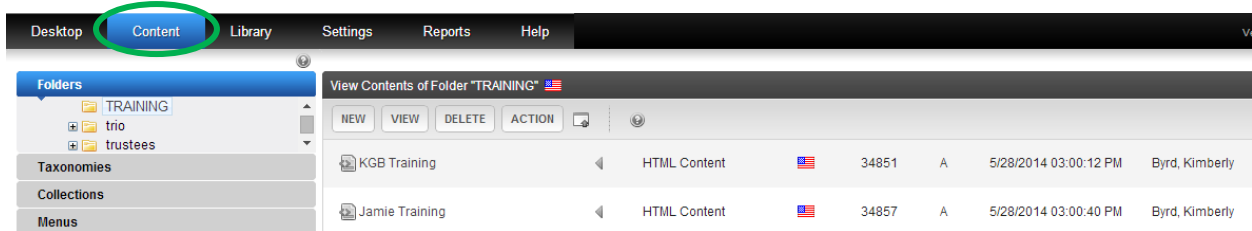


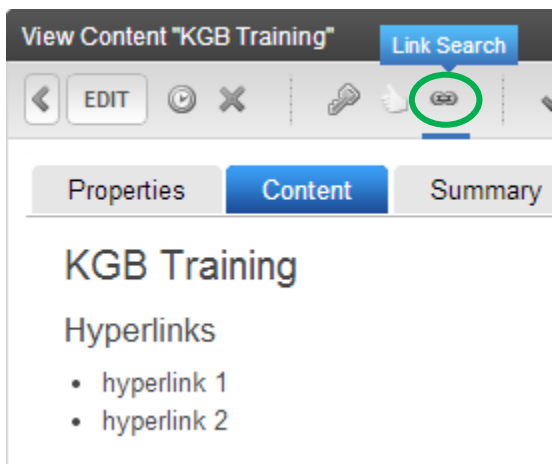
How to Delete CMS Content

Content Blocks

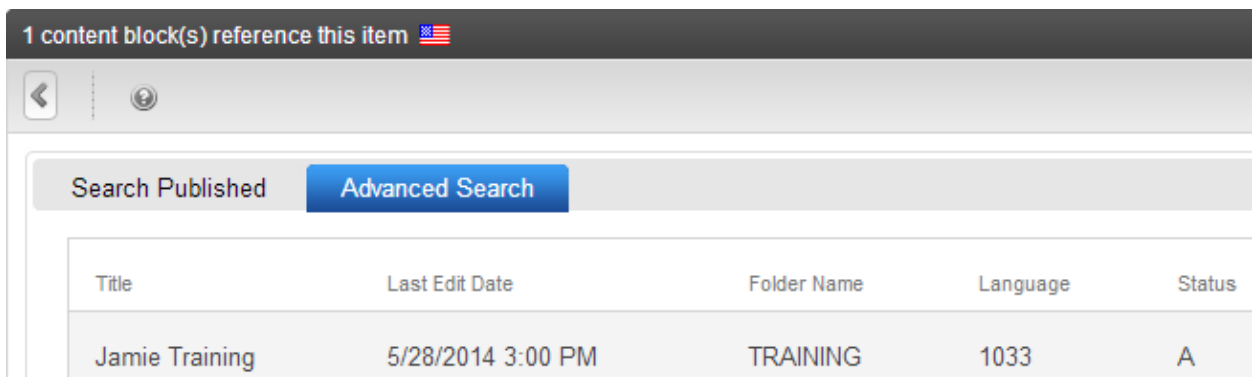
- 1) With the Content tab selected, navigate to the folder where the content block to be deleted resides.



- 2) **In order to prevent broken links on the Winthrop website, you must perform a link search before deleting content.** Click on the content's title to open the preview of the content block, then click the Link Search icon.



- 3) All CMS content will be searched for possible links to the content to be deleted and displayed on screen.



- 4) **Before deleting the content, all links to that content must be edited (removed or redirected).**

Click on the content title and enter into edit mode on the content linked. Update the content block as needed.

