


How do I delete publications from my search results or contact list?

1. Choose one of the following options to mark the entries in your list or search results ready for deletion:

- ♦ To delete a small number of entries, click to display a tick in the check box to the left of each entry that you wish to *remove* (Figure 1).



Media Title	Contact Name
<input type="checkbox"/> Assembly Automation	Dr Clive L
<input checked="" type="checkbox"/> Biometric Technology Today	Mr Mark L
<input checked="" type="checkbox"/> The Computer Bulletin	Mr John K
<input type="checkbox"/> Diagnostic Engineering	Mr Ron E
<input checked="" type="checkbox"/> DMAC News	Ms Melan
<input type="checkbox"/> Supply Chain Europe	Mr Stephe
<input checked="" type="checkbox"/> Industrial Automation Insider	Mr Andrev
<input type="checkbox"/> Industrial Networking and Open Control	Mr Geoff L

Figure 1

- ♦ To delete a large number of entries, click to display a tick in the check box to the left of each entry that you want to *retain*.

To delete all of the entries, choose **List, Mark All** from the menu bar. To remove all marks choose **List, Un-mark All**, to reverse the selection (marked to unmarked or unmarked to marked), choose **List, Invert Selection**.

2. If you have marked the entries that you wish to delete, choose **List, Delete Marked** from the menu bar. If you have marked the entries that you wish to retain, choose **List, Delete Unmarked**.



The number of entries that you have selected can be checked by referring to the figures in the lower left-hand corner of the list window. The first figure represents the total entries in the list and the bracketed figure denotes the number of entries that are ticked. For example, 22(6) represents a list with a total of 22 entries of which 6 are currently ticked.

3. Click the **Yes** button in the resulting dialogue box to remove the entries from your search results or list (Figure 2).

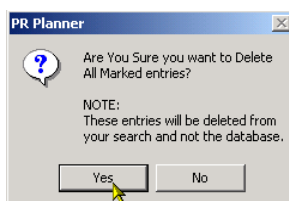


Figure 2