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# HOW TO:

## Delete Templates

**This step by step How To article explains how to delete unused custom templates on the PC version of Palm-Tech.**

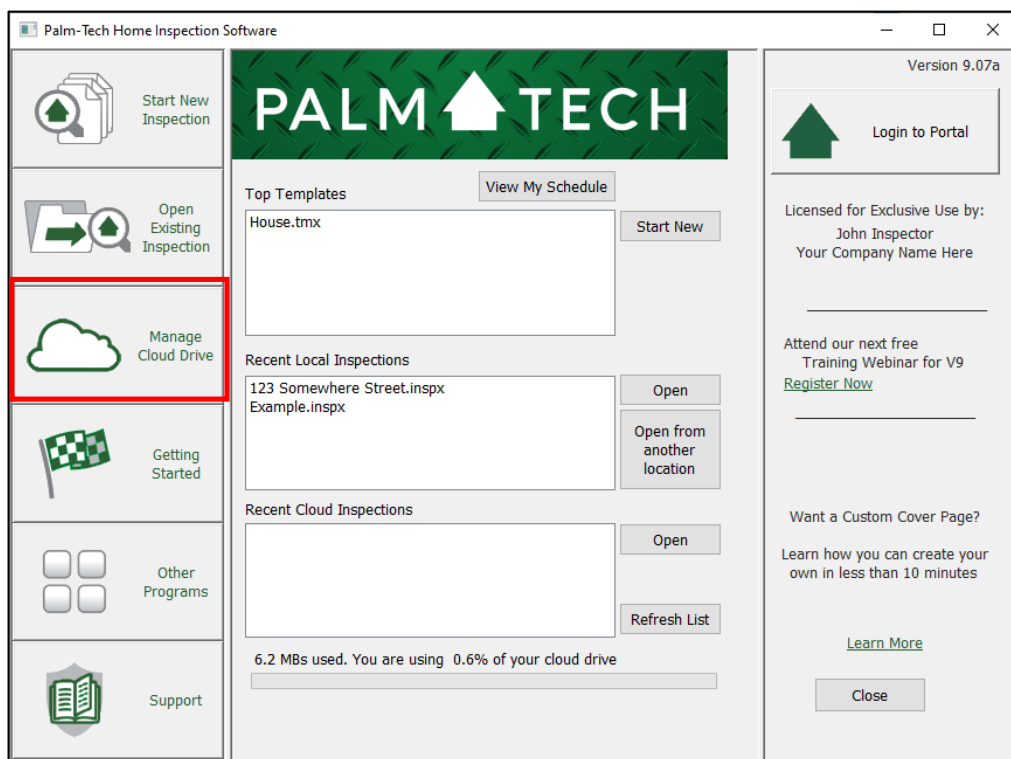
# HOW TO: Delete Templates

As you create your custom templates, there may be older versions of templates that you no longer need and would like to delete. This document walks through how to do this.

