

# Delete File / Item

To structure the immense information on a plone site, contents like files or documents are organised in folders. The scheme is very similar to windows. In these folders you have the possibility to delete or to move the items into another folder by copy/cut and paste.

Show the content of a folder

Click the "Contents"-Tab on the blue border around the top of the page.

Now you will see all items in this folder

screenshot of the blue border which you find around the top of the page

content overview

Delete items

Mark all items you want to delete in the small box indicated in the screenshot. Then click the delete-button.

**Attention!**

There is NO question like "Do you really want to delete this item?" appearing after clicking on "delete". So please make sure that you have chosen the right items before clicking the delete-button