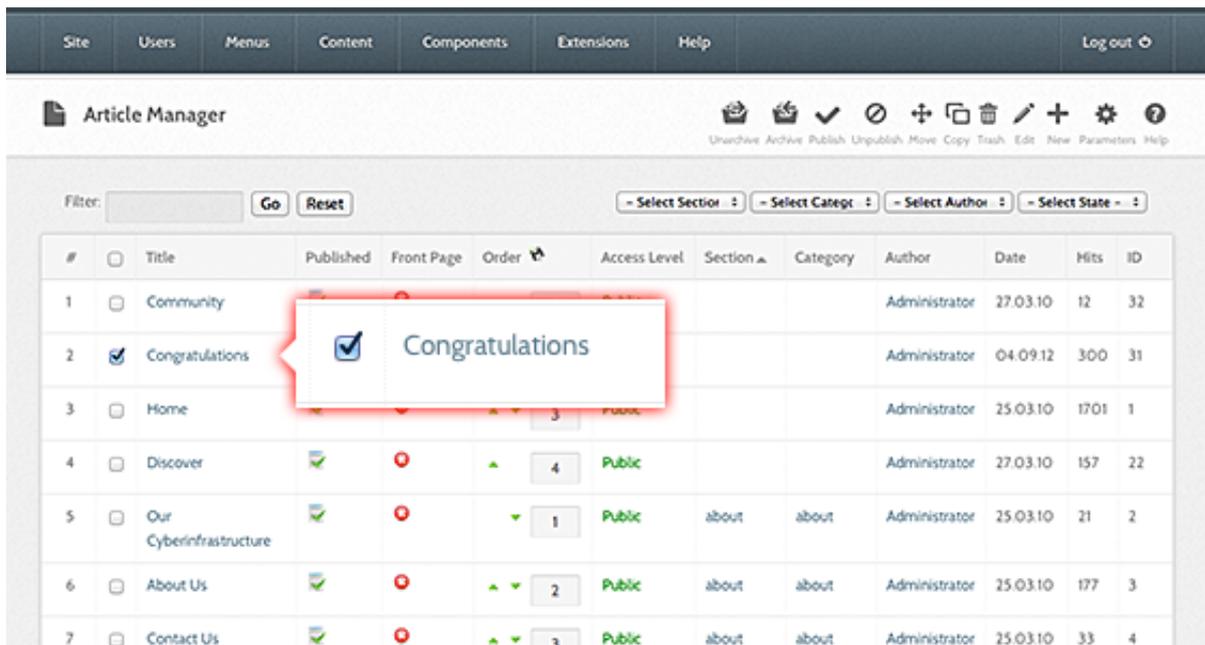


Deleting

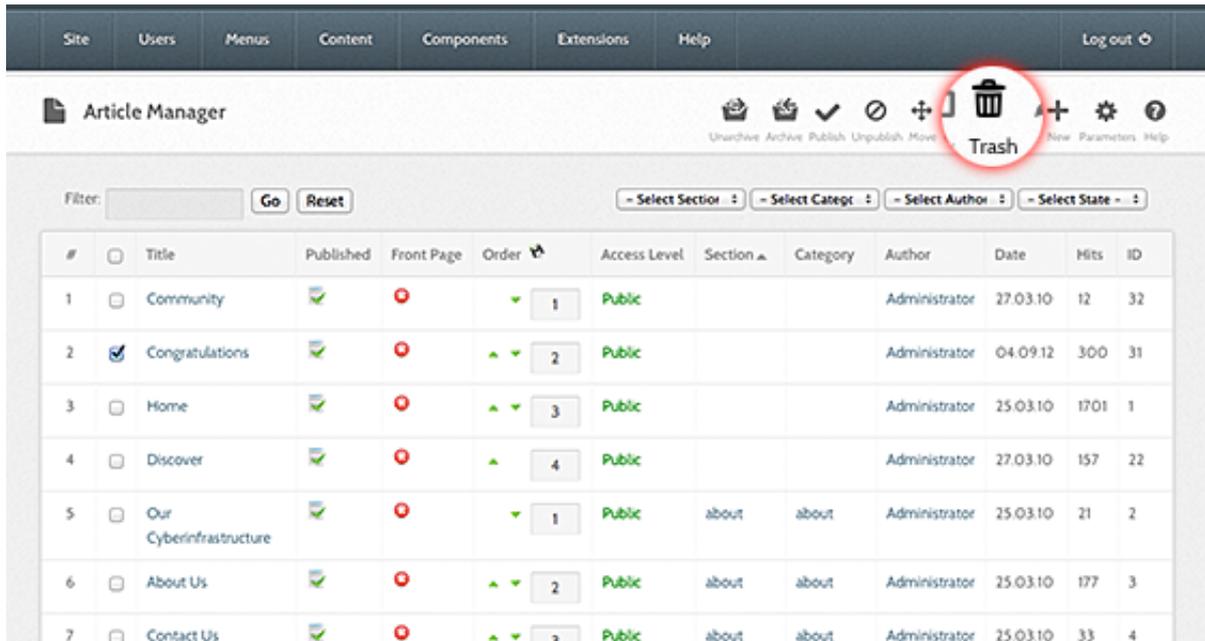
Moving To The Trash

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

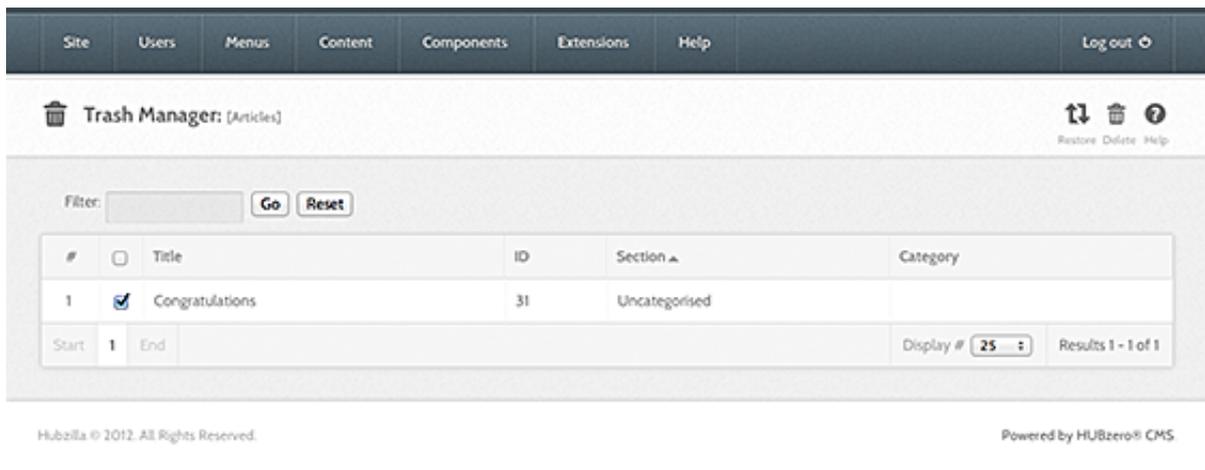


The screenshot shows the 'Article Manager' interface. At the top, there is a navigation bar with 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'Log out'. Below this is a toolbar with icons for 'Unarchive', 'Archive', 'Publish', 'Unpublish', 'Move', 'Trash', 'New', 'Parameters', and 'Help'. The 'Trash' icon is circled in red. Below the toolbar is a filter section with a 'Filter:' input, 'Go', and 'Reset' buttons, and dropdown menus for 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content is a table of articles.

#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	<input type="checkbox"/>	Community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Public			Administrator	27.03.10	12	32
2	<input checked="" type="checkbox"/>	Congratulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Public			Administrator	04.09.12	300	31
3	<input type="checkbox"/>	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Public			Administrator	25.03.10	1701	1
