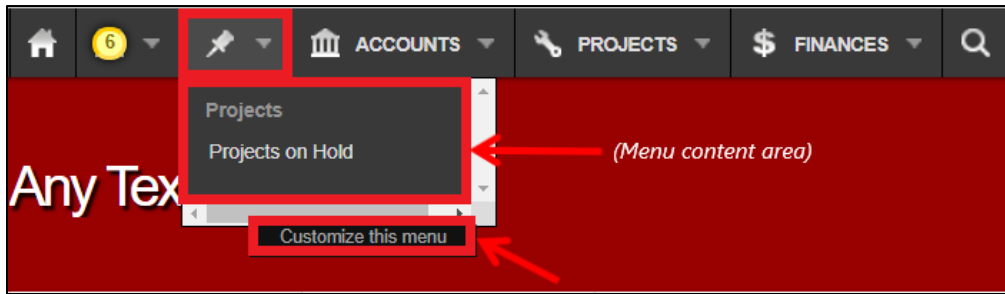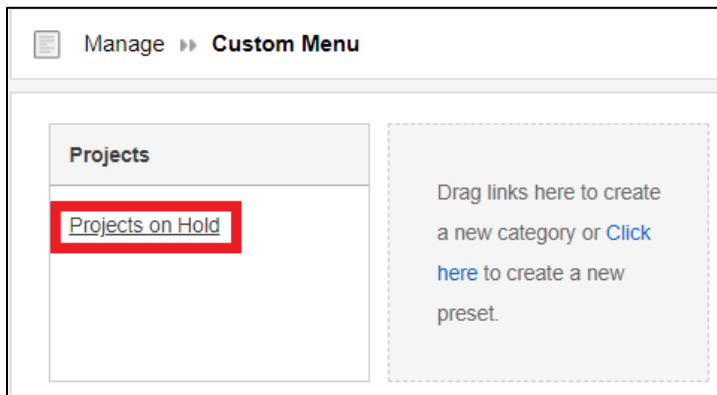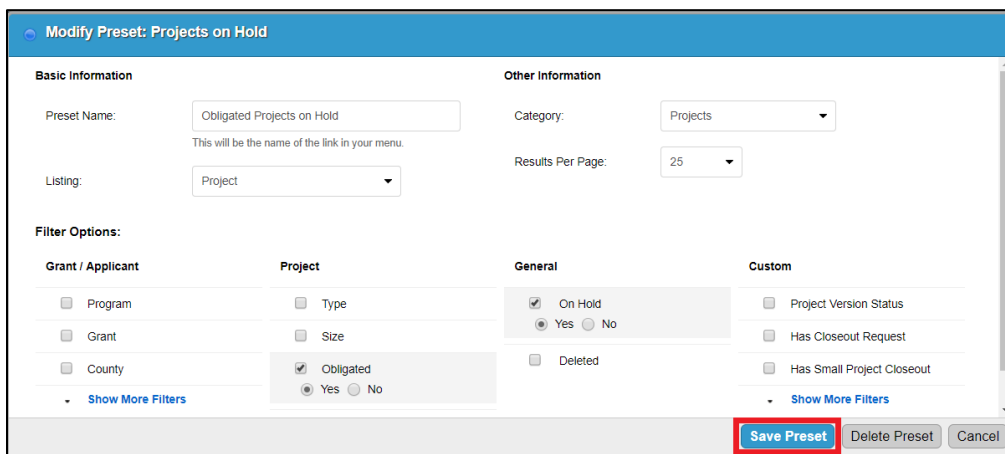# Edit or Delete a Preset

Edit a Preset

1. Open the **Preset Menu** *(thumbtack)* on the **Menu Bar**, and click on *"Customize this menu"* link. The link will appear by hovering inside the menu content area.
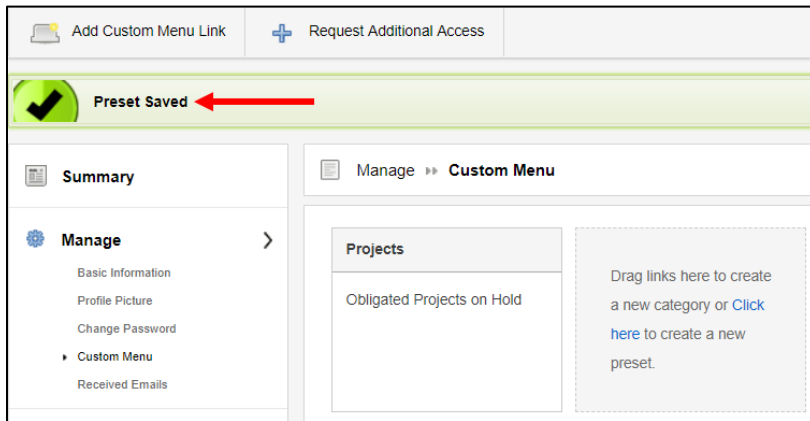

