


How to delete an image/s from your pages

To delete a single image:

You have successfully followed the instructions for inserting an image in to the body of your page content and now you decide you no longer want that image in your page. You may want to use that image somewhere else or at some point in the future. How do you delete the image from the body content of your page but keep the image on the system.

1. Navigate to the page that has the image in it.

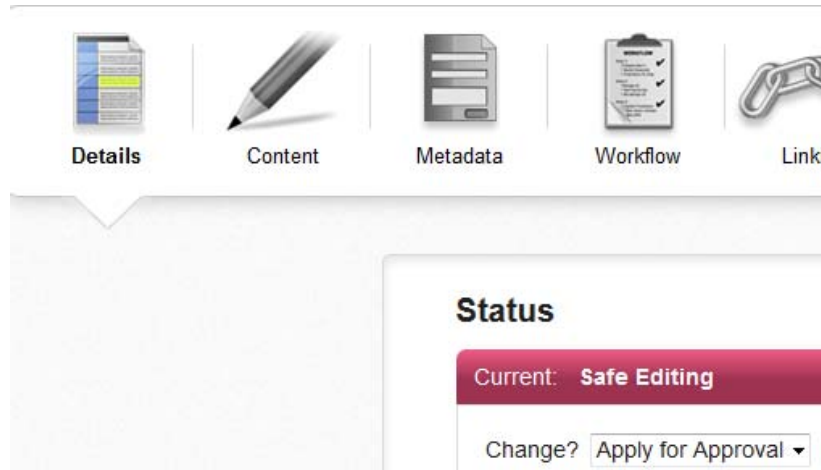


2. Click edit mode  and then the content screen

3. Initiate safe edit mode



4. Click your mouse cursor directly to the left or right of the image in question.
5. If your cursor is flashing on the left hand side of the image, press the 'Delete' key on your keyboard. The image should disappear.
6. If your cursor is flashing on the right hand side of the image, press the 'back space' key on your keyboard to delete the image.
7. Save your changes.
8. If you are a WI Web Editor, change your status on the details screen to Apply for approval and click the green save button. Once your Federation Web Editor has approved the deletion and made the page status live, the image will be removed from the live website.



9. If you are a Federation Web Editor, change your status on the details screen to approved, save, and then change it to make live and click save again. The changes will appear on the live website when the website refreshes.

If you have more than one image inserted in your page, follow the above steps for each one.

NB: if the image was linked to another page or a document download, make sure you remove this link before deleting the image.

To delete an image gallery:

You have successfully followed the steps for inserting an image gallery in to your page content, but now want to remove it from the page but keep the images on the system in case you want to use them somewhere else or in the future. To delete the image gallery:

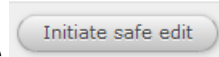
- 1) Navigate to the page with the image gallery inserted in it



- 2) Click edit mode



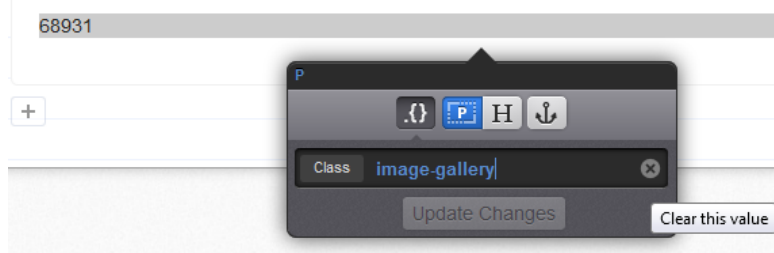
- 3) Initiate safe edit mode



- 4) Highlight the asset ID in the content that you turned in to an image gallery. A drop down menu will appear below it



- 5) Click on the first option called class name. A second drop down menu will appear



- 6) Click on the circle with the cross to clear the value and then click the Update Change button.
- 7) Now, delete the asset ID number completely and click save.
- 8) Follow steps 8 or 9 above.