# 5. Moving and Deleting Content

Content can be moved to new locations in the CMS or deleted if necessary. This should be done with care. When content is deleted you will still see it in the CMS where it will be marked as inactive until the CMS Recycle Bin is emptied by an administrator.

Note that moving and deleting content affects both the English **and** Welsh versions of the content.

## Moving content

1. Open the Site Structure and browse to the section containing the piece of content that you need to move.

2. Click on the section to open it.

3. The 'General section details' page appears. Click on the 'Content' tab.

4. Find the piece of content that you wish to move and click on the Actions button to the right of it.

5. Select Move from the menu that appears.

Reviewed: April 2023
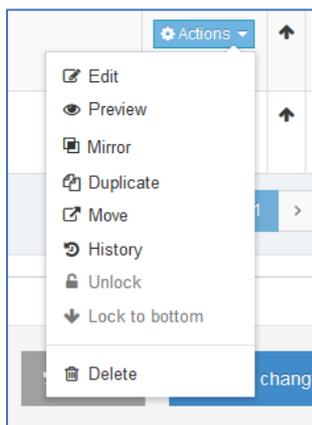
6. The 'Move content' screen appears, click on the section where you wish to move the content to.
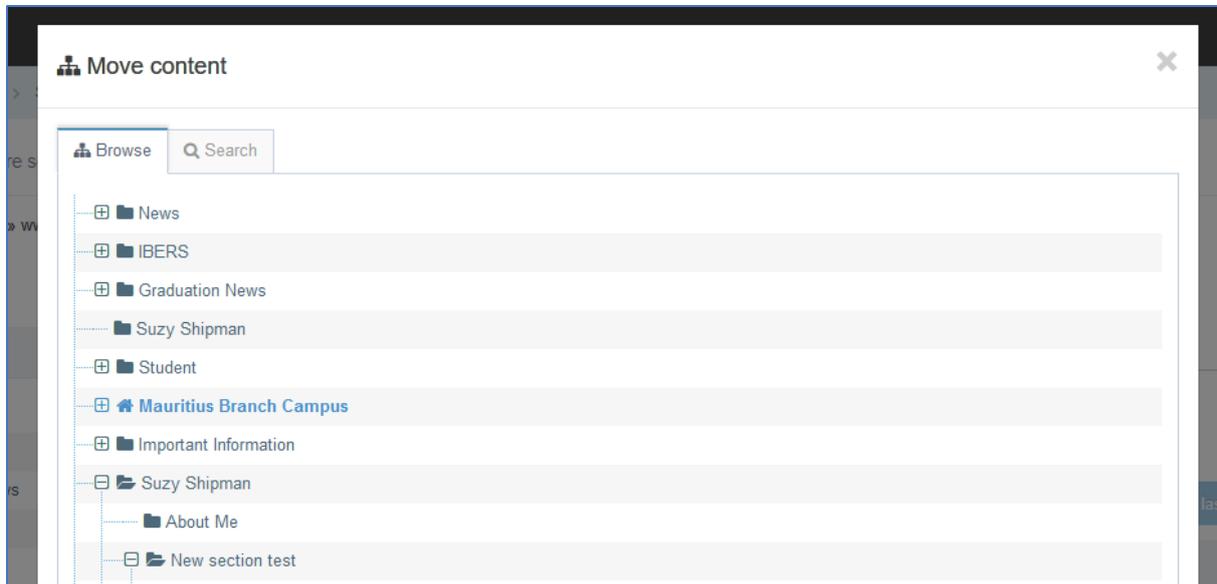


7. A message will appear at the bottom of the page to tell you that the content has been successfully been moved:
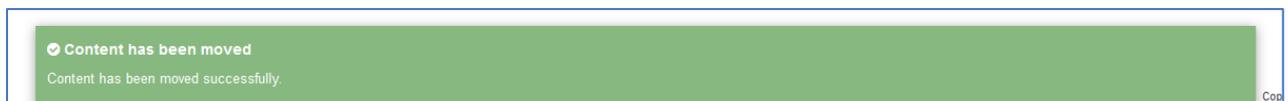


8. You will be returned to the Content tab, where you can see that the content you moved is no longer listed in this section.

