

# Converting a SmartMark to a simple mark in the Marks palette

In some situations, you may want to convert the original version of a SmartMark in the **Marks** palette to a simple mark.

1. On the **Marks** palette, click the simple mark you want to convert.
2. On the **Marks** palette, click the option arrow, and select **Edit**.
3. In the **Placements** box of the SmartMark Settings dialog box, select each instance of the SmartMark one at a time, then click **Delete** until all instances are removed.
4. Click **Save** or **Save As**.
5. A warning message appears, explaining that the mark will be changed to a simple mark. Click **OK**.  
If you clicked **Save**, the mark is saved in its original location as a simple mark.
6. If you clicked **Save As**, the Save As dialog box opens, and you need to browse to the location where you want to save the mark, type a name in the **Name** box (Macintosh) or **File name** box (Windows), then click **Save**.