

Mariner Software

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What is the difference between deleting a library item and removing it from a collection?

In Paperless, there are two ways to delete a file:

- Press the **Delete key** on your keyboard.
- **Right-click** on a library item and **select Delete** from the contextual menu.

Deleting an item from a collection does not remove it from your library completely.

If you do attempt to delete a library item in a **collection** (a statical collection), Paperless will **remove the library item from the current collection, but will not remove it from your library completely**. It will still show under Library (and, if it has not yet been removed from Inbox, in Inbox, as well).

Deleting an item from anywhere else removes it completely.

Deleting a library item from any of the following locations **will remove it from your library completely**:

- **Library**
- **Inbox**
- **All smart collections under Recent Documents** (Today, This Week, This Month, Last Week, Last Month, etc.)
- **Any user-defined smart collection** (any smart collection you create)

For more information on the difference between collections, smart collections, and folders, [see this knowledge base article](#).