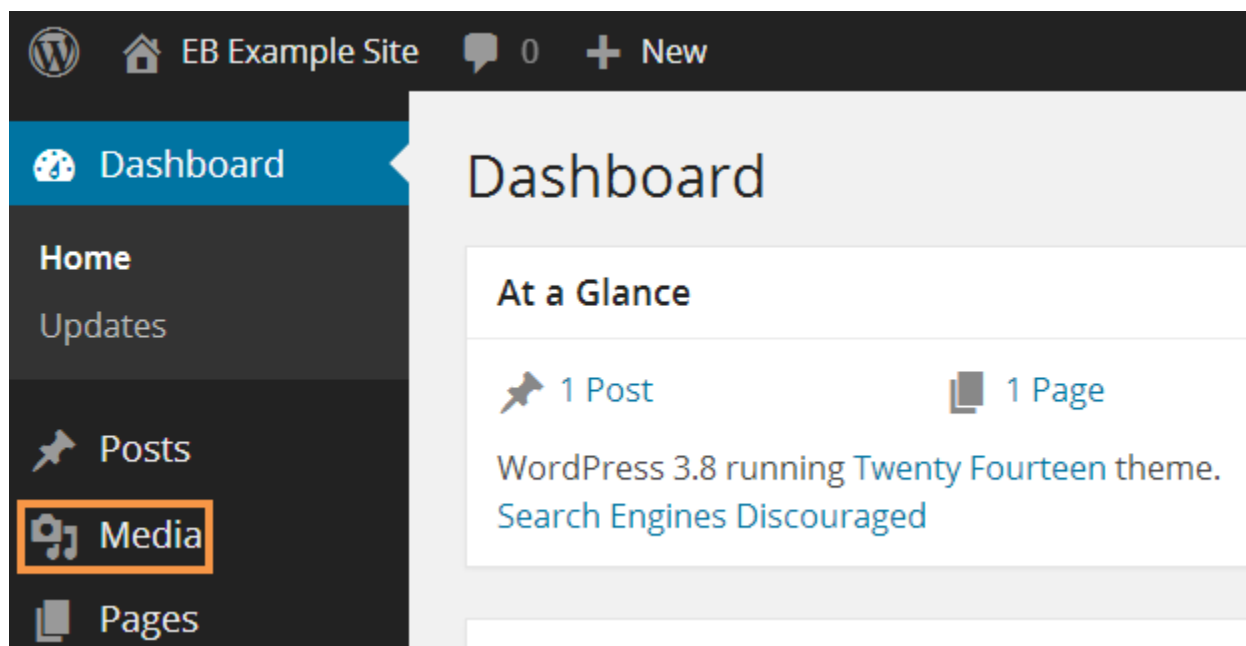


Permanently Deleting Media Files from WordPress

Updated: August 21, 2014

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

