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.