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# Deleting content

1. Open the Site Structure and browse to the section containing the piece of content that you need to delete.

2. Click on the section to open it.

3. The 'General section details' page appears. Click on the 'Content' tab.

4. Find the piece of content that you wish to delete and click on the Actions button to the right of it.

5. Select Delete from the menu that appears.
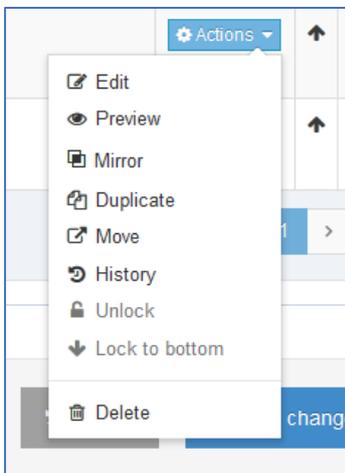


6. A confirmation window pops up:
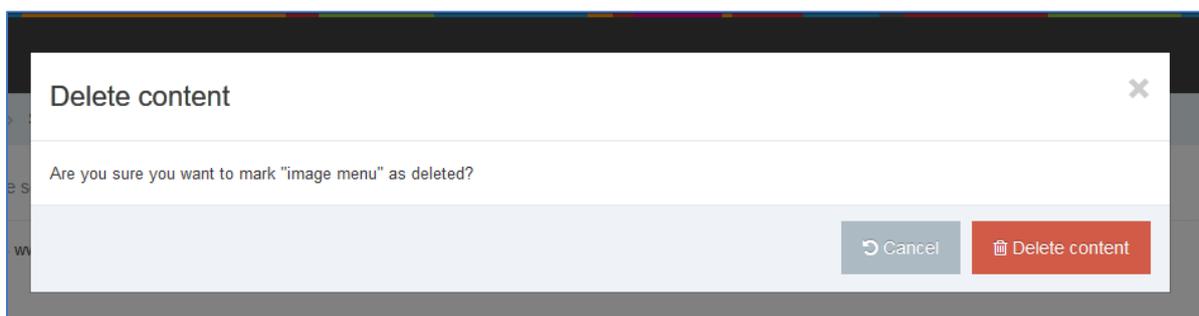


7. Click the Delete content button to finish.

8. If you have chosen to delete mirrored content, you will be shown a list of where the content is mirrored and asked if you just want to remove it from this one section or delete it completely.

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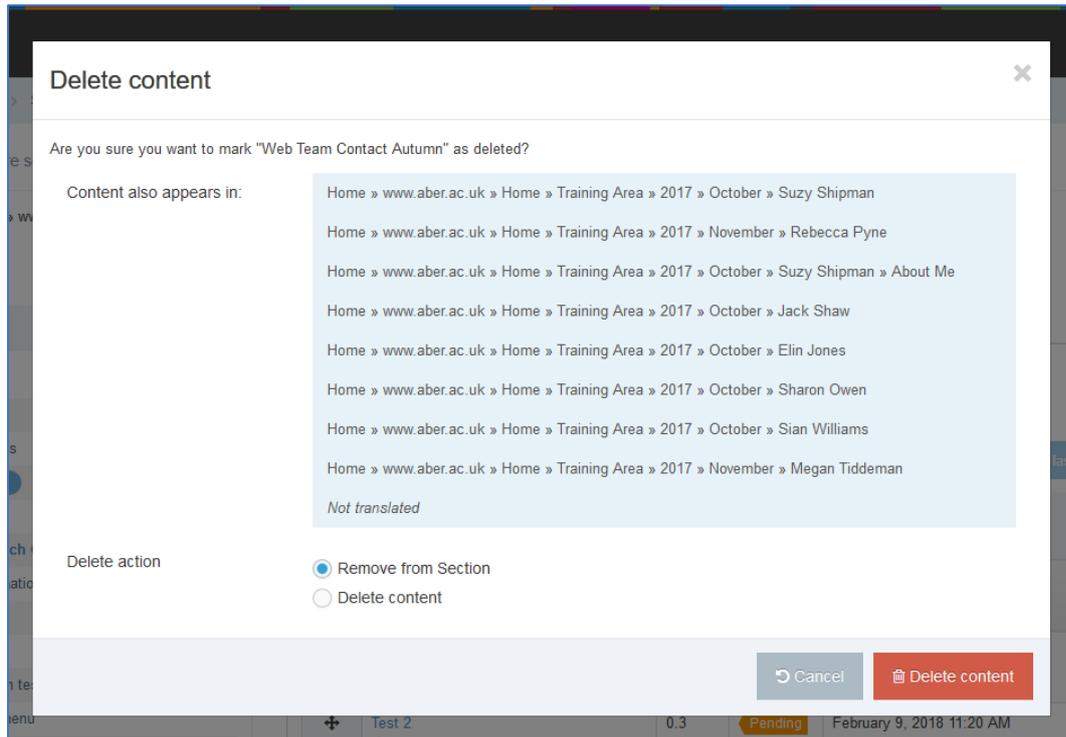
9. Be careful that you make the right choice. Choose "Remove from Section" to just remove this one mirrored piece of content from this section, or choose "Delete content" to completely remove this content from all sections that it is mirrored in. Click Confirm to continue.

10. A message will appear at the bottom of the page to tell you that the content has been successfully been deleted:

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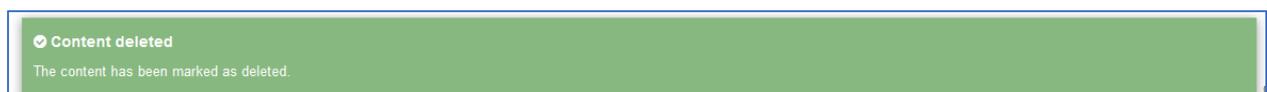
11. You will be returned to the Content tab, where you can see that the content you moved is either:

   a. marked as inactive (you deleted normal content)



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   b. no longer listed in this section (you deleted mirrored content)

**Notes**: If you need to move or delete a whole section, please see Information Sheet 2.2 (Moderators only).

Some departments have a section designated as their 'bin' where inactive content or sections can be moved to. This is useful if you find it confusing having inactive content in sections. Use the instructions in the first part of this document to move content into the 'bin' section.

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