

How do I restore a deleted image?

Michael C. - 2021-01-28 - Website Content

After an image has been deleted from the Image Library, it is still able to be recovered through the **Deleted Images Archive**. This archive will allow you to recover any images that may have deleted. To recover an image from the Deleted Images Archive, please follow these steps:

1. Click **Member Login** near the top right of the webpage and login. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on **Website**.
3. On the left-hand side of the screen, click on **Libraries**
4. On the Getting Started page, click on **Image Library**

Getting Started

Libraries

Libraries are the archives of your website content, not just what is published on your home page. You can draft new content here, as well as archive old content.

Libraries store content in either Published or Draft mode, so you can easily work on items over time before displaying them anywhere on the website. You will also be able to access Deleted content for a limited period of time.



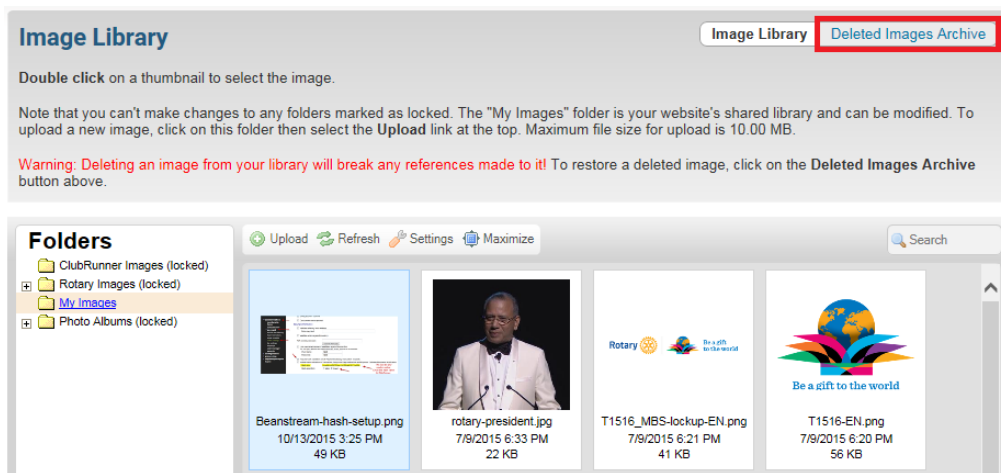
Image Library
Store all your images in the **Image Library** to easily add them throughout the site. Great for sharing with other administrators and reusing images.

Photo Album Library
Photo Albums can appear anywhere on your website, and a list can be published on the home page using the Photo Albums widget. You can link to any photo album from any page.

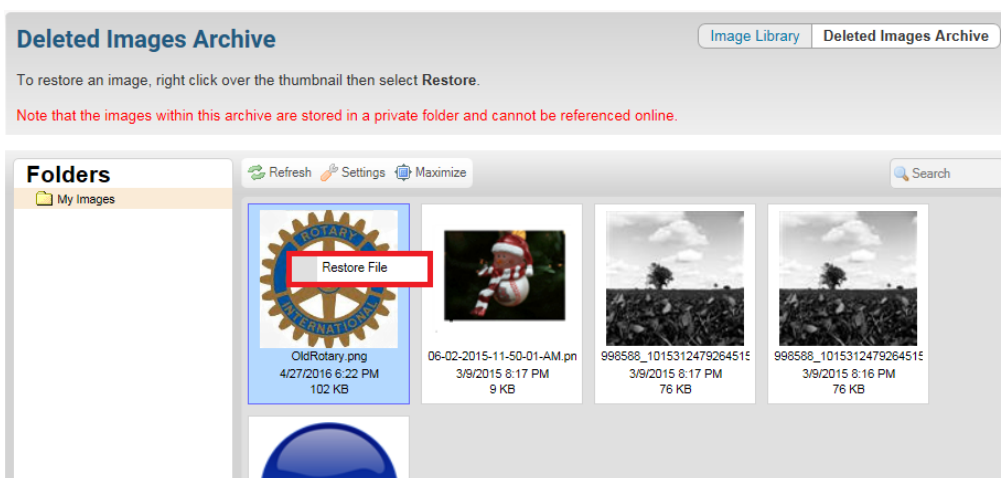
Global Custom Widgets
A **Custom Widget** is a piece of content (text and/or graphics) that can appear anywhere on your website. Global means it can be used in several pages throughout your site, not just the home page.

Links Widget Library
A **Links Widget** is a menu that can incorporate different types of links such as stories, download files, and external links, with grouping. They are used to supplement the main horizontal menu that appears on every page and are available globally to be embedded on any page.

5. You are now in the **Image Library**. Select the **Deleted Images Archive** tab.



- This will take you to the **Deleted Images Archive**. Right click on the image you wish to restore and click **Restore**.



- You will get a dialog box asking you if you are sure you want to restore the image. Click **OK** to restore it.

Once the image has been restored, you will be able to navigate back to the Image Library and find your now recovered image.

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