

# Delete Content

To delete a file or a folder:

Use this page to share files.

UploadNew ▾

☐ 1 item selected

Download

Rename

Copy

Replace

Move

Delete

<input type="checkbox"/>	My presentations	—	—
<input checked="" type="checkbox"/>	Company Story.mp4		0  Share
<input type="checkbox"/>	Company Story (1).pptx		0
<input type="checkbox"/>	Getting Started with iSpring	—	0
<input type="checkbox"/>	IMG_20160509_194128.jpg		0
<input type="checkbox"/>	iSpring Suite 7 Overview.pptx		0
<input type="checkbox"/>	Morph Transition Article.docx		0

Share

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Delete

1. Select a content item on the Content List page
2. Click the **Delete** link in the title action menu.

or

- Choose **Delete** from the context menu for that item.
3. On the confirmation window, click **OK**.

The selected files and folders will be moved to the **Trash** folder. You can restore a file later if necessary or delete it permanently from the account.

## Using Trash Folder

To access the Trash folder, click the Repository button in the title menu and choose Trash in the opened menu.

# Repository

Repository

Trash

Use this page to share files.

Upload

New

<input type="checkbox"/>	Name ↓	Access	Views
<input type="checkbox"/>	My presentations	—	—
<input type="checkbox"/>	Company Story.mp4		0

The Trash feature allows you to recover files and folders that have been deleted.

To recover a file or a folder, select it in the Trash list and click Restore.

## Trash

Here you can see the deleted content items.

Empty Trash

☒ 2 items selected 

Restore

Delete Permanently

<input checked="" type="checkbox"/>	Company Story (1).pptx	15/08/2016
<input checked="" type="checkbox"/>	IMG_20160509_194128.jpg	15/08/2016

The content properties are restored along with the file:



- Appearance settings (title, description, custom icon)
- Visibility setting (private or public)
- Download Options



You can *empty the trash* to permanently delete all the files in it.

Trash ▾

Here you can see the deleted content items.

Empty Trash

☒ 2 items selected  Restore  Delete Permanently



<input checked="" type="checkbox"/>	 Company Story (1).pptx	15/08/2016
<input checked="" type="checkbox"/>	 IMG_20160509_194128.jpg	15/08/2016



To delete files individually, select a file or multiple files in the Trash list and click **Delete Permanently**.

Trash ▾

Here you can see the deleted content items.

Empty Trash

☒ 2 items selected  Restore  Delete Permanently

<input checked="" type="checkbox"/>	 Company Story (1).pptx	15/08/2016
<input checked="" type="checkbox"/>	 IMG_20160509_194128.jpg	15/08/2016