1. The first step is to open the Palm-Tech shell by double clicking on the Palm-Tech icon.

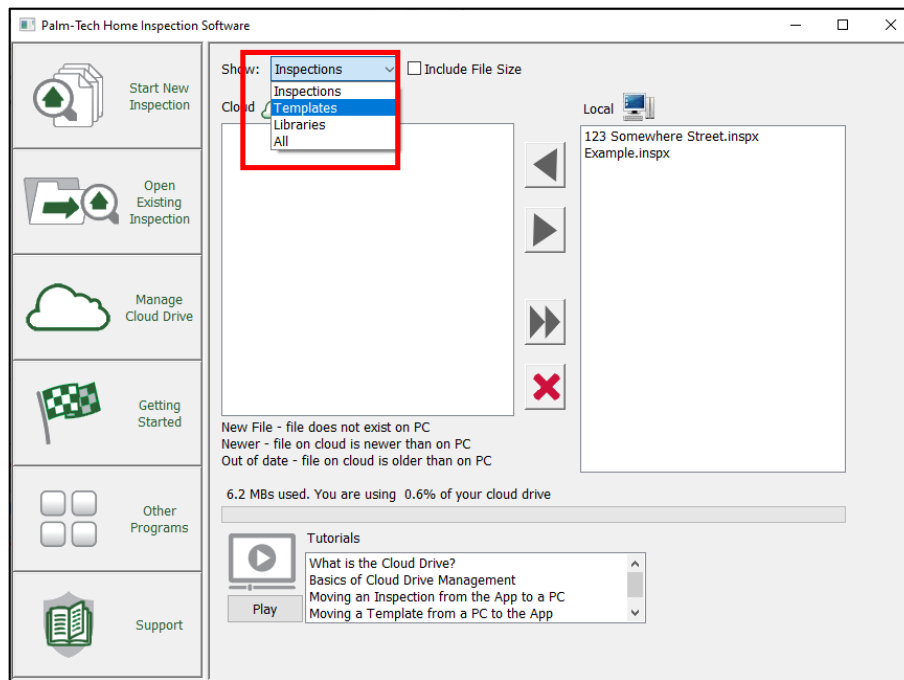


2. This brings up the main Palm-Tech screen. Click on 'Manage Cloud Drive' on the lefthand side.

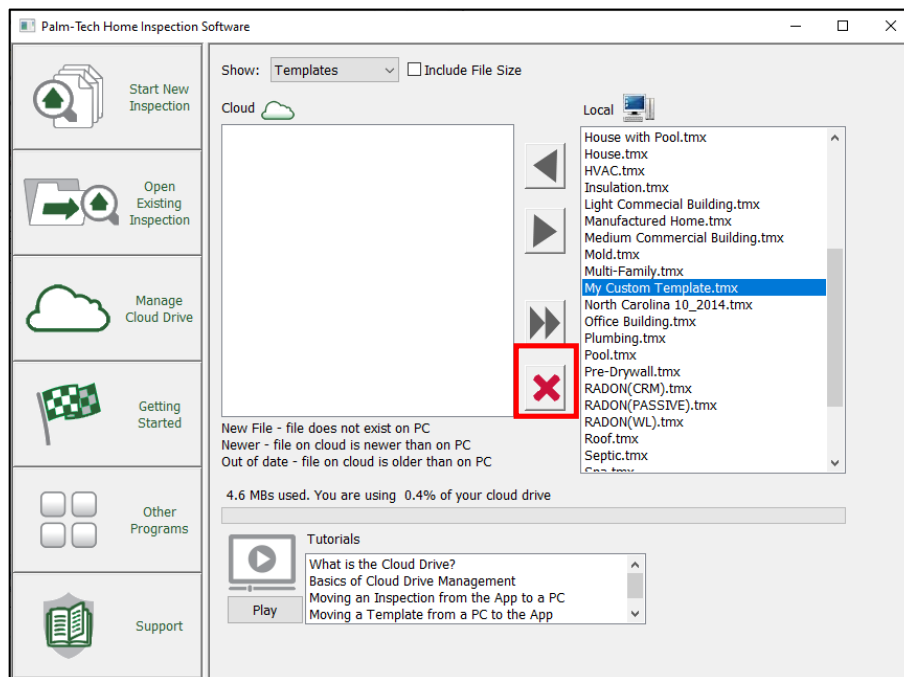


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3. Next, change where it says 'Show' from Inspections to Templates.



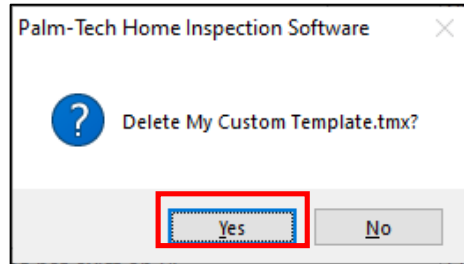
4. On the left, you will see a list of all the templates on the local computer. To delete one, simply find the template you want to delete, click on it to highlight it, and then click on the delete button.



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5. A window will appear asking you to confirm that you want to delete the selected template. Click on 'Yes' to finalize the delete.



6. Your template will now be deleted. You can delete a template from your cloud drive the same way by simply selecting the template from the column on the left which shows all the templates on your cloud drive.