4	<input type="checkbox"/>	Discover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Public			Administrator	27.03.10	157	22
5	<input type="checkbox"/>	Our Cyberinfrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Public	about	about	Administrator	25.03.10	21	2
6	<input type="checkbox"/>	About Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Public	about	about	Administrator	25.03.10	177	3
7	<input type="checkbox"/>	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 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'Log out'. Below this is a toolbar with icons for 'Restore', 'Delete', and 'Help'. Below the toolbar is a filter section with a 'Filter:' input, 'Go', and 'Reset' buttons. The main content is a table of articles in the trash.

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

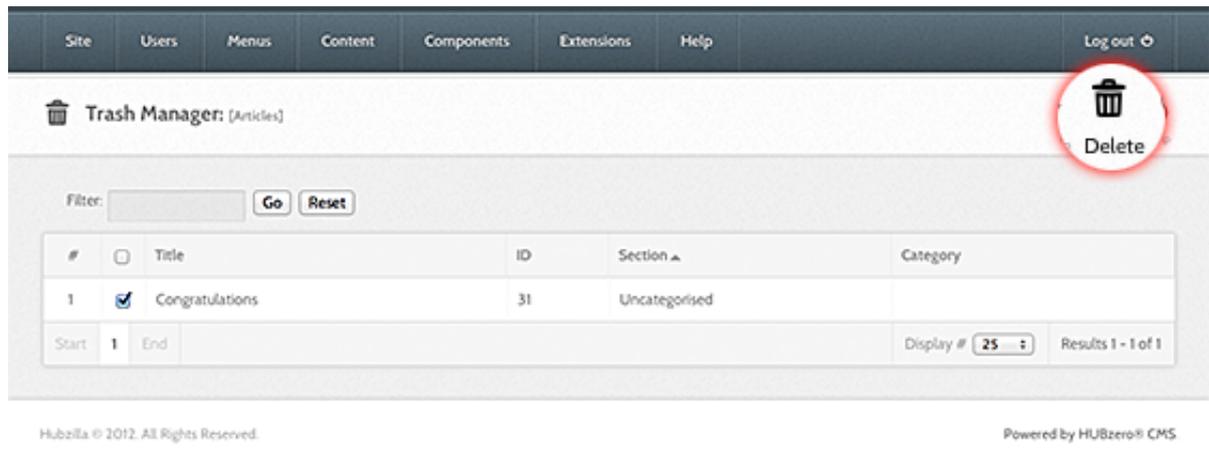
Start 1 End Display # 25 Results 1 - 1 of 1

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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 title 'Trash Manager: [Articles]' is shown. A 'Delete' button with a trash icon is circled in red. Below this, there is a filter section with a 'Filter:' input field, '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.