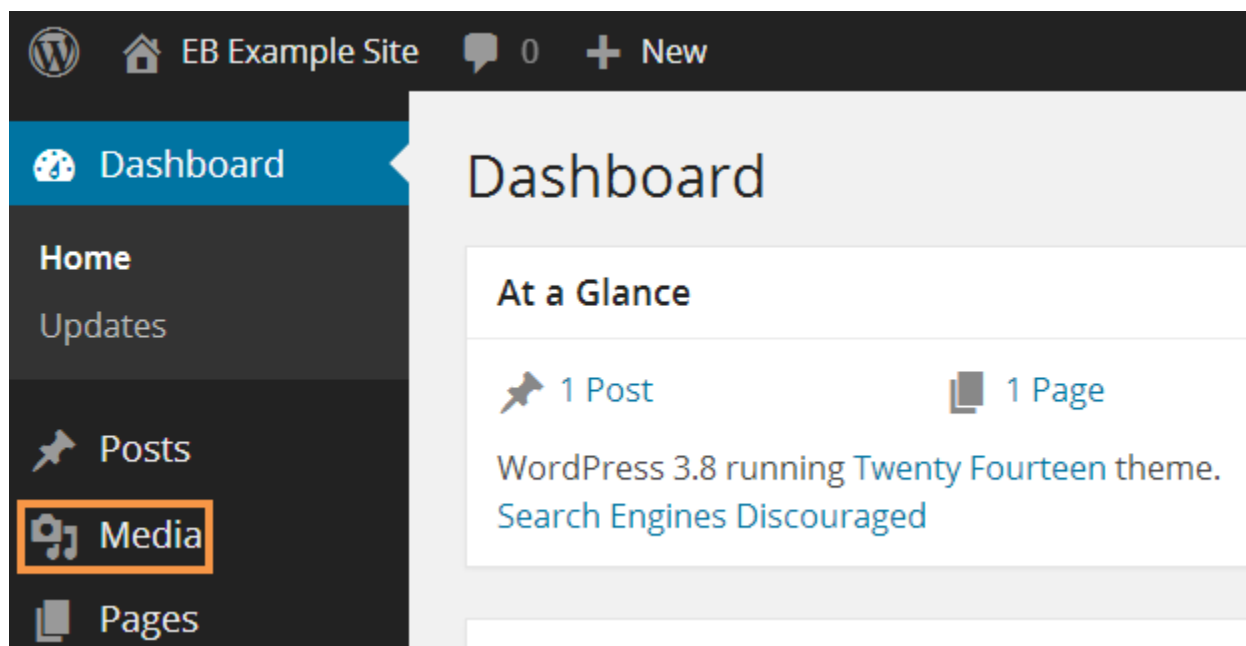# Permanently Deleting Media Files from WordPress

