



Delete a category and its content

Last Modified on 06/06/2023 3:35 pm EDT

You can delete a category in two places:

- From the Articles page, using the trashcan icon.
- From the Category Editor when you're viewing that category, selecting the Deleted status from the dropdown.

Below, we walk through each method in more detail.



When you delete a category, you also delete all the content inside the category. If you want to delete a category but not the content inside it, move the content out of the category before deleting. If you delete a category by accident or need to recover a deleted category, [contact support](#) so we can recover the category and all of its articles and subcategories.

Delete category from the Articles page


To delete a category from the Articles page:

1. Go to Knowledge Base > Articles.
2. Find the category you want to delete. If it's a subcategory, you'll need to open the category it's located within.
3. Hover over the category you want to delete.
4. Select the Trashcan / Delete icon.



5. This will open a confirmation pop-up which will display the category name and warn you that all content within the category will also be deleted. Be sure the category name displayed here matches the category you want to delete!

Delete Category ×

 This action cannot be undone.

You are about to delete the **Top-level default cat** category. This will also delete all of the articles and subcategories within it.


Are you sure you want to delete this category?

Type the word **delete** in the textbox below to confirm.

[Cancel](#) Delete Category

6. If it does, type the word **delete** into the textbox and select **Delete Category**.

Delete Category ×

 This action cannot be undone.

You are about to delete the **Top-level default cat** category. This will also delete all of the articles and subcategories within it.

Are you sure you want to delete this category?

Type the word **delete** in the textbox below to confirm.

[Cancel](#) Delete Category

7. The category and all of its subcategories and articles will be set to Deleted.

Delete category from the Category Editor

To delete a category from the Category Editor:

1. Open the category you'd like to delete as if you're going to edit it.
2. In the **Status** dropdown, select **Deleted**.

Save ▼ Back

Last Saved: 07/15/2021 10:20 am MDT

Status:

Active

Active

Deleted

Category Type:

Default

3. This will open a confirmation pop-up which will warn you that once you save the category with this status, all content within the category will also be deleted. If you want to proceed with deleting, type the word **delete** into the textbox and select **Confirm**.

Delete Category

×

⚠ This action cannot be undone.

When you change the status of a category to **Deleted** and **save**, you will also delete all of the articles and subcategories within it.

Are you sure you want to change the status of this category to deleted?

Type the word **delete** in the textbox below to confirm.

delete

Cancel

Confirm

4. Save your category to finalize the status change and deletion.

5. Your category and all of its subcategories and articles will be set to Deleted.

Copyright © 2015 - 2024 Silly Moose, LLC. All rights reserved.
Powered by KnowledgeOwl knowledge base software.