

## Delete a file

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To delete a file:

- Choose **Files** menu
- Click on the **Files** tab
- Click **Delete** from the options dropdown menu under Actions
- Click **OK** to confirm that you really do want to delete the file
- You will be presented with a warning message asking if you wish to delete the file from disk
  - Choose **No, just delete record from DB** if you wish to delete it from the knowledgebase but leave the file on the server
  - Choose **Yes, delete from disk** to remove the file altogether.

### Note:

- If a file is attached to an article it cannot be deleted.

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