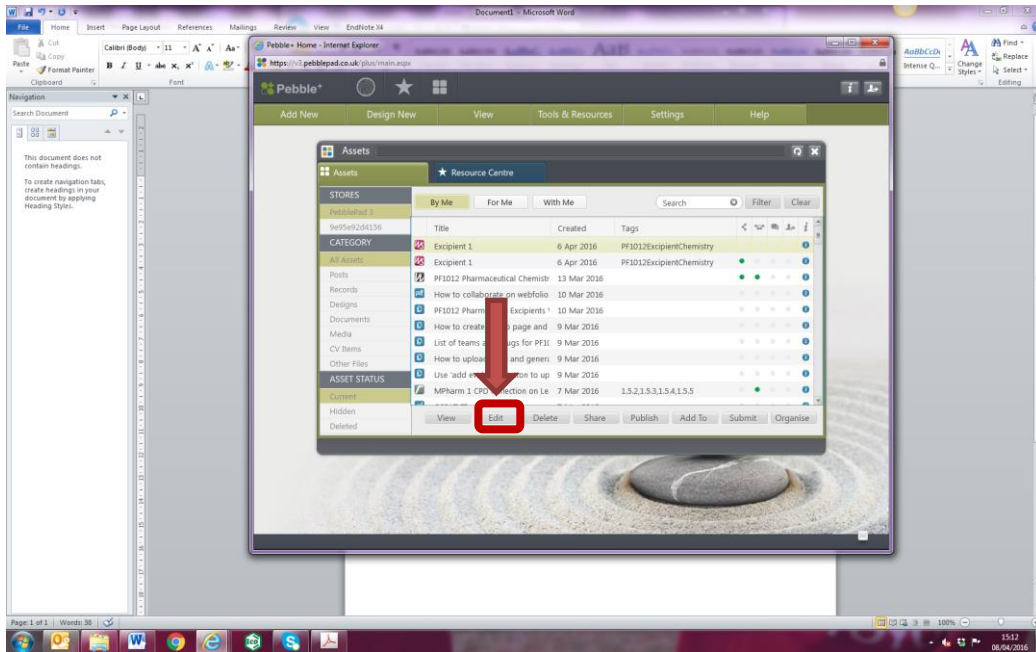


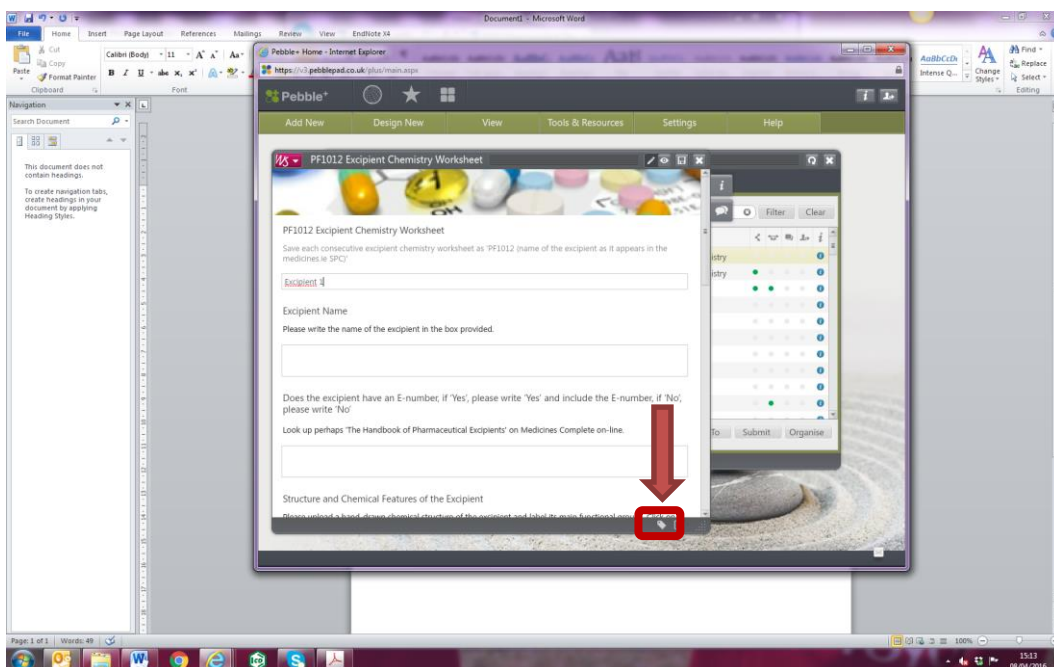
How to remove Assets from a collection

Assets are in a collection because they have been tagged – to remove assets from a collection – you simply remove the tag as follows

