

# How do I remove an item from my Art Catalog?

If you only want to remove an item from your website, follow the tutorial: [How do I remove an item from my website?](#).

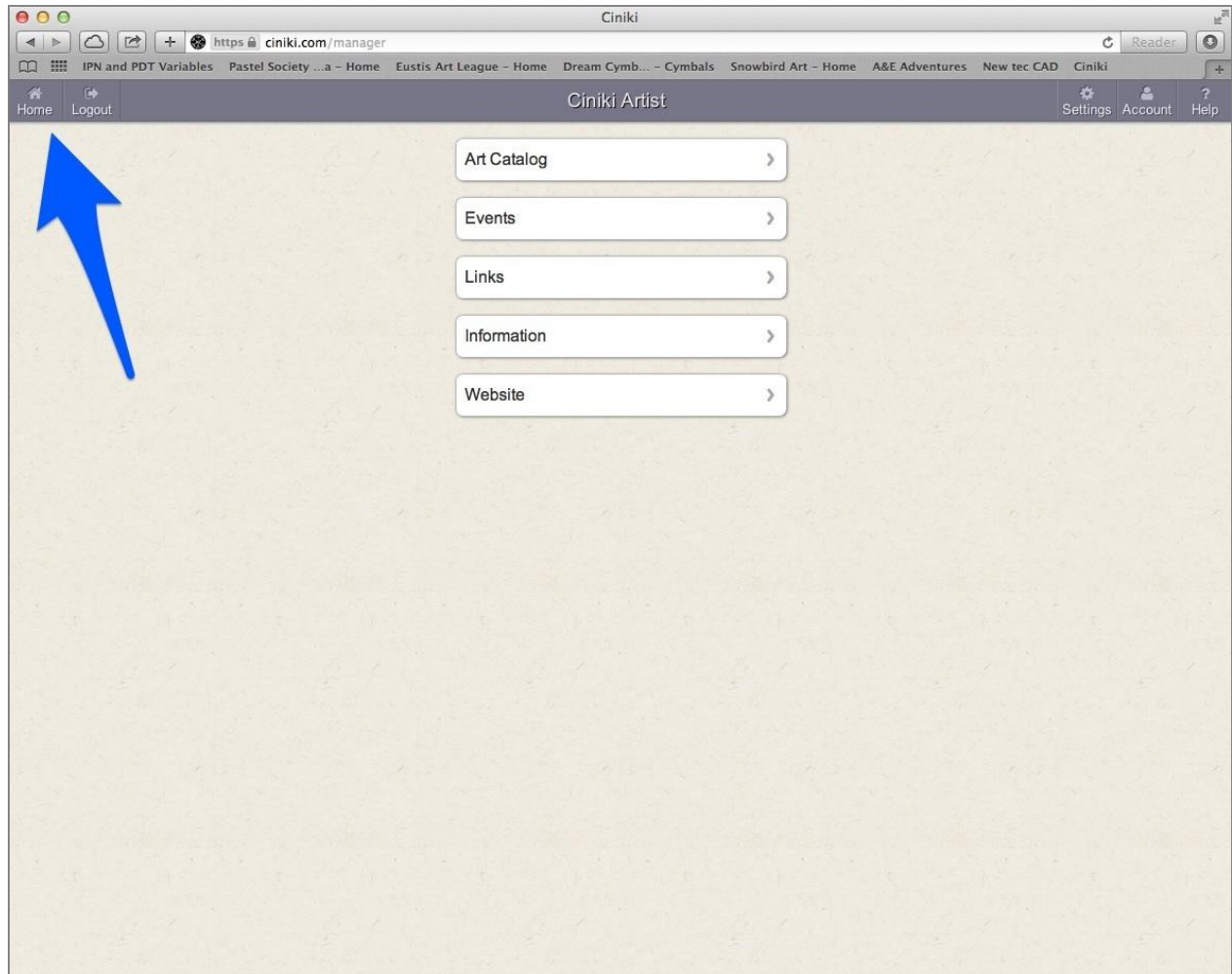
This tutorial will remove an item from your Art Catalog permanently and will be unrecoverable.

