

Removing one item:

- 1. To the left of the item there are some buttons
- 2. Select the Remove button

Removing multiple items:

- 1. Put a check mark in the box to the right of the items that you wish to remove \square
- 2. Then from the drop down box above Perform an action on (1 items selected)... select the arrow
- 3. Select Remove Selected Items
- 4. Select Close

