

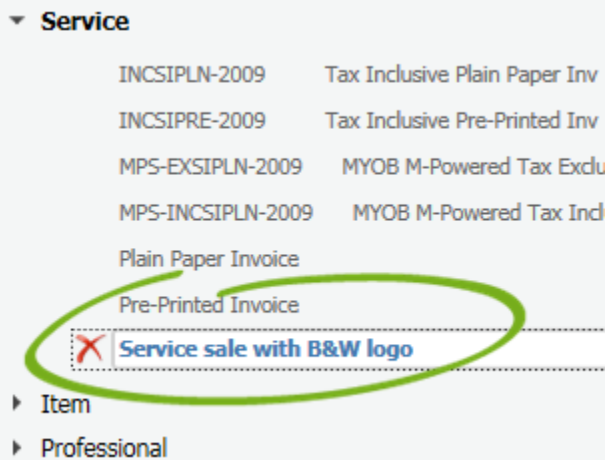
Delete a personalised form

Need to delete a form you've customised? It's this easy:

To delete a personalised form

To delete a personalised form

1. Go to the **Setup** menu and choose **Customise Forms**.
2. Click to select the personalised form to be deleted. A red **X** icon appears next to the form. A red **X** won't appear next to the default forms provided with AccountRight—you can't delete these.



3. Click the **X** to delete the form.

And you're done.

Related topics

- [Sharing forms with other company files](#)
- [Personalising forms](#)
- [Set the default forms to use when emailing or printing](#)
- [Save a personalised form](#)

From the community

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