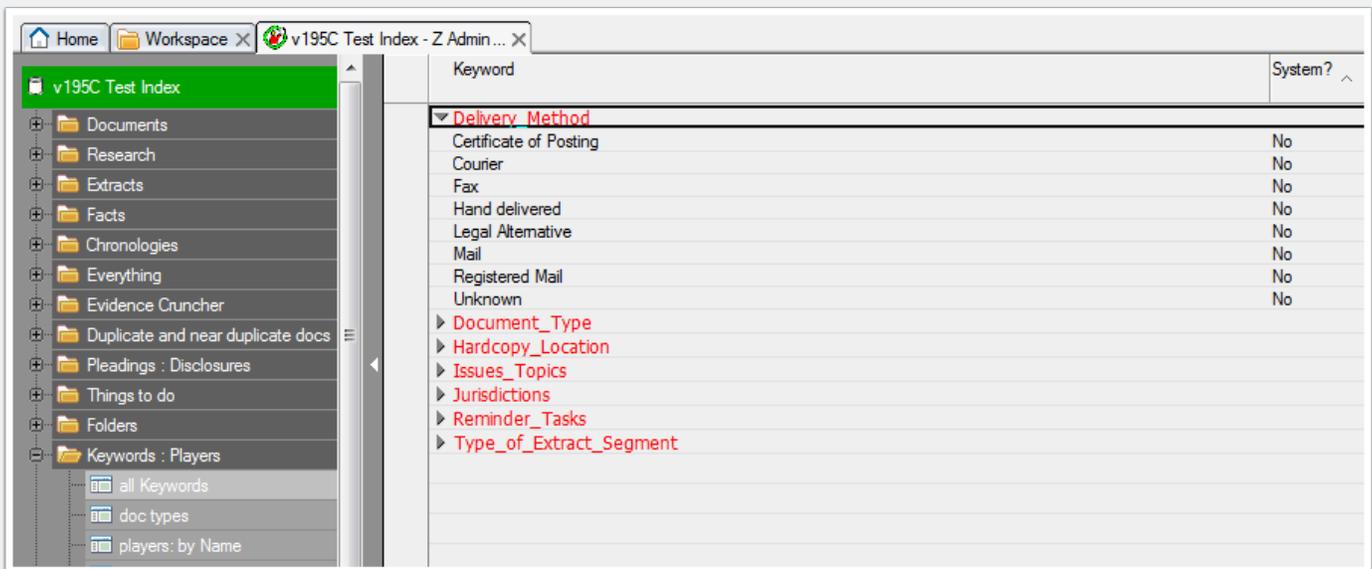


# Soft deleting extraneous keywords

## Click on [L+] > Keywords : Players > all Keywords

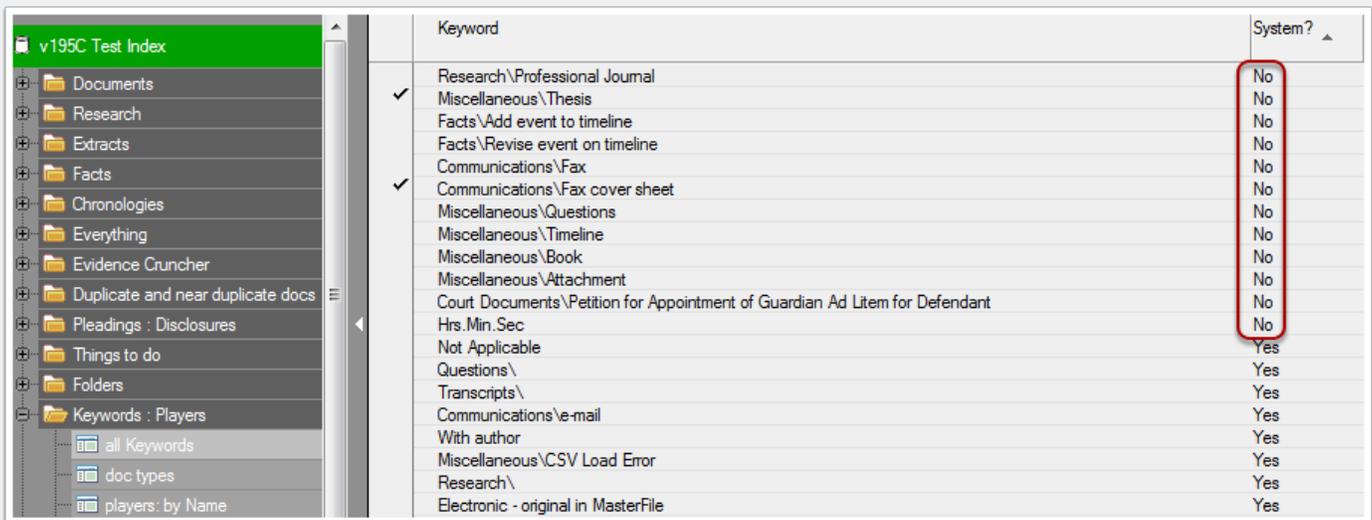
All keywords are displayed in categorized views.



