove all of your annotations from your Annotation Layer at one time, or selected individual annotations.

### Remove All Annotations from Your Annotation Layer

To remove all of the annotations on a document, click on the Remove button.



A confirmation message will appear asking if you are sure you want to remove this annotation layer. (*NOTE: If you choose yes, this will remove ALL annotations for this layer.*)



### Remove selected individual annotations

To remove only selected annotations, first click on the Cursor Tool icon in upper left hand corner of the annotation tools.



Next, click an annotation to select it. Selected annotations display boxes around the outer edge of the annotation as noted below. To select multiple annotations hold down the 'Ctrl' key on your keyboard while selecting annotations.



To delete the annotation(s), simply push 'Delete' on your keyboard (You can also right click a single annotation and select Delete from the menu)



Once you choose Delete, that one Annotation will be deleted.

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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