



## **Deleting Unused Templates**

(Version 6 of Palm-Tech)

If you would like to delete an unused template in Palm-Tech 6, the instructions below will show you how to delete a template from both your handheld, and from your PC.

### **Deleting from your handheld**

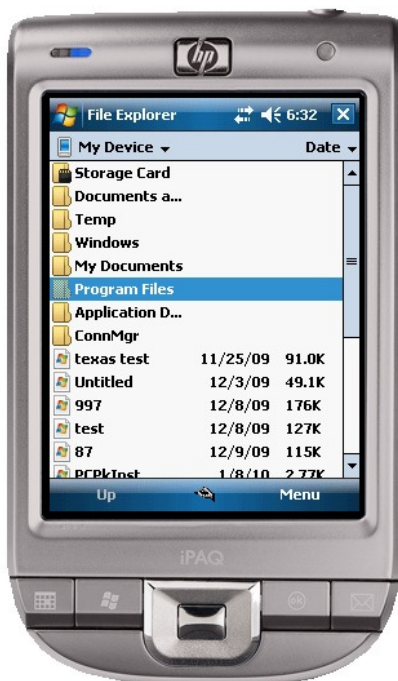
1. Press on the start button and select “File Explorer” from the list. (If you don’t see file explorer on the list you will need to go to programs and select “File Explorer” from that list.)



2. To navigate through the folders in the handheld you will want to tap on the icon just below the start button, it may say, "My Documents" the first time you try it.



3. Navigate to "My Device" (by following the instructions in step 2), and tap on the "Program Files" folder to open it.



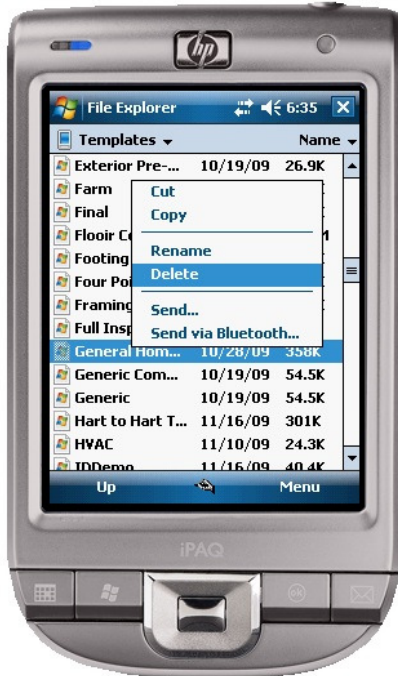
4. Tap on the Palm-Tech 6 folder to open it.



5. Tap on the Templates folder to open it.

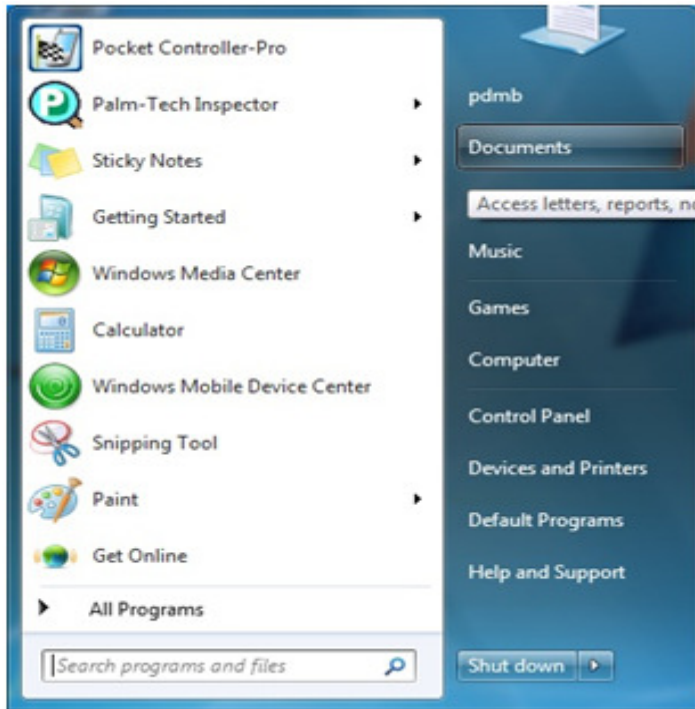


6. Locate the template you want to delete. Tap and Hold on the file name and a menu will appear as seen below. Select delete from the menu and the template will be deleted.