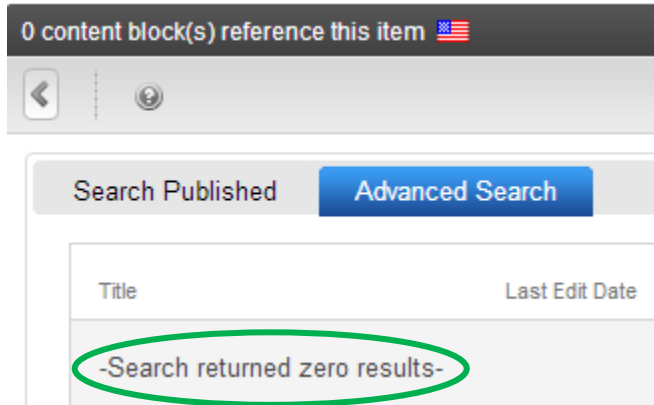
Winthrop Web Services Trainings & Tutorials

www.winthrop.edu/web/tutorials

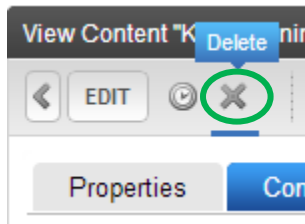
NOTE: If you do not have authorship on the content in need of editing, please contact the [web developer via email](#) for assistance.

Once all content blocks linking to the content to be deleted have been updated, you may proceed with deleting the content block.

- 5) Go back to the content block to be deleted and re-run the Link Search to ensure there are no additional links.

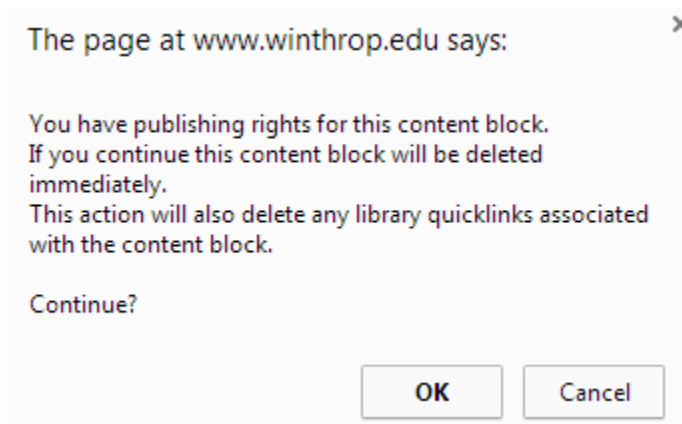


- 6) Click on the content title to enter the preview mode again. Click the X in the toolbar to delete the content block.



NOTE: If you do not have a delete icon, please contact a web developer to tweak your permissions.

- 7) A pop-up screen will ask if you want to continue with the deletion. Click OK.

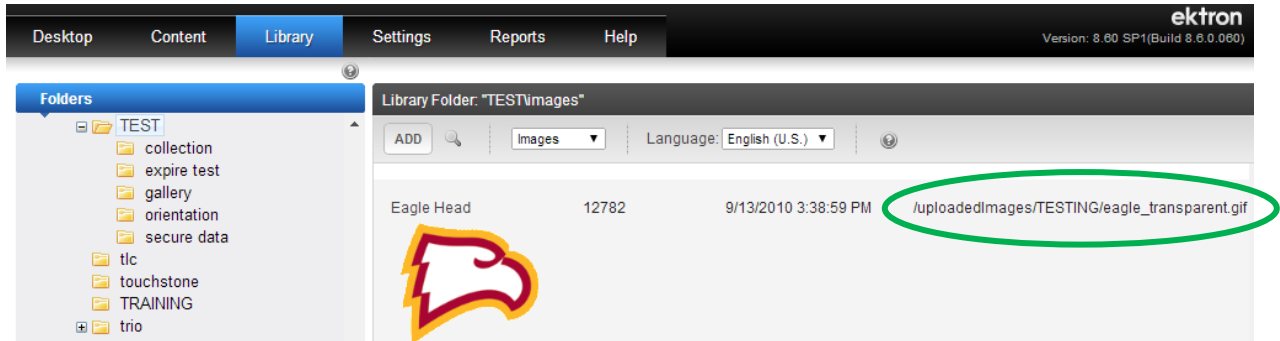


IMPORTANT: Deleted CMS content CANNOT be restored. Please delete with caution!

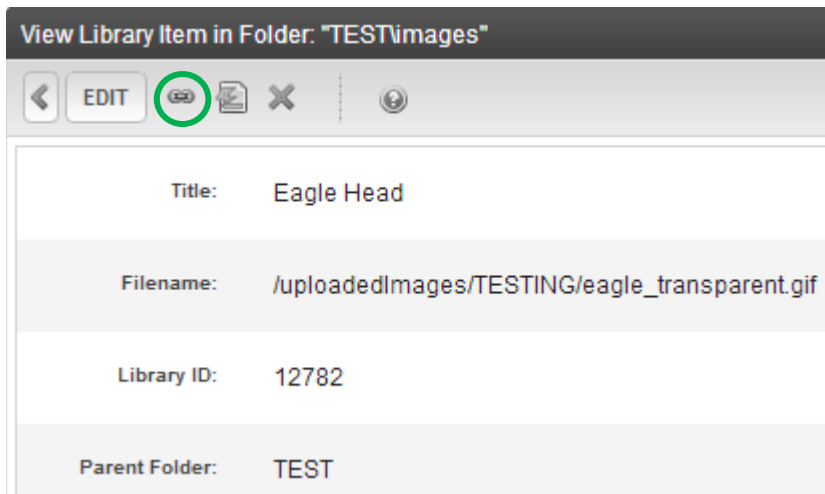
Library Items

- 1) With the Library tab selected, navigate to the folder where the library item to be deleted resides.

