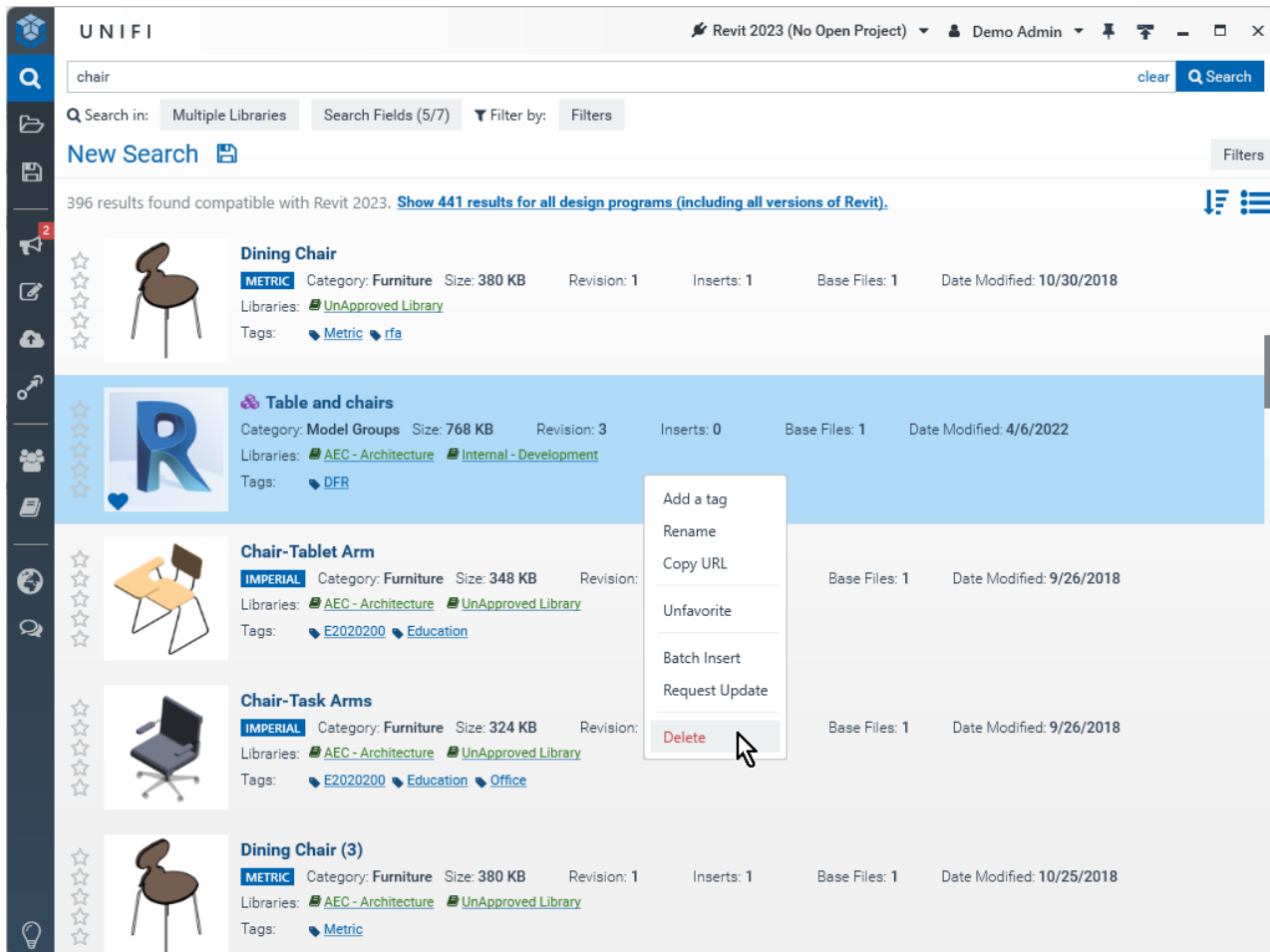


# How to Delete Content from UNIFI

Last Modified on 10/11/2022 5:02 pm EDT

In this article, we are going to show you how to remove content from UNIFI. Keep in mind that only Company Admins or Library Admins can remove content from UNIFI.

As a Company Admin, you can delete content by right-clicking over a single or multi-selection from the search or browse screens.



However, as a Library Admin, you will not be able to delete content in this same manner. Library Admins are only able to manage content that lives in libraries that they manage.

To remove content from a library, go to the piece of content that you wish to delete and select the Library Management tab.

## ← Casework\_Base Cabinet\_4 Drawers

Click to Insert

Revit Family: Casework\_Base Cabinet\_4 Drawers.rfa

Category: Casework

Size: 348 KB

Inserts: 24

Units: Imperial

Libraries: AEC - Architecture; Ret...

Tags: 2020 Base Cabinets C1030410 Casework\_Base Cabinet\_4 Drawers Div. 12.3000 - Casework Project: X Str

Family Types File History Library Management

Search 5 types

12"

15"

Default Elevation	0' - 0"
Cabinet Material	-1

Next, select Change Libraries.

Family Types File History Library Management

Change libraries

☒ AEC - Architecture

☐ AEC - Civil

☐ AEC - Structural

From here, uncheck all the libraries and then select Save Libraries.

Family Types File History Library Management

Select libraries this file belongs in. Only libraries you have administrator rights to can be selected.

Save Libraries Cancel

☒ AEC - Architecture

☐ AEC - Civil

☐ AEC - Structural

☐ Content Requests Library Team

☐ GC - Construction

☐ GC - Manufacturers

☐ Internal - Development

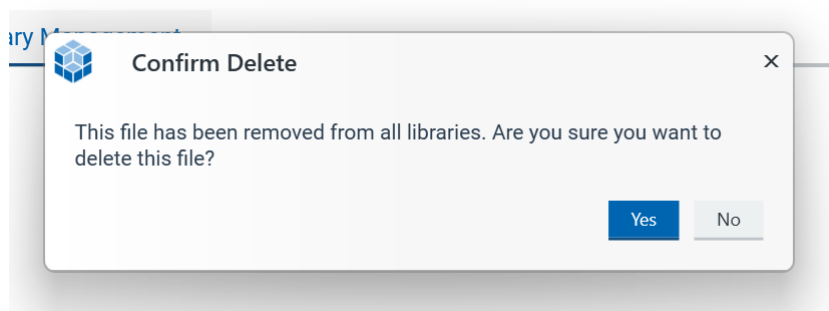
☐ Internal - Documentation

☐ Marketing

☐ MFD - Electrical

If one of the libraries is greyed out, then that means that you don't have permission to delete this content because you are not a Library Admin for that library.

If a piece of content has been removed from all available libraries, you will be asked to confirm whether you want to delete the content. If you do, then select Yes.



Once you have done that, then the content will no longer be in UNIFI.

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