# How do I remove an item from my Art Catalog?

## Step 1 of 6 - Click Home

Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

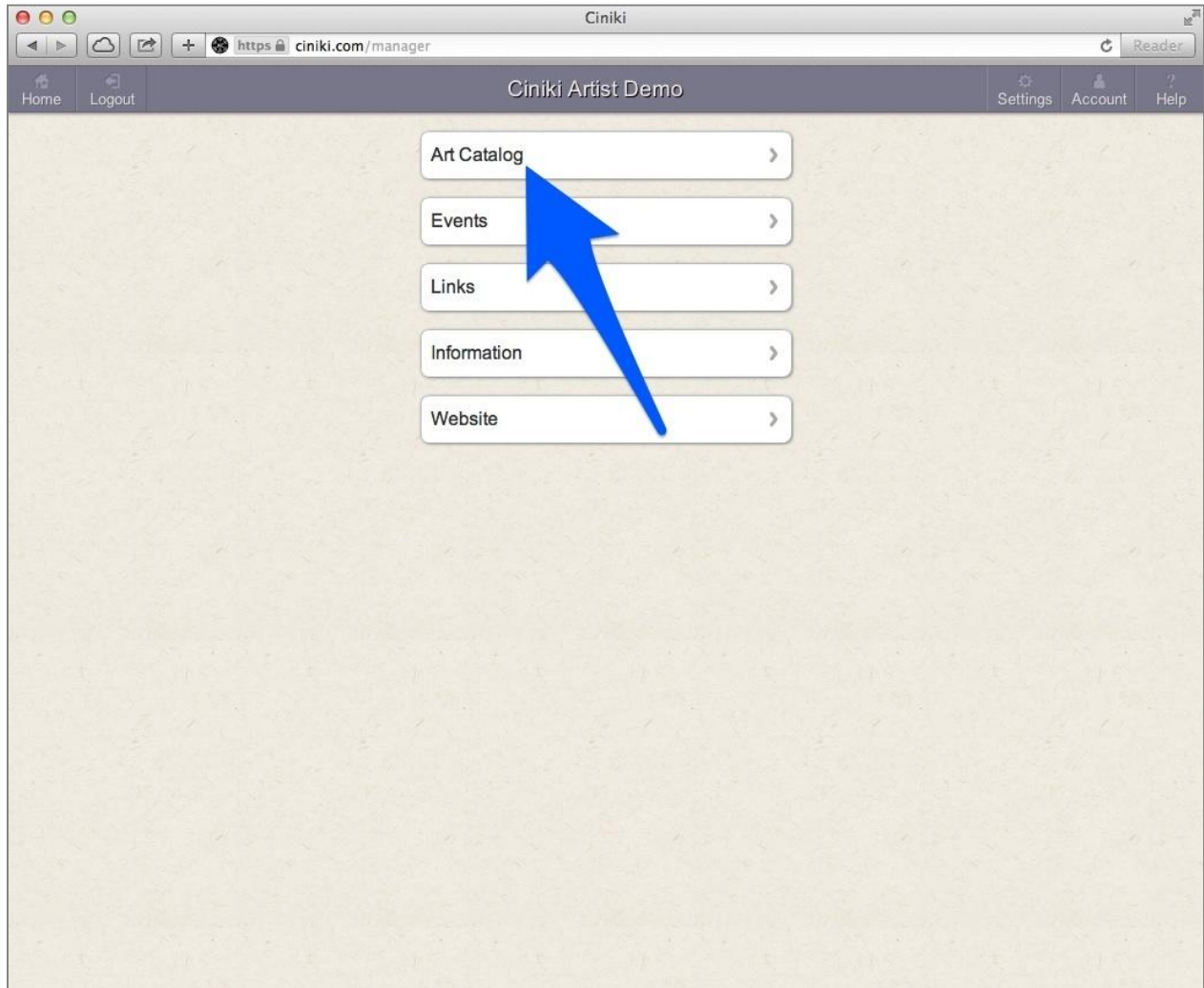
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



