DELETING AND RECOVERING PAGES

To delete an old item (page, folder, file, etc.), select the item and click the More tab. Now you can select Delete.

You will probably want to check the Un-publish Content box to remove it from the web site.

The system will warn you if the item has links to another page. If it does, review the message carefully. You may need to change a page or notify a department that you are deleting this item.
You may also use the “Relationships” button to see the connections for the page you are considering deleting. It will show you all of the assets that link to a particular page and that may be affected by deleting that particular page. With one-click publishing, you can quickly re-publish all of the assets that link to a page after renaming or moving it.

If all is ok, click the Submit button to delete the item.

Deleted items are held for **15 days** before being permanently deleted. **To recover an item** that was deleted by mistake, click on the Quick Links and select Recycle Bin.

Select the check box of the item you want to recover, then click the Recover action (the green arrow).
Click the Submit button.

For any changes that are made to a page a version comments field will be automatically populated with a summary of changes you’ve made. For simple changes, the comment will contain the old and new value of a field. For multiple changes, a summary of the fields changed will be generated. Plus you can always add to or overwrite the version comments as well.

To view the version comments for a page select the “More” tab and click “Versions”.

Don’t forget to publish your new page.