# Soft deleting extraneous keywords

## Click on the System? column

The view becomes 'flat' and the System keywords ('Yes') are seen at the bottom of the list. Any other keyword can be deleted from the db if not required as shown next. We're going to delete the two selected (checked) keywords.



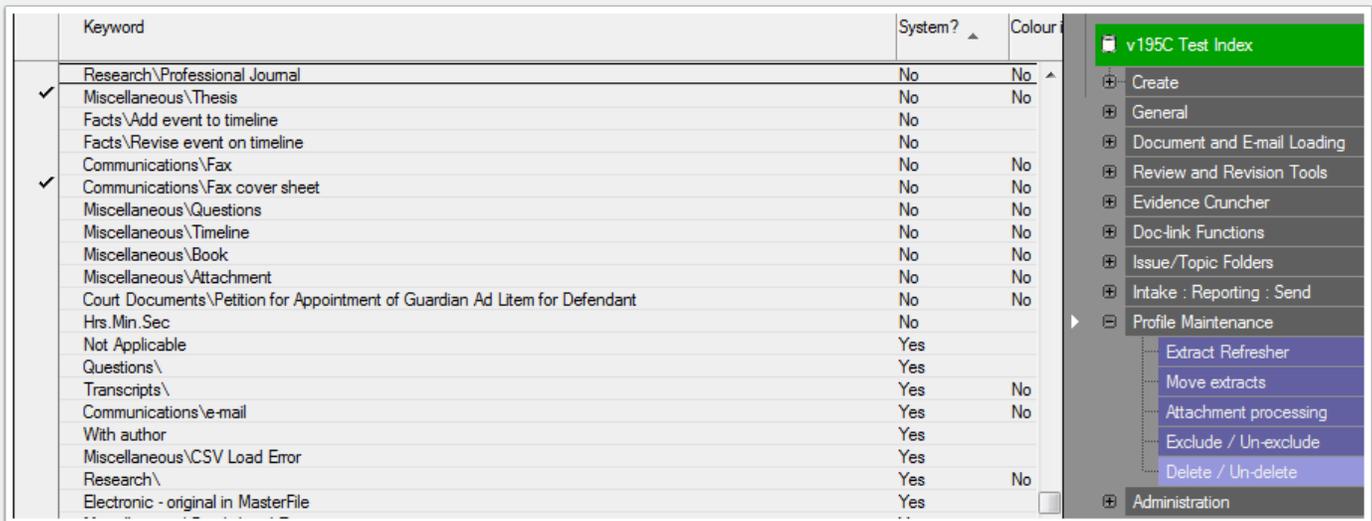
Keyword	System?
Research\Professional Journal	No
✓ Miscellaneous\Thesis	No
Facts\Add event to timeline	No
Facts\Revise event on timeline	No
Communications\Fax	No
✓ Communications\Fax cover sheet	No
Miscellaneous\Questions	No
Miscellaneous\Timeline	No
Miscellaneous\Book	No
Miscellaneous\Attachment	No
Court Documents\Petition for Appointment of Guardian Ad Litem for Defendant	No
Hrs.Min.Sec	No
Not Applicable	Yes
Questions\	Yes
Transcripts\	Yes
Communications\e-mail	Yes
With author	Yes
Miscellaneous\CSV Load Error	Yes
Research\	Yes
Electronic - original in MasterFile	Yes

# Soft deleting extraneous keywords

## Soft delete the selected keywords

Click on [R+] > Profile Maintenance > Delete / Un-delete. You are asked to confirm and the keywords are soft deleted. They can be restored if needed from [L+] > Miscellaneous > Deletions and Exclusions > deleted keywords.

	Keyword	System? ▲	Colour
	Research\Professional Journal	No	No
✓	Miscellaneous\Thesis	No	No
	Facts\Add event to timeline	No	
	Facts\Revise event on timeline	No	
	Communications\Fax	No	No
✓	Communications\Fax cover sheet	No	No
	Miscellaneous\Questions	No	No
	Miscellaneous\Timeline	No	No
	Miscellaneous\Book	No	No
	Miscellaneous\Attachment	No	No
	Court Documents\Petition for Appointment of Guardian Ad Litem for Defendant	No	No
	Hrs.Min.Sec	No	
	Not Applicable	Yes	
	Questions\	Yes	
	Transcripts\	Yes	No
	Communications\e-mail	Yes	No
	With author	Yes	
	Miscellaneous\CSV Load Error	Yes	
	Research\	Yes	No
	Electronic - original in MasterFile	Yes	



The image shows a software interface with a table of keywords and a sidebar menu. The table has columns for 'Keyword', 'System?', and 'Colour'. The sidebar menu is titled 'v195C Test Index' and contains several options, with 'Delete / Un-delete' highlighted in blue.