# How do I remove an item from my Art Catalog?

## Step 2 of 6 - Click on Art Catalog

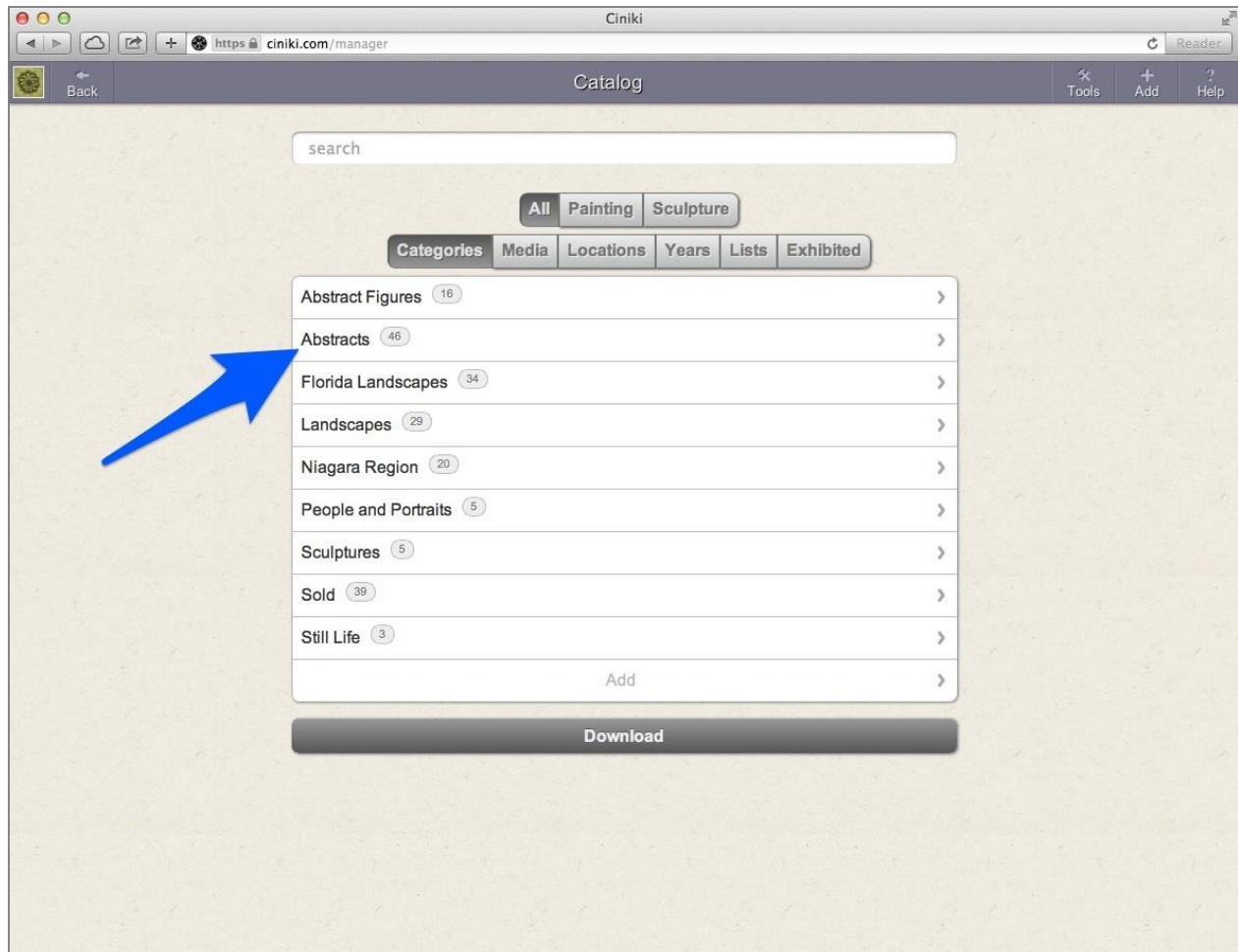
Open your Art Catalog.



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## Step 3 of 6 - Choose a category