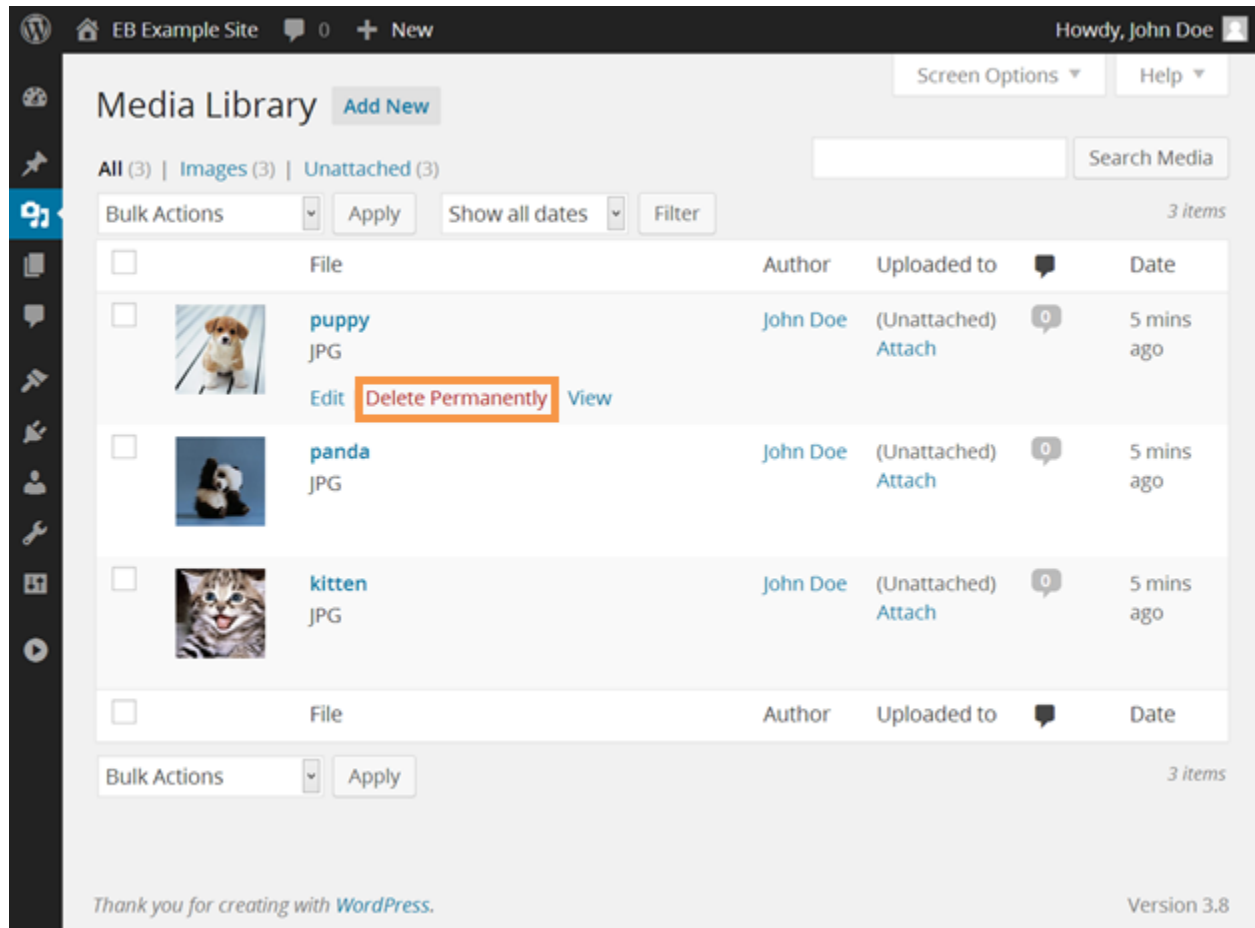


You can now delete files one at a time or in bulk.

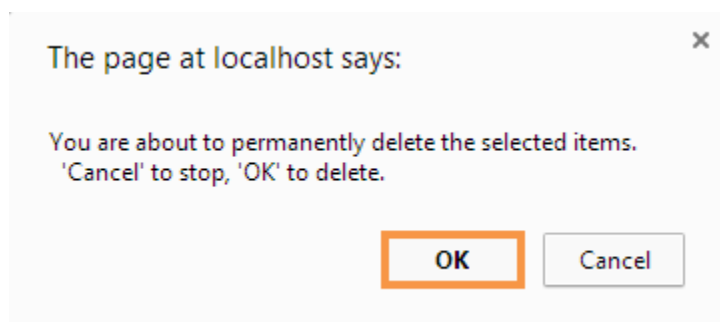
- [Delete files one at a time](#)
- [Delete files in bulk](#)