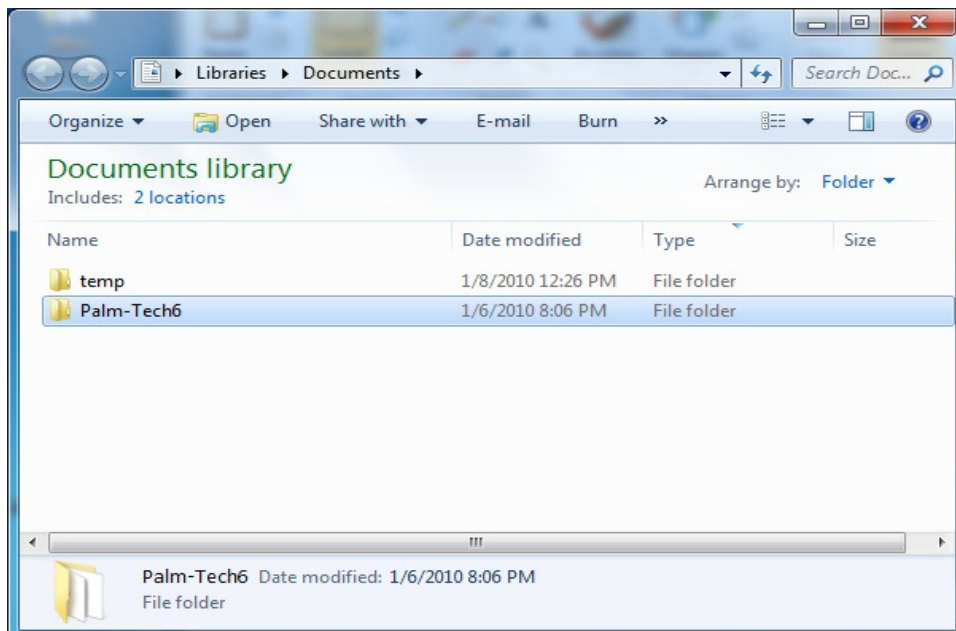


## Deleting from your PC

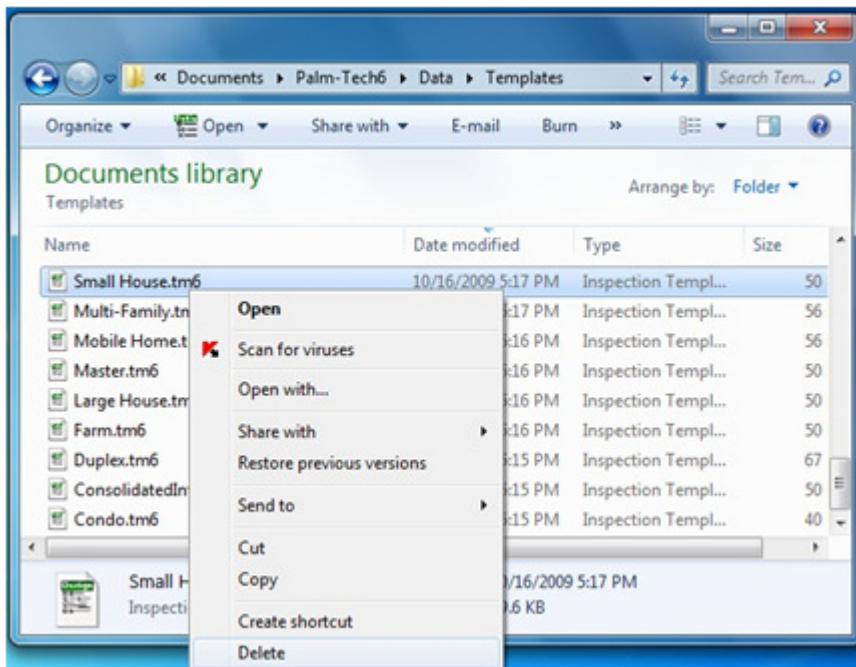
1. Click on start and go to Documents (My Documents in previous version of Windows)



2. In Documents, open the Palm-Tech 6 folder. Open the folder named "data" inside the Palm-Tech 6 folder. Finally open the templates folder inside the data folder.



3. Right click on the template you wish to remove and select “delete’ from the resulting menu.



If you have any other questions or if anything is unclear give us a call at 1-888-736-2462, or you can email at [abillings@pdmb.com](mailto:abillings@pdmb.com).