

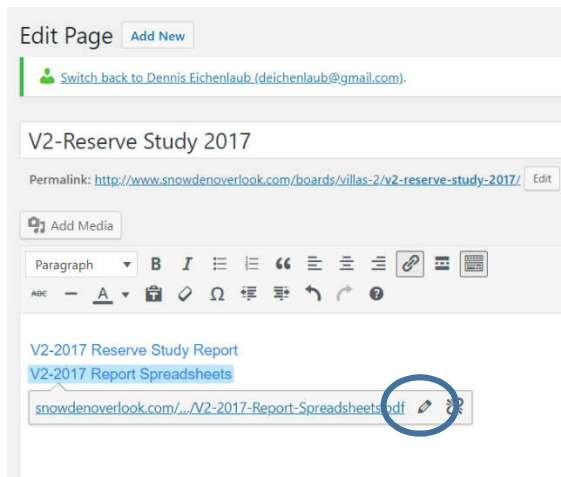
Removing Files from the Library

March 8, 2018

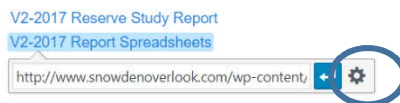
Question: How do I remove files from the library? I can remove the link from the page, but would also like to remove the file since it is obsolete.

Answer: The person who loaded a file is considered the file's owner. You can only delete files you own. This process works for pictures, PDF documents, or anything that is in the media library.

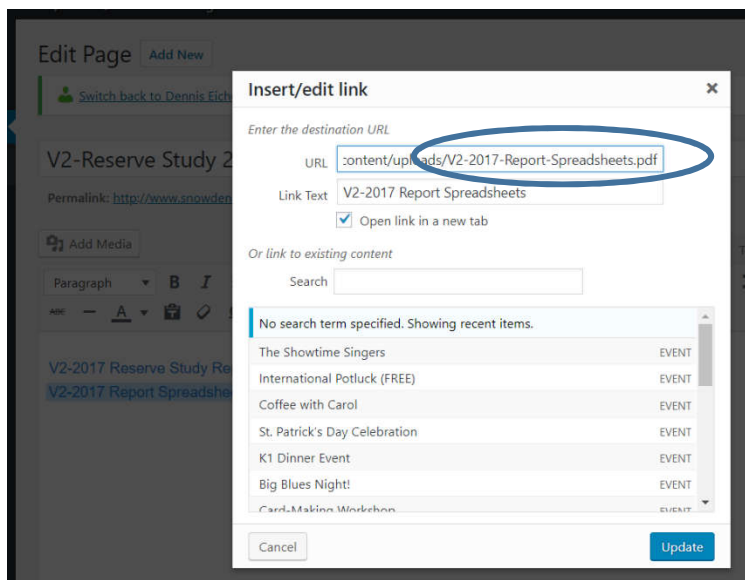
1. Edit the page. Click on the link. You will get a pop-up. Click the edit icon (pencil).



2. The pop-up changes. Click the tool icon (gear).



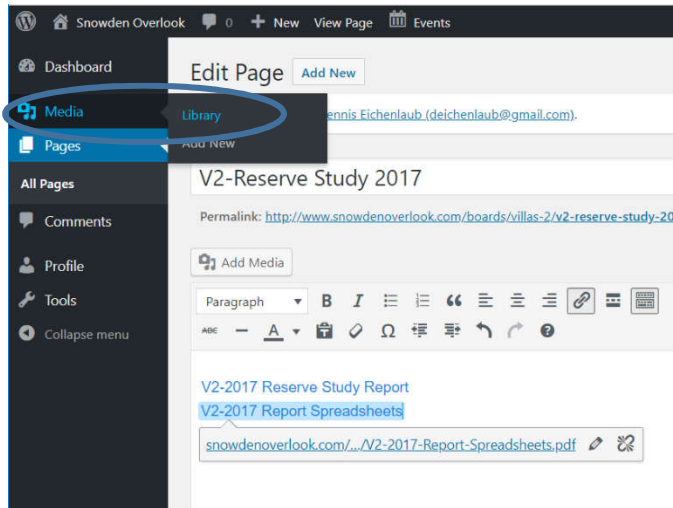
3. The part of the URL after "uploads/" is the file name.



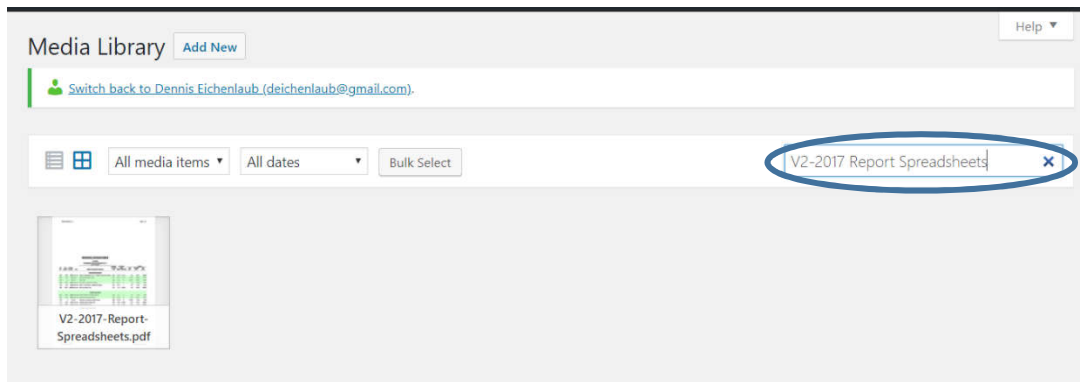
Removing Files from the Library

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- On the left sidebar, click "Media". (Or hover Media and click "Library").



- In the media search bar, type the file name. (Or, if you are clever, copy it in step 3 and paste it here.)



Removing Files from the Library

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- In the lower right, click "Delete Permanently". If you do not see the delete link, it may be because you didn't load the file. Contact the webmaster to have the file deleted.

Account Login | Voya Fir | Inbox - deichenlaub@g... | Media Library - Snowden |

https://www.snowdenoverlook.com/wp-admin/upload.php?item=33277

Bookmarks | GOC | Bank | Dennis | Comics | Sun Comics | Daily | Dennis Weekly | Weather | Travel | Bicycle | SOCA Site | SmartThings | Mom Investments

Snowden Overlook | New | Events | Howdy, Nancy Thomas

Attachment Details

File name: V2-2017-Report-Spreadsheets.pdf
File type: application/pdf
Uploaded on: January 25, 2018
File size: 50 KB

URL:

Title:

Caption:

Description:

Uploaded By: Nancy Thomas

Uploaded To: [V2-Reserve Study 2017](#)

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Document Preview

Thank you for creating with WordPress | Version 4.9.4