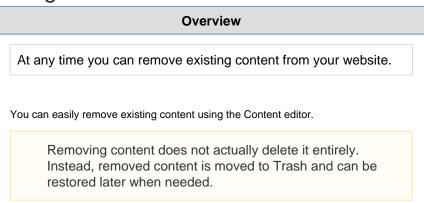
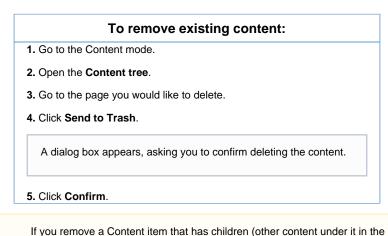
# **Deleting content**



# In this topic Removing content Managing Trash Restor ing conten t from Trash Cleani ng out Trash

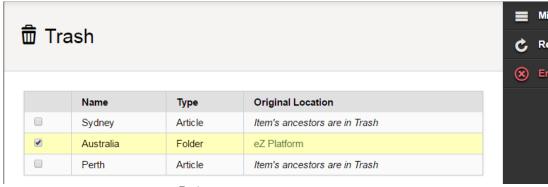
# Removing content



# Managing Trash

You can view all Content items that have been moved to trash. To do this, click Trash in the Discovery bar.

content tree), both this item and the children will be moved to Trash.



Trash screen

The Trash screen lists the name of the removed Content item, its Content Type and the original Location under which it was placed.

When a Content item's parent is also in the trash, instead of the original Location you can see a message saying that the "Item's ancestors are in Trash."

# **Restoring content from Trash**

## **16.04 OR LATER**

After a Content item has been moved to Trash, you can still restore it to its original Location.

## To restore a Content item from Trash:

- 1. Click Trash in the Discovery bar.
- 2. Find and check the Content item you want to recover.
- 3. Click Restore Selected in the Action bar on the right.

The selected Content items will be returned to their original Locations.

Temporarily you cannot restore Content items whose parent have also been removed. This will be changed in upcoming versions.

# **Cleaning out Trash**

Content items placed in Trash can be permanently deleted by clicking **Empty the Trash** in the Action bar. This will delete all Content items in the Trash.

### Caution!

Content items deleted in either of these ways will be removed permanently. You will not be able to restore them later.