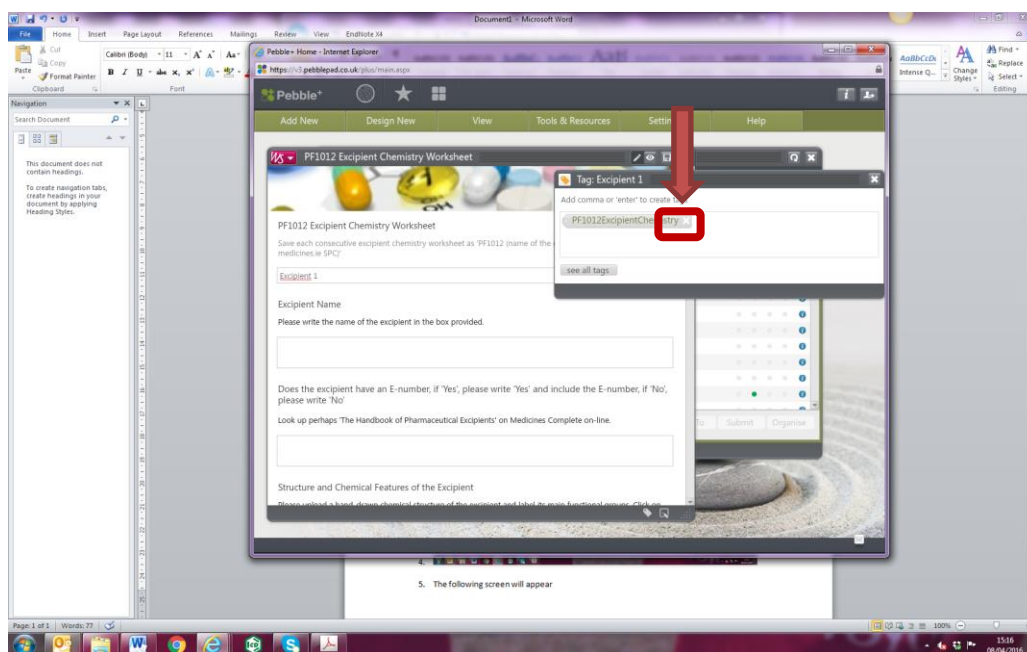
1. Go into your assets store – ‘by me’, highlight the worksheet you want to remove, and click ‘edit’



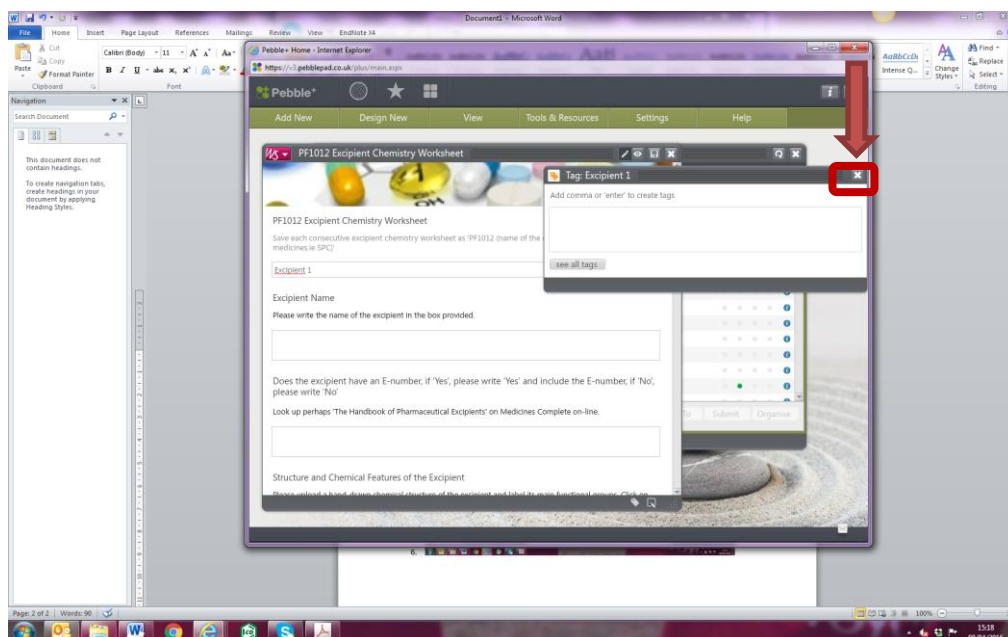
2. The worksheet will open, click the icon on the bottom right-hand side of the page that looks like a tag



- The following screen will appear, showing the tag – hit the ‘x’ and the tag will be removed



- Click on ‘x’ in the dialogue box to close it



- Not the tag has been removed so this worksheet will no longer appear in your collection
- If you would like it to appear in your collection the re-tag it and it will appear in the collection