

# Deleting and restoring an article

## Build your help center

Here is how you can delete an article that you no longer need and how to restore it in case it was not intentional.

1. First, navigate to the articles listing page of your help center dashboard.

The screenshot shows the 'Articles' section of a help center dashboard. At the top, there is a header with a red plus icon, the word 'Articles' in bold, and '(58)' in parentheses. To the right of the header, there are two buttons: 'Sort: Last Modified (desc)' and 'Filter: Published'. Below the header, there is a list of five articles. Each article row contains the following information from left to right: the article title, the last update time and author name, engagement metrics (thumbs up, thumbs down, and heart icons with percentages), a set of four icon buttons (trash bin, pencil, speech bubble, and eye), and an 'Unpublish' button.

Article Title	Last Updated	Author	Thumbs Up	Thumbs Down	Heart	Actions	Unpublish
Enable comments in your help center	2 minutes ago	/Build your help center	0%	0%	0%	Trash, Edit, Comment, Eye	Unpublish
How to enable comments?	2 minutes ago	/FAQs	0%	0%	0%	Trash, Edit, Comment, Eye	Unpublish
How to add an internal note to an article?	16 minutes ago	/Authoring Content	0%	0%	0%	Trash, Edit, Comment, Eye	Unpublish
Adjust the SEO meta tags of your articles	5 days ago	/Authoring Content	0%	0%	0%	Trash, Edit, Comment, Eye	Unpublish
Is HelpCenter.io right for me?	22 days ago	/Before you sign up	33%	33%	33%	Trash, Edit, Comment, Eye	Unpublish

2. There you can see that each article has several options available as icon buttons with the trash bin being the first one.

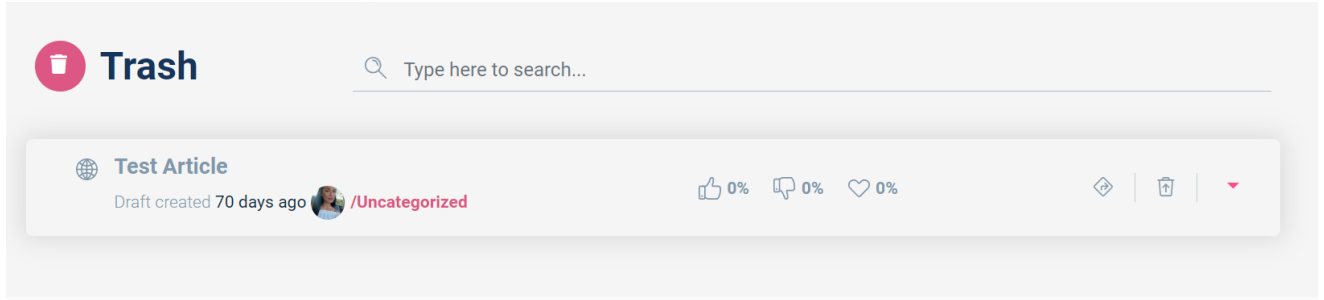
Find the article you would like to delete and click on that icon.



3. Once you delete an article, it goes to the **Recycle Bin** of your help center. If at some point you decide you would like to get that article back, you can do so by navigating to the **Recycle Bin** that is available at the **trash bin** icon in the main dashboard menu.



4. Once you open the **Recycle Bin**, you will find all deleted articles there.
5. Find the one you want to restore and click on the icon of a trash bin with an arrow pointing up. This would put your article straight back to your help center.



And this is how you delete and article and restore it if you make up your mind at some point.