## Removing, deleting, and aborting a document

To remove a document from a DocList, from Digital Direct, from a planning area, or from the press, or to stop the printing of a document, perform the following actions as required:

If you want to	Then
Remove a document from a static DocList	Select the document, and select <b>Documents</b> > <b>Remove from DocList</b> . <b>Note:</b> Documents cannot be removed from individual Smart DocLists, which are automatically populated based on search criteria.
Delete a document from Digital Direct	Select the document, and select <b>Documents</b> > <b>Delete Document</b> This action removes the document from all DocLists in Digital Direct. The associated Prinergy job is still available in Workshop. <b>Tip:</b> You can also delete a document using the <b>Delete</b> button.
Remove a document from a planning area	Select the document in a press' planning area, and select <b>Documents</b> > <b>Remove from Plan</b> This action moves the document back to the Ready to Print state.
Remove the document from the press	Select the document, and select <b>Documents</b> > <b>Remove from Press</b> This action removes the document from the front-end software and moves the document to the Removed state in Digital Direct.
Abort the printing of a document	Select the document, and select <b>Documents</b> > <b>Abort Printing</b> An aborted document appear in the Removed state.

**Tip:** All of these actions can be performed by right-clicking a document and selecting the appropriate action from the context menu.