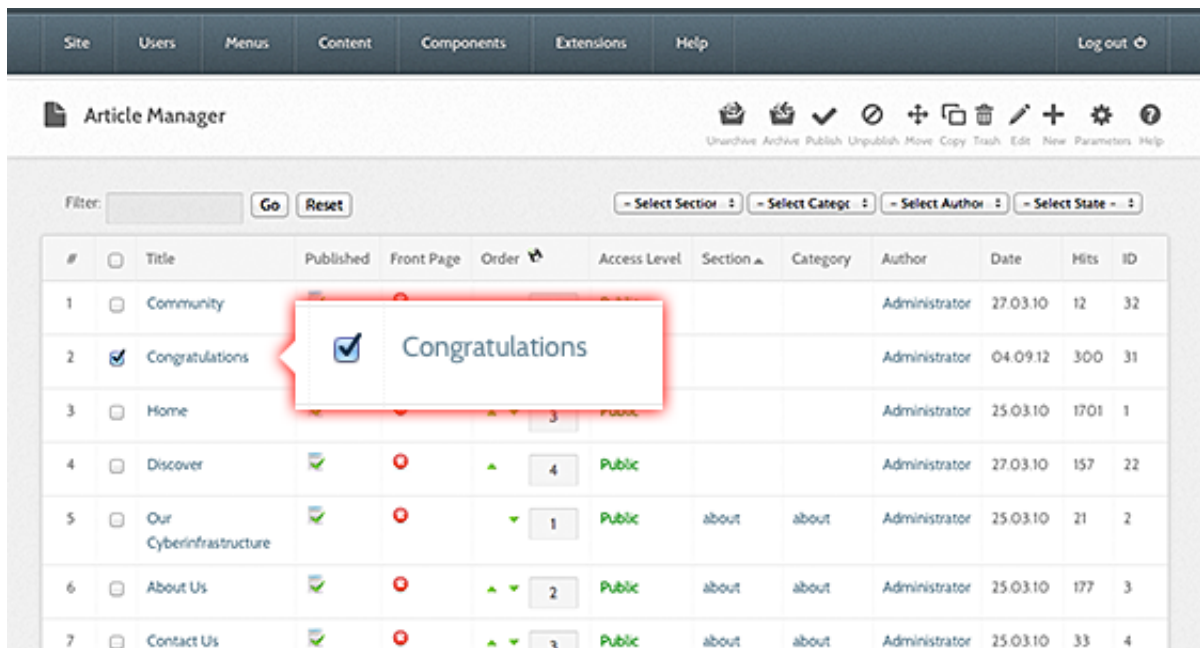


Deleting

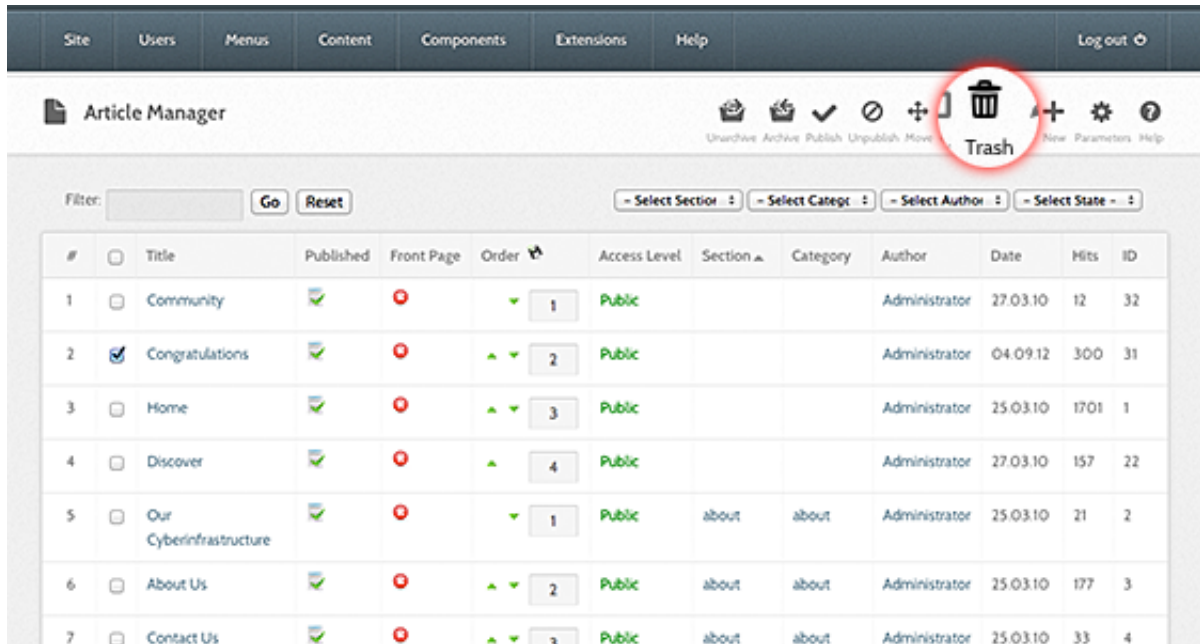
Moving To The Trash

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.