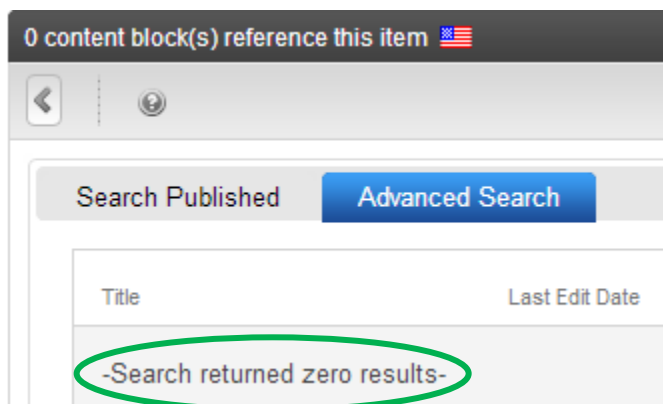
NOTE: The graphic in this example contains an underscore which is not permitted in [file names](#).



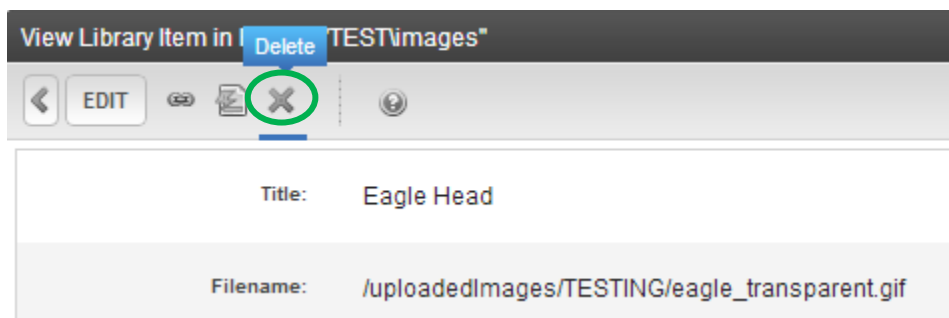
- 2) As with the content block, a link search must be performed before deleting a library item. Click the file title, then click the Link Search icon.



Once there are no remaining links to the bad file and the link search shows zero results, the file may be deleted.



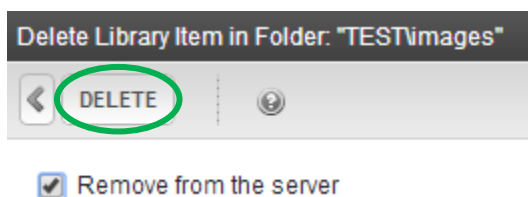
- 3) Click on the file title to enter the preview mode again. Click the X in the toolbar to delete the library item.



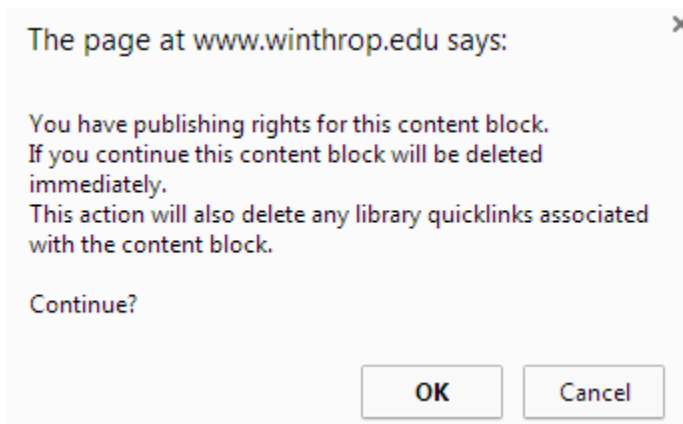
NOTE: If you do not have a delete icon, please contact a web developer to tweak your permissions.

- 4) Before clicking the DELETE button, check the box next to “Remove from the server.”

Now click the DELETE button.



- 5) A pop-up screen will ask if you want to continue with the deletion. Click OK.



IMPORTANT: Deleted CMS files CANNOT be restored. Please delete with caution!