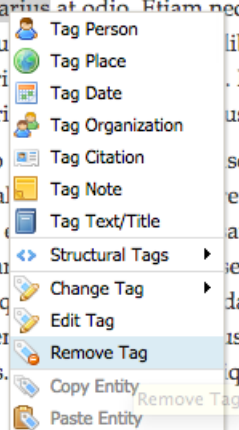# Deleting tags in the editor

Contents

Deleting tags in the editor

The document template that you are working with may have existing tags that you do not need for your document. You can easily delete these tags following these steps.

1. Place your cursor in the text that is in the tag you want to delete. OR select the tag that you would like to delete in the structure panel.
2. Right-click and choose the `Remove Tag` option.

Sample paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ipus imperdiet, rutrum eget leo. Nulla facilisi. Morbi laoreet elit in leo dignissim sit amet gna dui, pharetra ac scelerisque ac, varius at odio. Etiam nec nisi orci, mollis dignissim nur ullamcorper sem. Nunc at ipsum arcu libero. Sed ipsum urna, consequ gna. Aliquam sit amet arcu sed mauri. Nulla quis ornare nulla. Cum s gnis dis parturient montes, nascetur ri us lacinia bibendum porttitor.

- Tag Person
- Tag Place
- Tag Date
- Tag Organization
- Tag Citation
- Tag Note
- Tag Text/Title
- Structural Tags ▶
- Change Tag ▶
- Edit Tag
- Remove Tag
- Copy Entity
- Paste Entity

Mauris vestibulum tortor in libero sce nec eros mi. Nunc semper uris tincidunt ultricies dui vitae mal etra hendrerit pretium. Maecer ncus sit amet ac nunc. Nunc at elit an sed sed augue. Aenean quis am. Sed nisi erat, commodo id ornar sed leo. Donec pellentesque eui licitudin iaculis gravida. Nulla tristiq da tristique, diam purus imper gna est commodo justo. Donec vener scipit quis dictum risus iaculis to malesuada a laoreet ligula varius. quet viverra auctor in, vehicul nissim enim id lacinia.

ɔtes

he poem has a suggestion of the magical imagery of Kenneth Leslies By Stubborn Stars.

he *Oxford Dictionary of National Biography* argues the author did not publish this text before1

ample footnote.

This will delete the tag, but leave the text.