Updated: August 21, 2014

1. Sign in to WordPress.
2. Click **Media** on the left side of the screen.
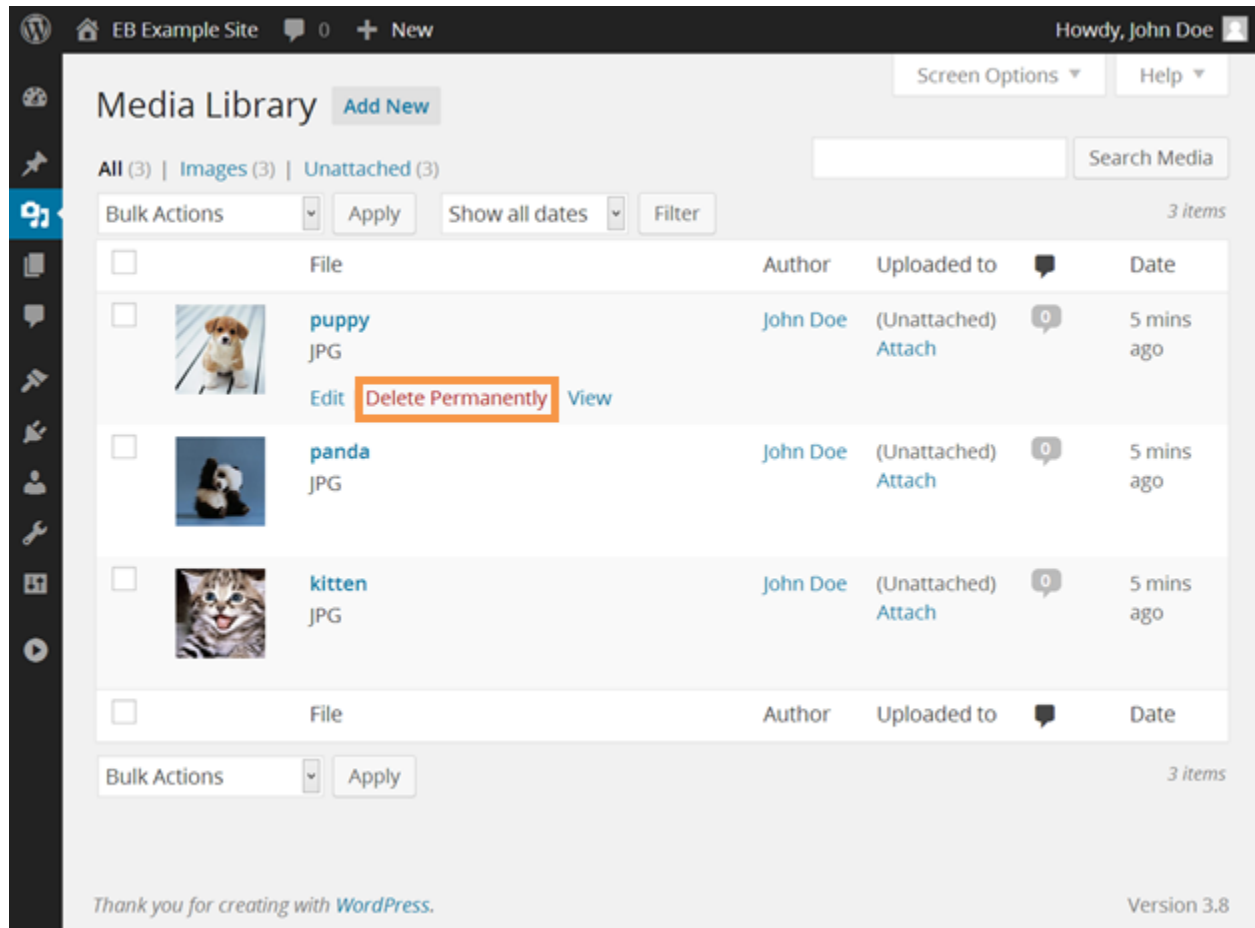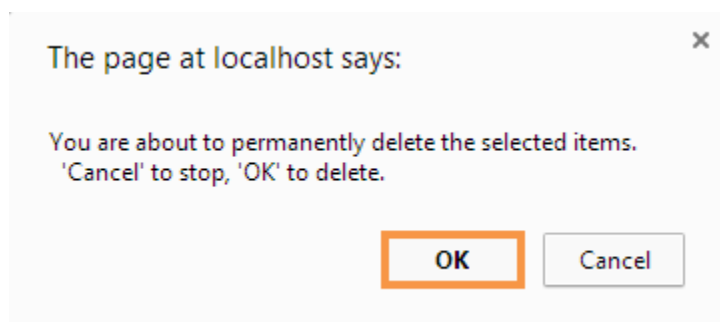

You can now delete files one at a time or in bulk.

