This topic describes how you can delete <u>single</u> or <u>multiple</u> content tree files.

## To delete a content tree file

- 1. Open the **Pages** application.
- 2. In the content tree, click on the file that you want to delete.
- 3. Click on **Delete** (**I**).

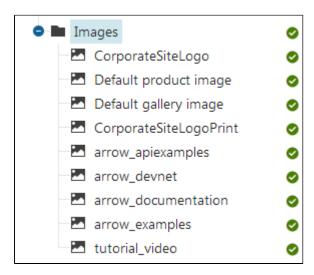
The system deletes the content tree file. If you ever need to restore the file, refer to the page about restoring deleted pages.

## To delete multiple content tree files

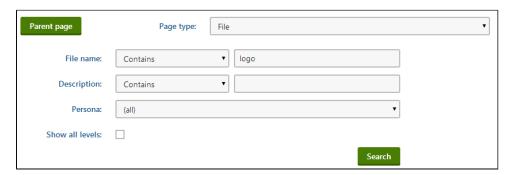
Before you delete multiple files from the content tree, you need to list them

## Listing content tree files

- 1. Open the Pages application.
- 2. Click on the page that contains the files that you want to delete.



- 3. Switch to Listing.
- 4. In the Page type drop-down list, select File.
- 5. (Optional) Use the filter's **File name** and **Description** fields to narrow the files that you want to delete.



6. Click on **Submit**. The system lists files based on the criteria you specified in the filter above.

## **Deleting multiple content tree files**

1. Select the files that you want to delete. To select a file, turn the check box next to the file on. If you want to delete all the listed pages, leave the check boxes off.

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- 2. In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **A ll pages** (files in the content tree are considered pages too).
- 3. In the second drop-down list, choose **Delete**.
- 4. Click **OK**. The **Delete multiple pages** dialog opens.
- 5. Specify the deletion options.
- 6. Click Yes to confirm.

The system deletes the files that you specified. If you ever need to restore these files, refer to <u>a topic about restoring deleted</u> <u>pages.</u>

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