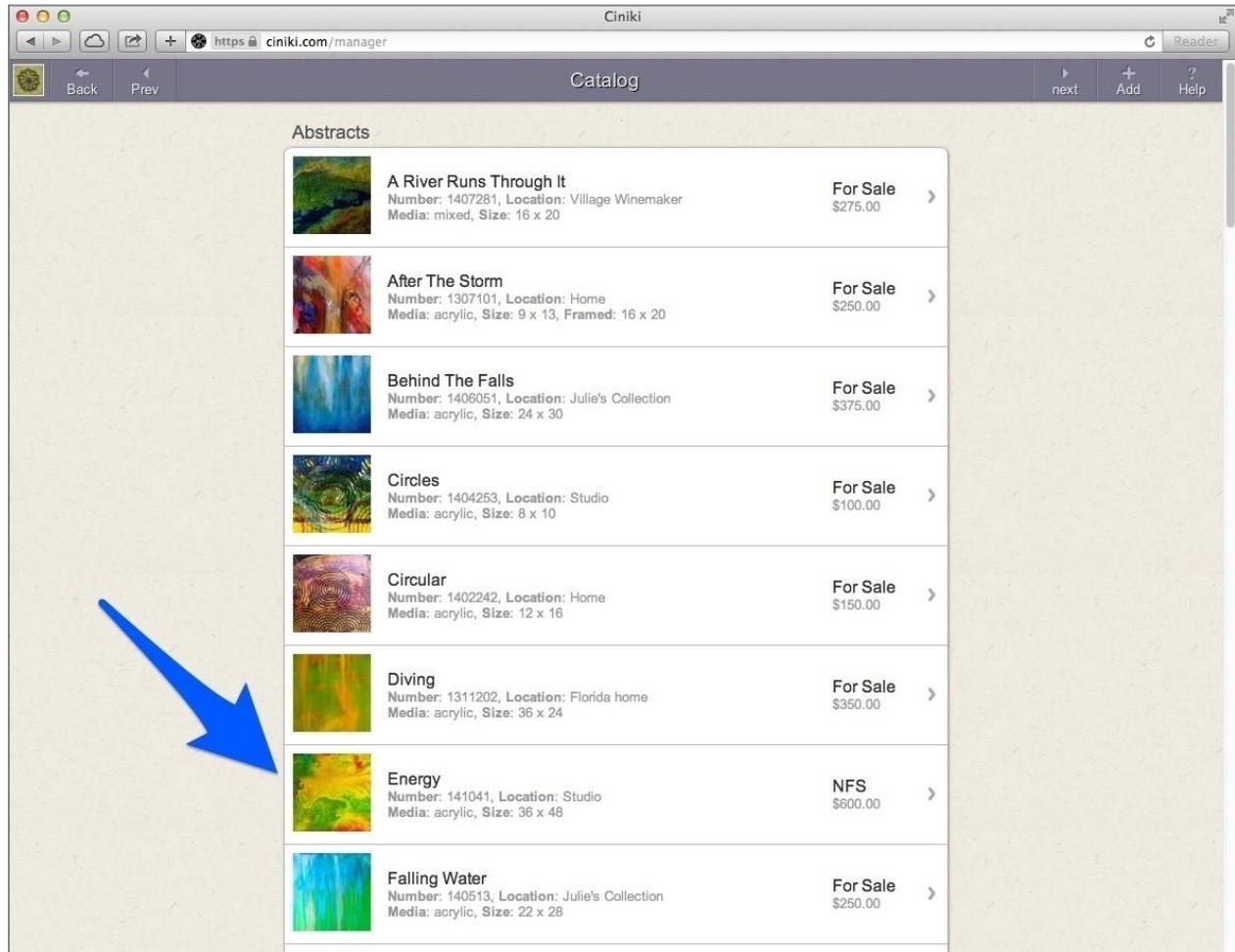
Open the category where the item is located that you wish to edit or skip this step if you do not have the list of categories.



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## Step 4 of 6 - Choose an item

