## Delete Media Files

## Delete Files from a Local Media Library



This feature is available to Site Manager and Course Author accounts, depending on system configuration.

- 1. Navigate to the local media library within the product that contains the files to delete.
- 2. Select Delete Files in the media library menu.
- 3. Select the file type from the Select Section drop down.
- 4. Select one or more files to delete and then select Delete.
- 5. A prompt will ask you to confirm the deletion.

## Delete Files from the Global Media Library



This feature is available to Site Manager accounts.

## 1. Navigate to the global media library .

- 2. Select files to by highlighting them.
- 3. Select **Delete Selected** in the options menu.
- 4. Use your FTP client to remove files that were uploaded via FTP.
- 5. A prompt will ask you to confirm the deletion.