# Deleting

## Moving To The Trash

1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.

3. Check the box next to the article you want to trash.

4. Then click "Trash" button. This will move the article to a trash bin so that it can be retrieved later if needed. It does not permanently delete the article.

## Permanently Deleting

1. If you want to make sure the Article is completely gone from the system (so no further roll back is available), go to "Content" ? "Article Trash" on the toolbar menu.

2. Check the box next to the article you want to delete.

3. Then click "Delete" button. This will permanently delete the article. Recovery is not possible after this action.

**Note:** Articles in the Trash Manager are not the same as Archived Articles.