



## Card Layout - Remove Items

Shows how to remove an item from a card template.

### 1. Open Master Tailor or switch to Design Mode.



### 2. Open a card. Select the item to remove.

The blue handles tell you it's selected; that it 'has focus.'

Sample 1

Sample 2

Best Writing

Show Evaluators... Add Evaluation ? i

Descriptor

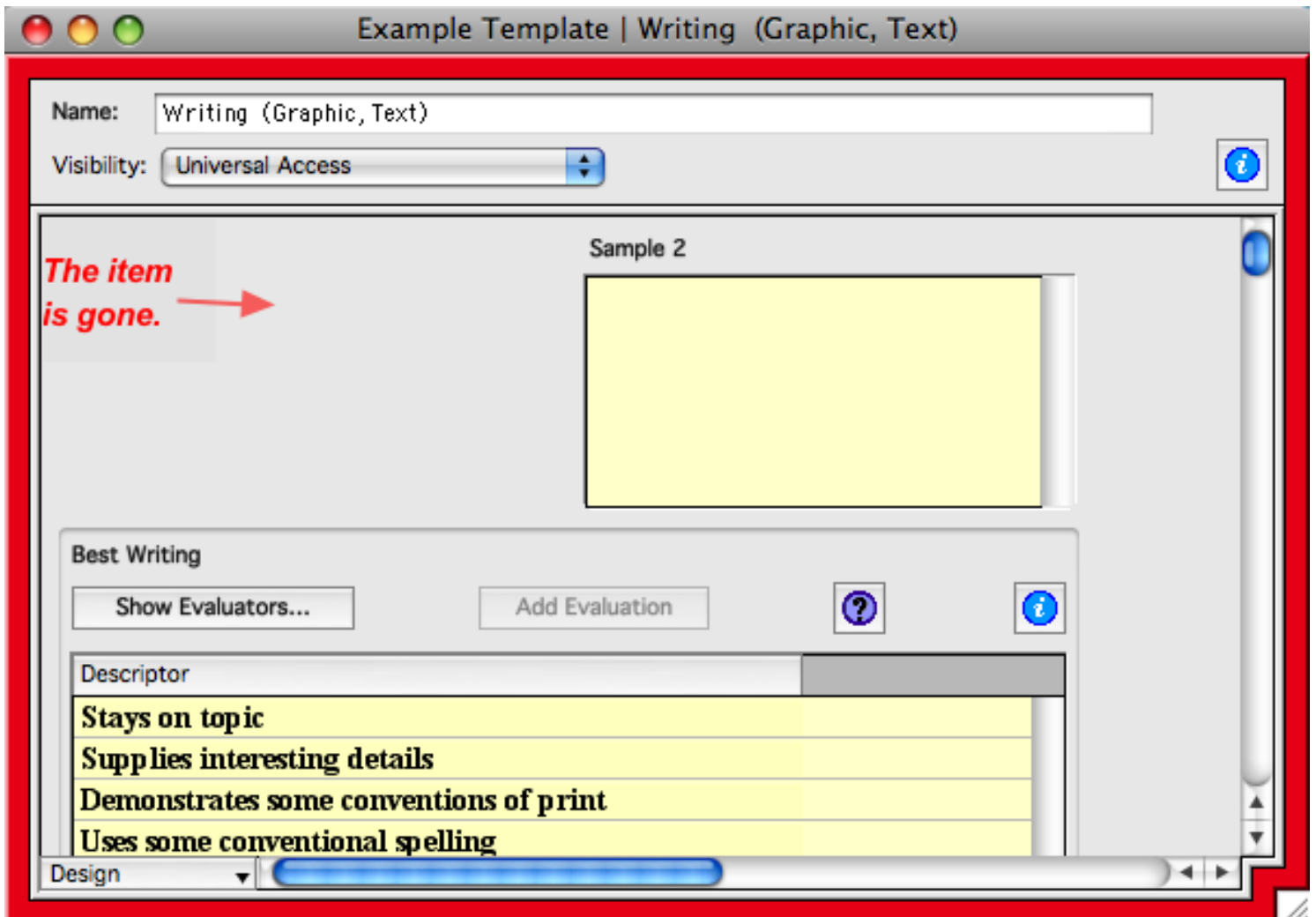
- Stays on topic
- Supplies interesting details
- Demonstrates some conventions of print
- Uses some conventional spelling

Design

**Note:** If in Design mode, the deleted item affects *only* the open profile.



3. Click Backspace or Delete on your keyboard. Or, on the Edit menu, choose Clear.



**Note:** You can Undo this deletion.  
Try some other Card Layout lessons.