DELETING

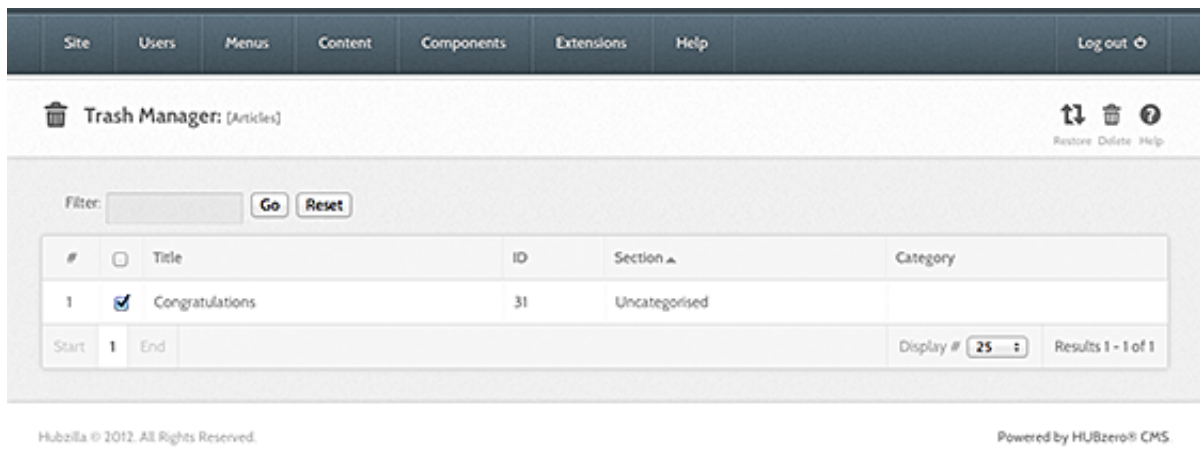


The screenshot shows the 'Article Manager' interface. At the top, there is a navigation bar with tabs for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below the navigation bar, the 'Article Manager' title is displayed. To the right of the title, there is a toolbar with icons for Unarchive, Archive, Publish, Unpublish, Move, Trash, New, Parameters, and Help. The 'Trash' icon is circled in red. Below the toolbar, there is a filter section with a 'Filter:' input field, 'Go' and 'Reset' buttons, and four dropdown menus for 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content area is a table with the following columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID. The table contains 7 rows of data.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	Community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Public			Administrator	27.03.10	12	32
2	Congratulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Public			Administrator	04.09.12	300	31
3	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Public			Administrator	25.03.10	1701	1
4	Discover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Public			Administrator	27.03.10	157	22
5	Our Cyberinfrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Public	about	about	Administrator	25.03.10	21	2
6	About Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Public	about	about	Administrator	25.03.10	177	3
7	Contact Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Public	about	about	Administrator	25.03.10	33	4

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.



The screenshot shows the 'Trash Manager: (Articles)' interface. At the top, there is a navigation bar with tabs for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below the navigation bar, the 'Trash Manager: (Articles)' title is displayed. To the right of the title, there is a toolbar with icons for Restore, Delete, and Help. Below the toolbar, there is a filter section with a 'Filter:' input field, 'Go' and 'Reset' buttons, and four dropdown menus for 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content area is a table with the following columns: #, Title, ID, Section, and Category. The table contains 1 row of data. Below the table, there is a 'Start' and 'End' input field, a 'Display #' dropdown menu, and a 'Results' label.

#	Title	ID	Section	Category
1	Congratulations	31	Uncategorised	

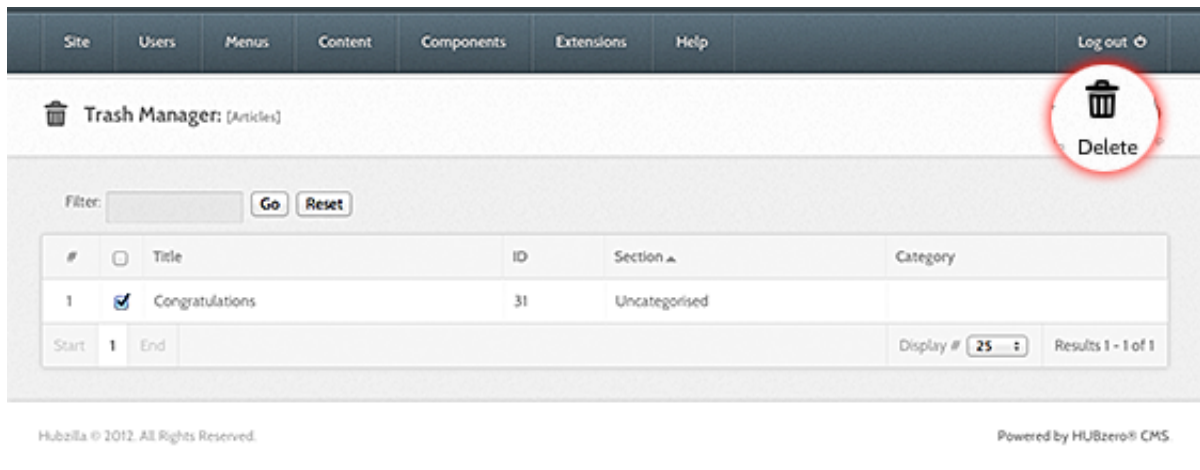
Start: 1 End: [] Display #: 25 Results: 1 - 1 of 1

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

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possible after this action.



The screenshot displays the 'Trash Manager' interface for articles. At the top, there is a navigation menu with options: Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below the menu, the page title is 'Trash Manager: [Articles]'. A 'Delete' button with a trash icon is circled in red. Below the title, there is a filter input field with 'Go' and 'Reset' buttons. The main content is a table with the following data:

#	<input type="checkbox"/>	Title	ID	Section ▲	Category
1	<input checked="" type="checkbox"/>	Congratulations	31	Uncategorised	

At the bottom of the table, there are pagination controls: 'Start 1 End', 'Display # 25', and 'Results 1 - 1 of 1'. The footer contains the text 'Hubzilla © 2012. All Rights Reserved.' and 'Powered by HUBzero® CMS.'

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