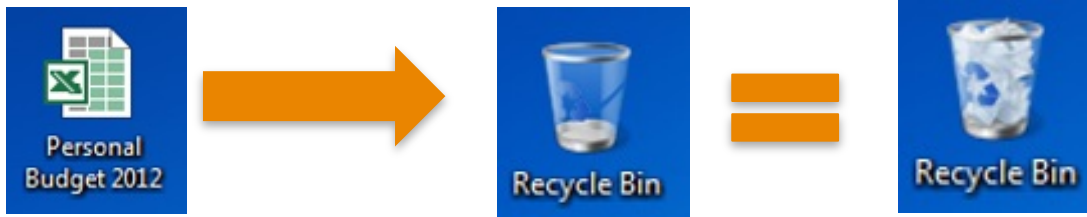


Deleting

If you are completely done with a file and won't need it again, you can delete it.

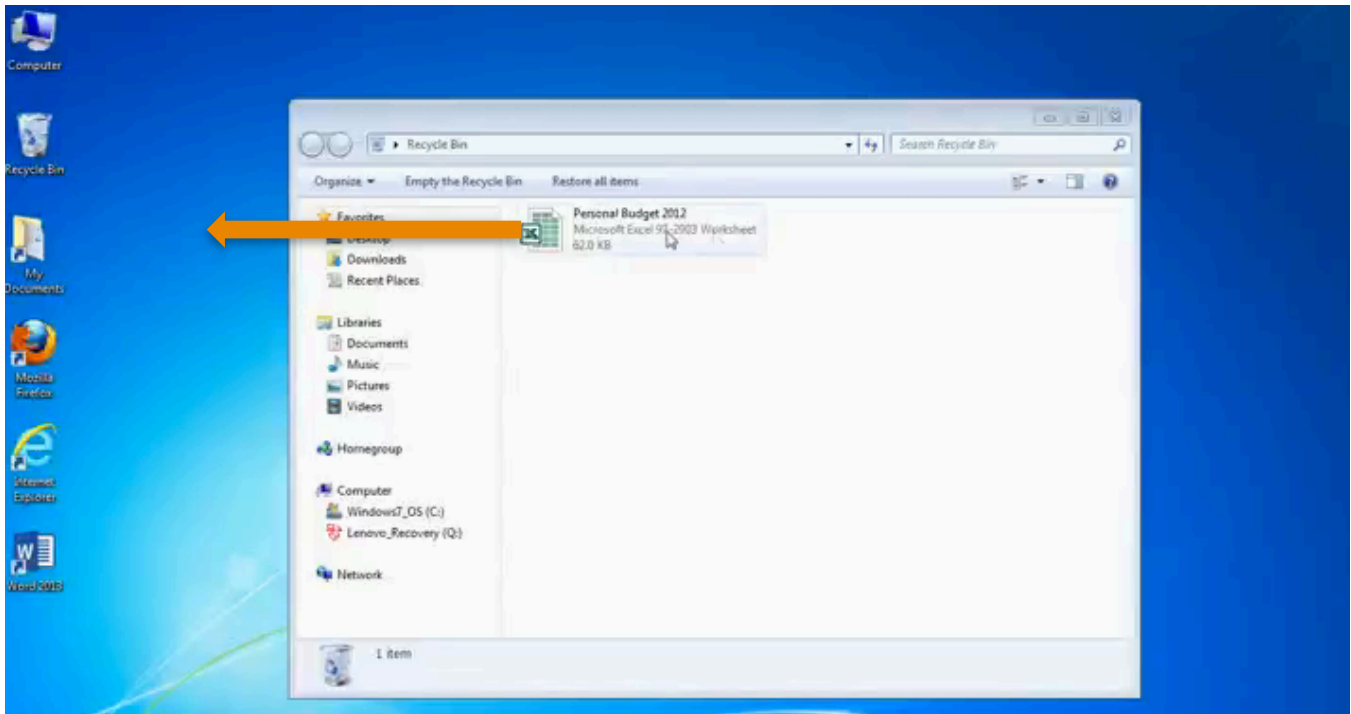
To delete a file, click and hold down the left mouse button to select the file and drag it to the recycle bin.



When the recycle bin has files in it, the icon changes.

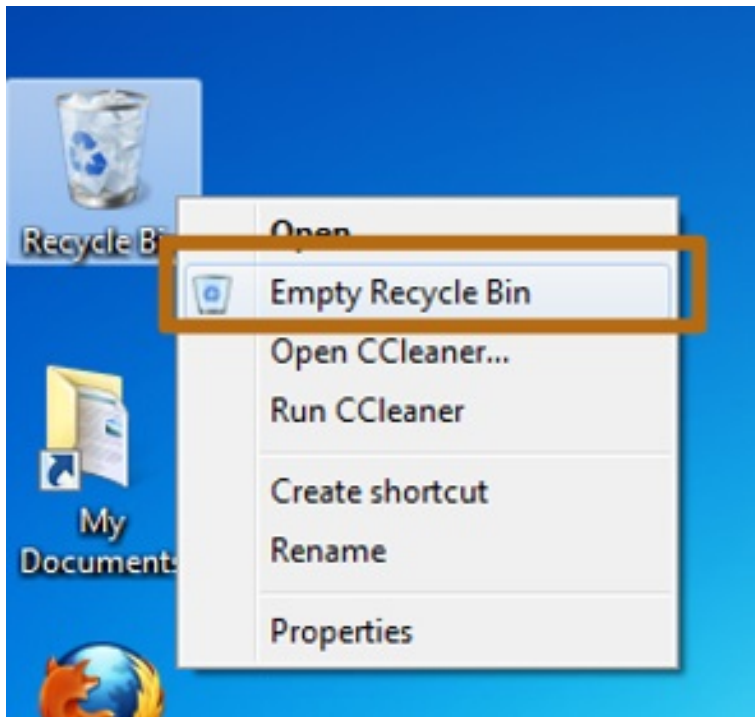
Like the recycle and trash bins in your home, things stay in the recycling bin until you empty the trash and take it out.

You can still get a file that you placed in the recycle bin out as long as you haven't "emptied" it.



When you click on the recycle bin icon, a window showing the contents of the recycling bin will open.

Click and hold down the left mouse button to select the file and drag it to the desktop.



When you are sure you are done with everything in the recycle bin, you can empty it and the files in there will be gone permanently.

In order to empty the recycle bin, right click on the icon for it and left click on “Empty recycle bin”.