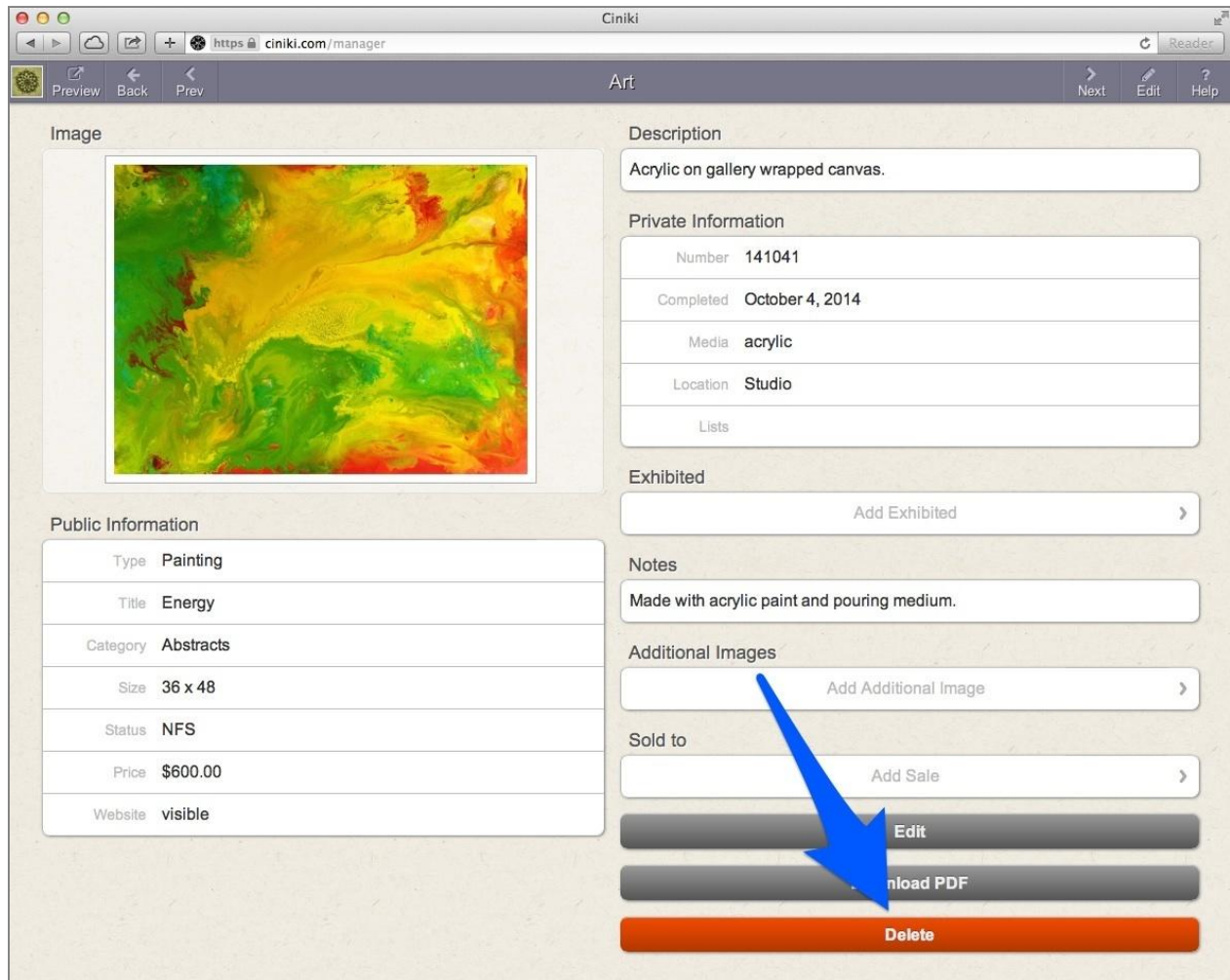
Click on the item you would like to remove.



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## Step 5 of 6 - Click on Delete

**\*\*WARNING\*\*** This will remove the item from your Art Catalog, including additional images and all exhibited information about the item. Only proceed if you really want this item removed from your Art Catalog.



The screenshot shows the Ciniki art catalog manager interface. The browser address bar displays <https://ciniki.com/manager>. The page title is "Art". The interface is divided into several sections:

- Image:** A large abstract painting with green, yellow, and red colors.
- Description:** Acrylic on gallery wrapped canvas.
- Private Information:**
  - Number: 141041
  - Completed: October 4, 2014
  - Media: acrylic
  - Location: Studio
  - Lists
- Public Information:**
  - Type: Painting
  - Title: Energy
  - Category: Abstracts
  - Size: 36 x 48
  - Status: NFS
  - Price: \$600.00
  - Website: visible
- Exhibited:** Add Exhibited
- Notes:** Made with acrylic paint and pouring medium.
- Additional Images:** Add Additional Image
- Sold to:** Add Sale
- Actions:** Edit, Download PDF, and Delete (highlighted with a blue arrow).



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## Step 6 of 6 - Click on OK

To ensure you didn't click something by accident, we like to ask you again before removing the item. Click on OK to remove the item.

Your item will now be deleted from your Art Catalog.

