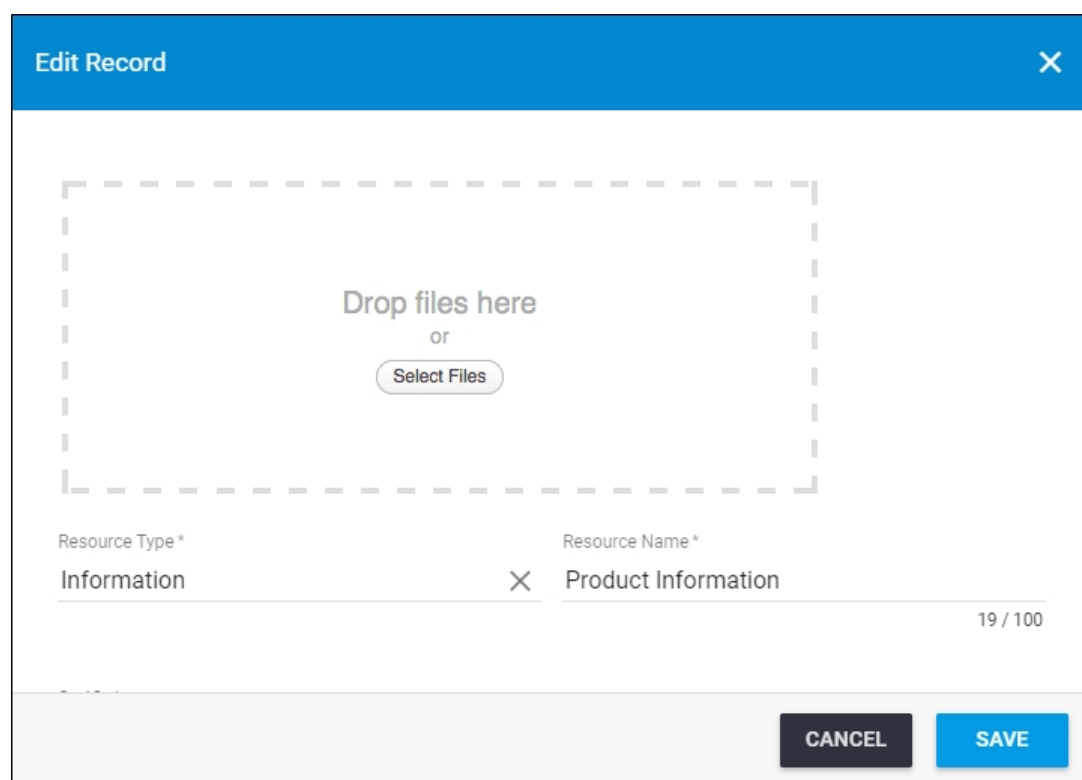


## Update resource

To update a resource, follow these steps:

1. View the resource details then click , the following window appears:



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2. Drag the new file and drop it on the window or click **Select** Files and browse for the file you want to upload,
3. Select a new resource type, if you want,
4. Update the resource name and sort order, if you want,
5. Click **Save**, the old file which you have replaced is no longer assigned to this article.
6. Go to **Articles** tab, the following page appears:



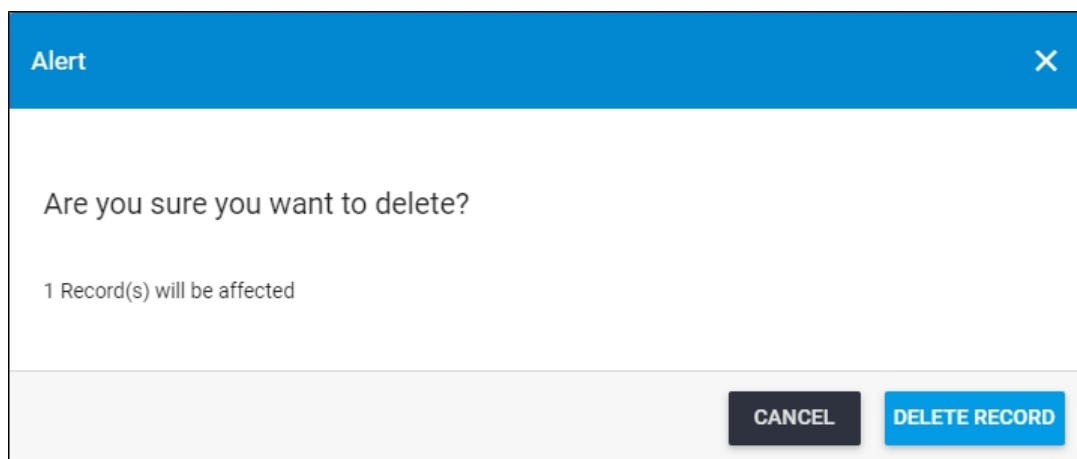
open a new window. The article is added to the list.

To delete an article, follow these steps:

Select the articles you want to delete by following any of these methods:

1. Select the article you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the article you want to delete,
  - Click the checkbox on top of the records to select all articles then click the **Delete** button,
  - Click the checkbox(es) next to the articles you want then click the **Delete** button,

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the article. It is removed from the list.