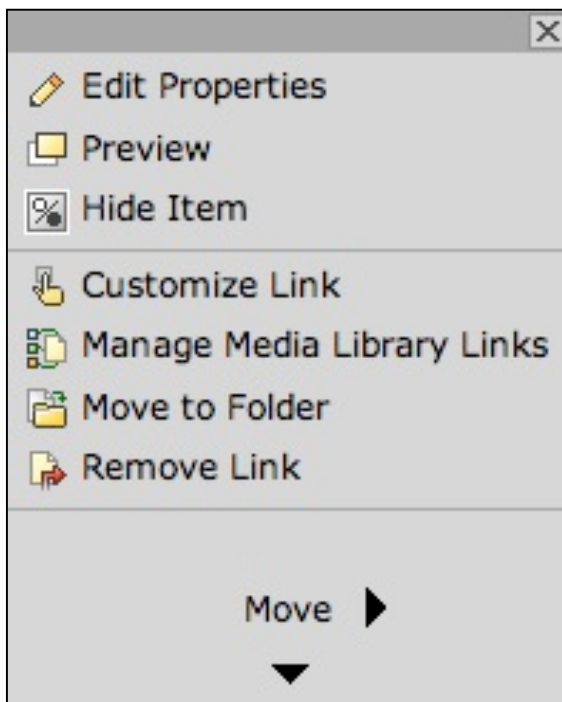


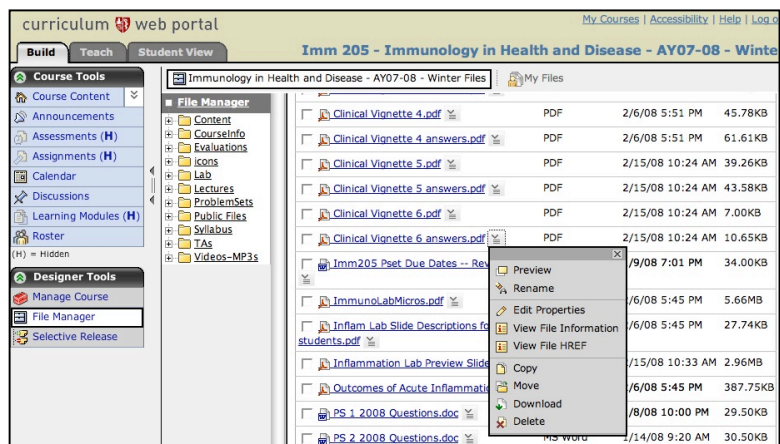
CWP – Deleting a link

When you create a link to a file in CWP, two things happen: the file is uploaded to the CWP 'File Manager' and the link to the newly uploaded file is placed on the 'Course Content' page where you created the link. To remove the link from the 'Student View' tab you have several options.



- 1) **Hide a link:** From the 'Build' or 'Teach' tabs, click the action menu icon (≡) next to the link you wish to hide and choose 'Hide Item' (🔒). Once the link is hidden, '(Hidden)' will appear next to the name. A hidden link remains visible on the 'Build' and 'Teach' tabs but is invisible to students.
- 2) **Remove a link:** From the 'Build' tab, click the action menu icon (≡) next to the item you wish to remove and choose 'Remove Link' (🗑️). This removes the link from the page in all tabs/views, but the file remains in the 'File Manager' for archives and future use.

- 3) **Remove a link and delete the file:** To completely remove a file from the CWP system you must both remove the link to the file and delete the file from the 'File Manager' in the 'Build' tab. To remove the link follow the instructions above, while making note of the name of the file. Then from the left hand menu under 'Designer Tools' choose 'File Manager'. Find the file you wish to delete, click the action menu icon (≡) next to the item, and choose 'Delete' (✖️).



If you have any questions, please contact us at: cwpsupport@lists.stanford.edu