

Removing files from a layout

To manually remove files from a layout:

1. From the **Inventory** palette, from the **Files** list, select the file that you want to remove.
2. From the Inventory palette, click .
The file disappears from the layout and from the **Files** list and is added to the **Unassigned Files** list.

To automatically remove files from a layout:

- To completely remove all files from the layout and also remove the files and marks completely from the Inventory palette, select **Modify > Clear Layout**.
- To remove only the content files from the layout and from the Inventory palette, select **Modify > Clear Files**.
The **Clear Files** command can also be set to automatically remove all the referenced content TIFF files from disk to aid in file management. To do this, select **Edit > Preferences > Layout > Delete TIFF files from the disk when Clear Files is selected**.
- To remove all content files from the layout and return them to the **Unassigned Files** list, select **Modify > Reset Layout**.
Using this option will delete all marks from the layout.