1. Navigate to Content > Media

2. Navigate to the last page:

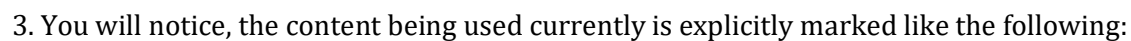3. You will notice, the content being used currently is explicitly marked like the following:
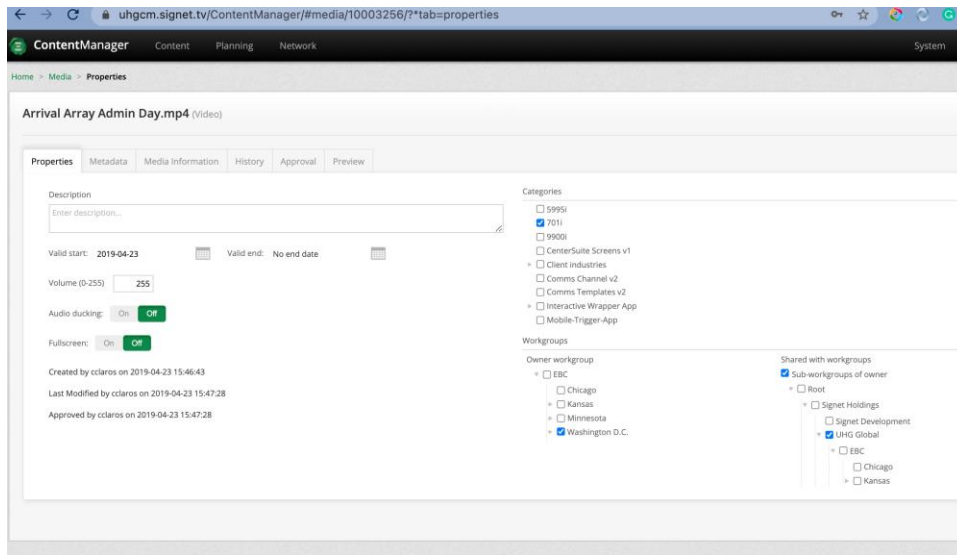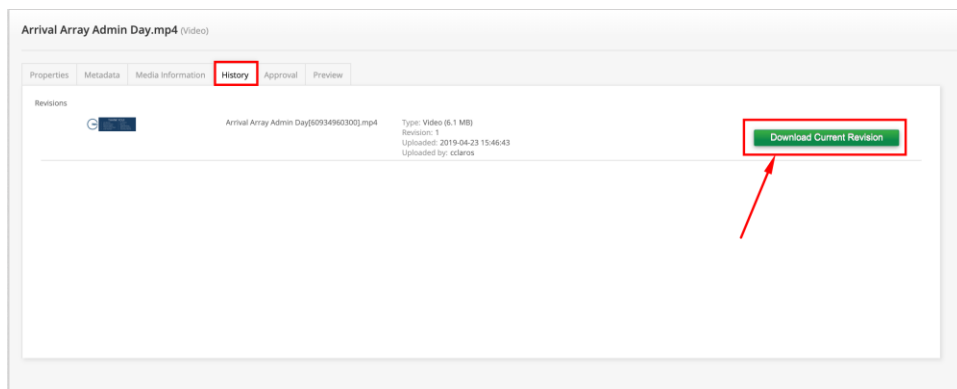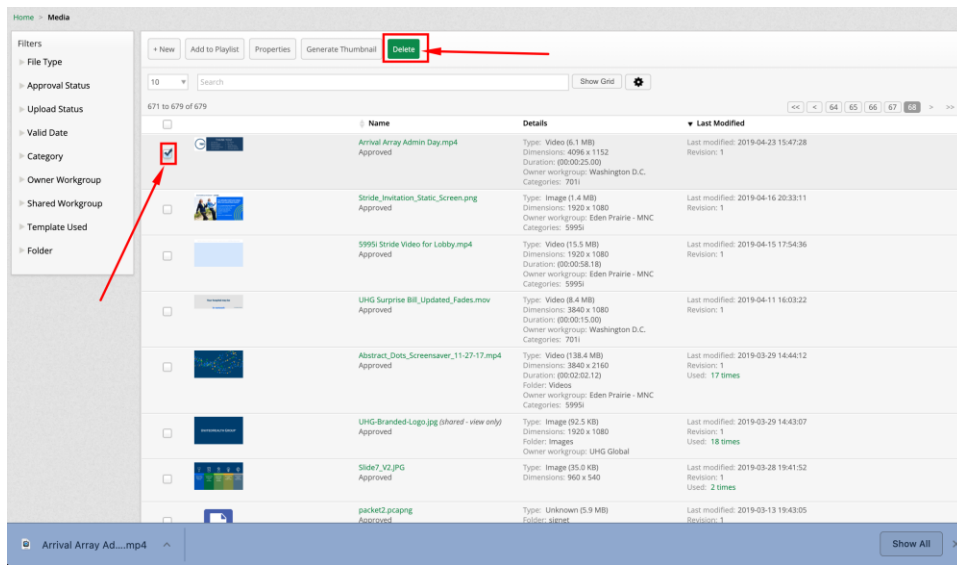

4. To take a backup of the content, you can download it into your laptop by simply selecting the name of the media asset, which will navigate you into the Properties of the Media item:

5. Next, navigate to the "History" tab, and then select the media item and "Download Current Revision":

6. Once downloaded into your local laptop, simply navigate back to the previous page, select the checkbox beside the media item, and select "Delete"

7. You may delete several media items together by simply selecting the checkbox for multiple and deleting them using Step 6.