Delete Files One at a Time

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



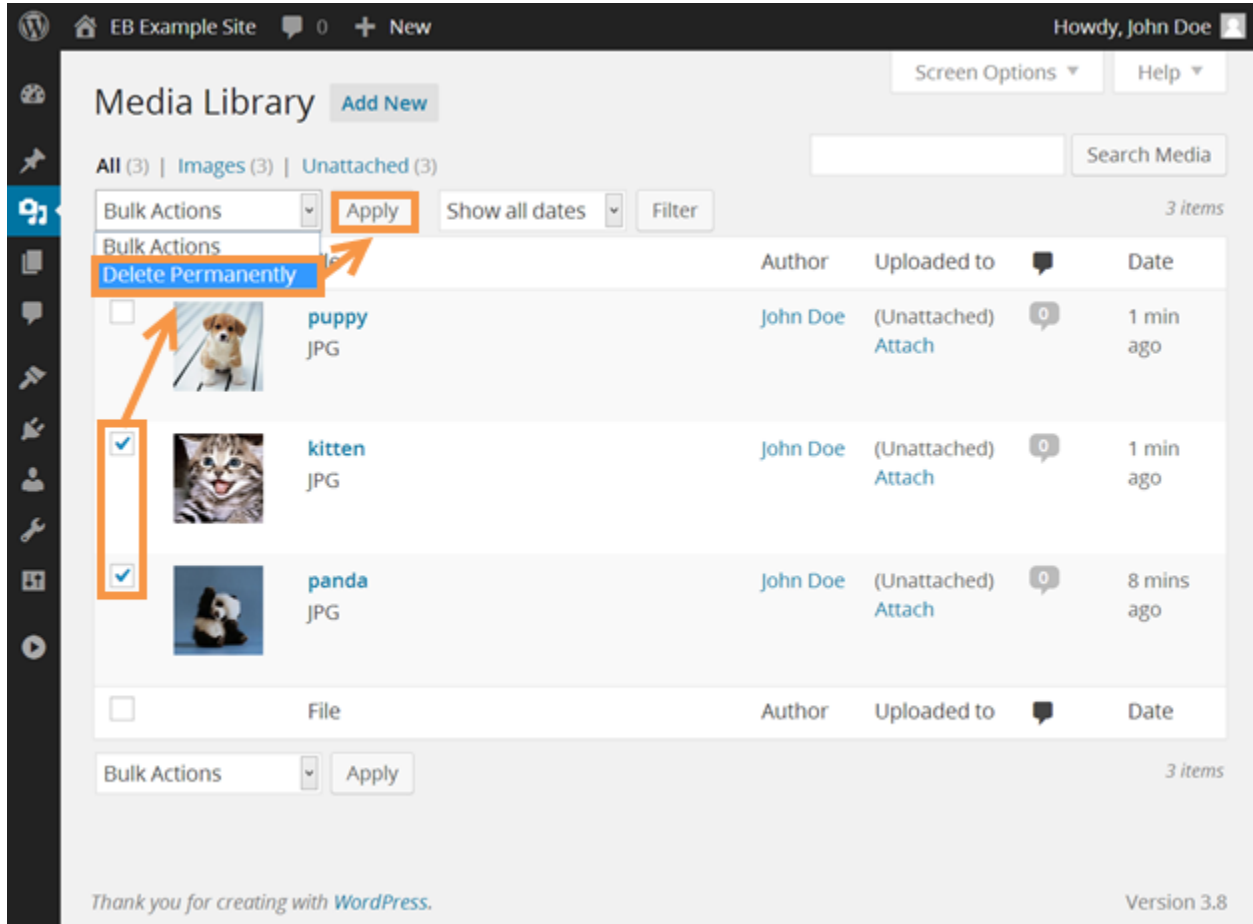
5. Click **OK** on the confirmation dialog.



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.



The screenshot shows the WordPress Media Library interface for a site named "EB Example Site". The user is logged in as "John Doe". The interface displays a list of media items: "puppy", "kitten", and "panda", all of which are JPEG files uploaded by "John Doe" and are currently "Unattached".

Annotations with orange arrows indicate the steps for bulk deletion:

- An arrow points to the "Bulk Actions" dropdown menu, which is open, showing the option "Delete Permanently".
- An arrow points to the "Apply" button next to the "Bulk Actions" dropdown.
- An arrow points to the checkboxes in the left column of the media items table, where the checkboxes for "kitten" and "panda" are checked.

The interface includes a search bar, "Screen Options", and "Help" buttons. The footer shows the WordPress version as 3.8.

	Author	Uploaded to		Date
<input type="checkbox"/>	John Doe	(Unattached) Attach	0	1 min ago
<input checked="" type="checkbox"/>	John Doe	(Unattached) Attach	0	1 min ago
<input checked="" type="checkbox"/>	John Doe	(Unattached) Attach	0	8 mins ago