

Werkinstructies

## How do I delete a media element and how do I retrieve it?

Delete media elements Restore media elements

## **Delete media elements**

• Use the navigation bar on the left to navigate to Library.

Library					
	Filters 🔮 / Library: media elements				
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- 1. Navigate to the Media elements tab (third tab).
- 2. Select the file(s) you want to delete.
- 3. Click **Delete.** Cirrus will ask you for confirmation. Click **Delete** again.

A Media elements you are using in an item cannot be deleted.

## **Restore media elements**

On the Media elements tab you can see which files are in your trashcan. You can then restore them and re-add them to your library.



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Library						
	Filters 🖂 / Library: media elements					
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		Total 1 item(s) found   Show 100 item(s)				

- 1. Click Trashcan in the navigation bar on the left.
- 2. Select the files you want to re-add to your library.
- 3. Click Restore.