- [Delete files one at a time](#)
- [Delete files in bulk](#)

Delete Files One at a Time

3. Hover over the file you want to delete.
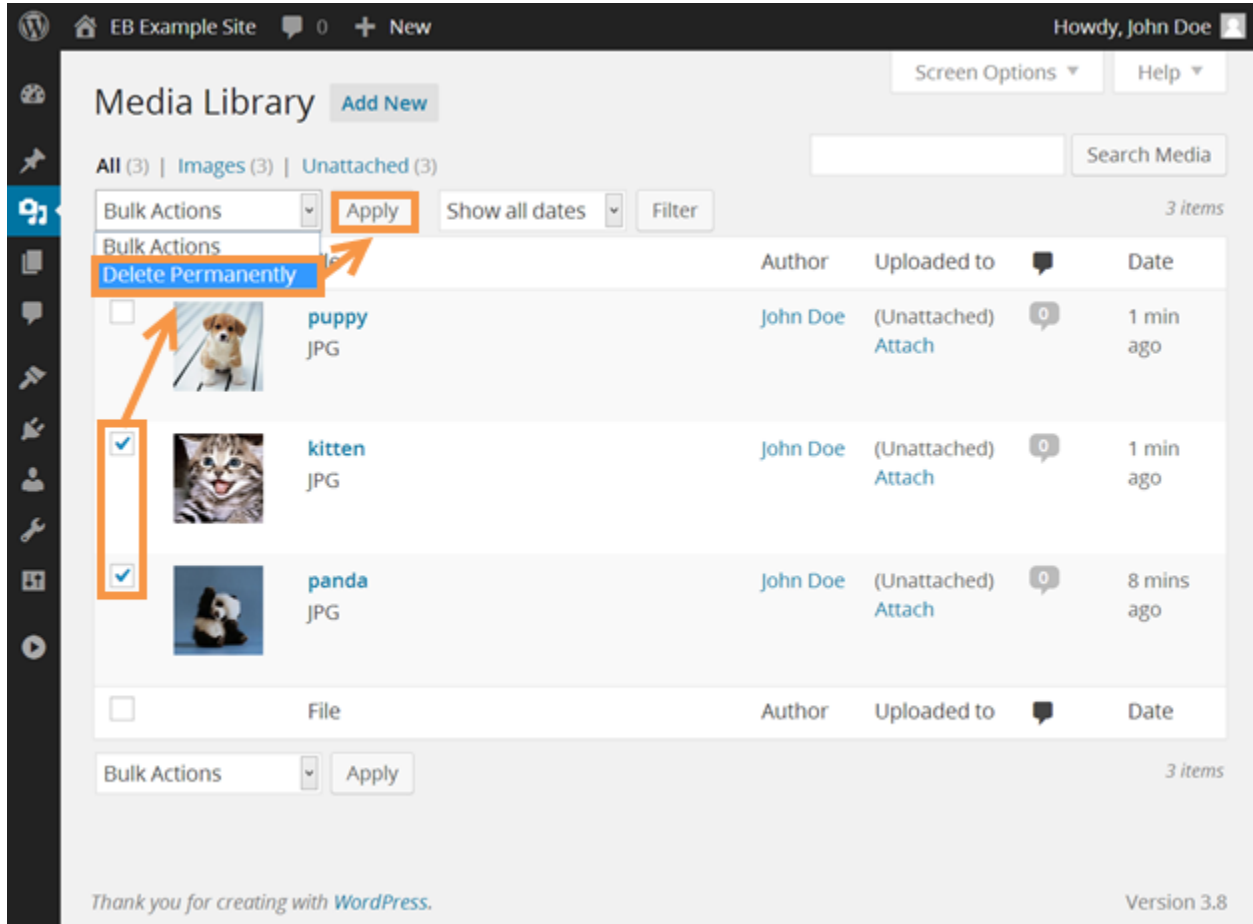
4. Click **Delete Permanently**.

5. Click **OK** on the confirmation dialog.

Delete Files in Bulk

3. Check the boxes next to the files you want to delete.

4. Select **Delete Permanently** from the *Bulk Actions* drop-down.

5. Click **Apply**.

   Warning: WordPress does not ask for confirmation when using the bulk actions. Please make sure that you have only selected files that should be permanently, irrevocably deleted.