2. At the **Custom Menu** page, click on the link of the **Preset** to be edited.

3. Make changes to the filter options, and then click the *"Save Preset"* button. *(The Preset Name was also edited in the example below.)*
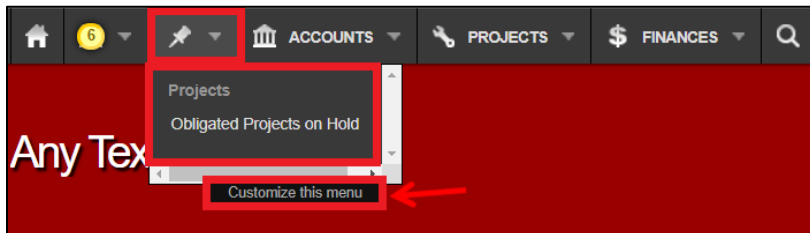
4. A green check mark **Preset Saved** will appear briefly. The edits have now been saved.
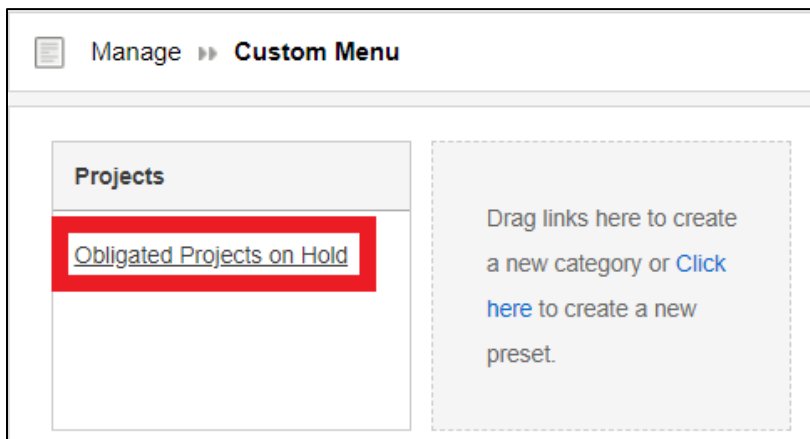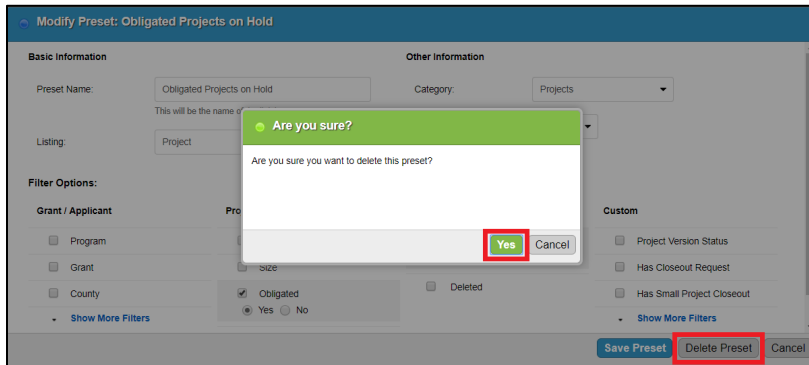

Delete a Preset

1. Open the **Preset Menu** *(thumbtack)* on the **Menu Bar**, and click on *"Customize this menu"* link. The link will appear by hovering inside the menu content area.
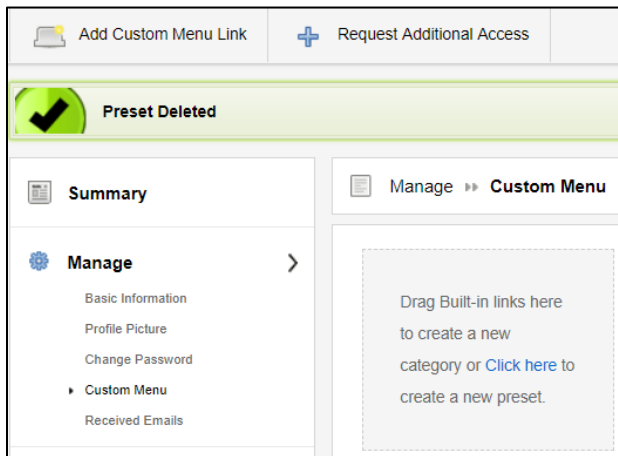

2. At the **Custom Menu** page, click the link of the **Preset** to be deleted.

3. Click the *"Delete Preset"* button. A window will display asking **"Are you sure?"** *(Are you sure you want to delete this preset?)* Click the *"Yes"* button to delete.

4. A green check mark **Preset Deleted** will appear briefly.

5. The preset has been removed from the **Preset Menu** *(thumbtack)*, and the **Custom Menu**.