

# Deleting

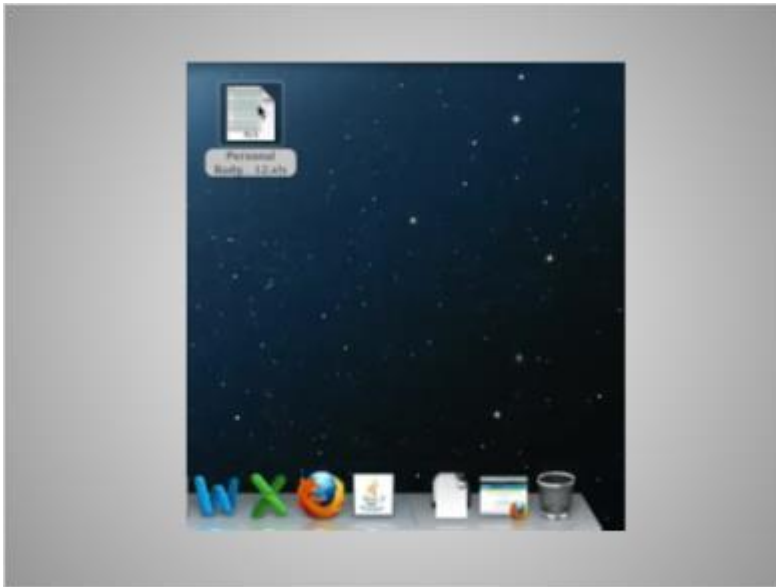
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If you are completely done with a file and won't need it again, you can delete it.

To delete things, you will use the trash can, which is located on the Dock at the bottom right of the screen.

When there is nothing in the trash, the icon will appear empty.



To delete a file, click and hold down the left mouse button to select the file and drag it to the trash bin located on the right of the dock.

Once there are items in the trash, the icon will appear full.



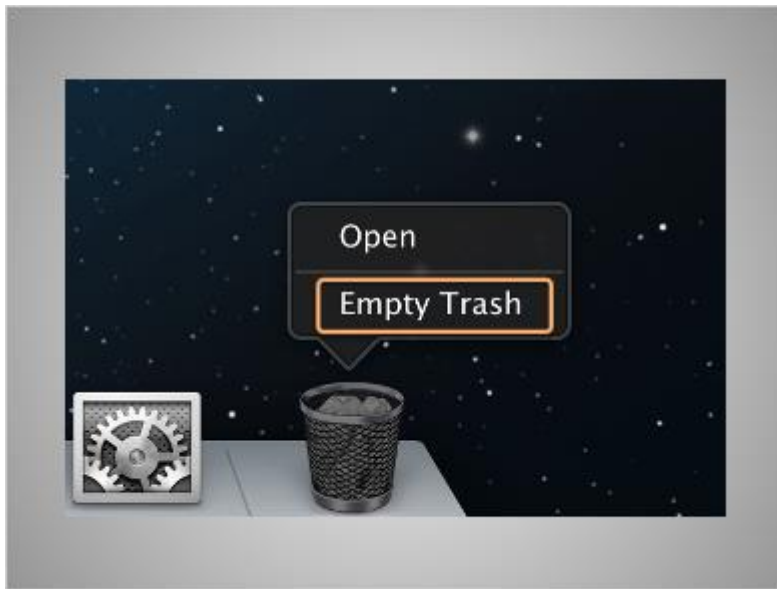
Like the trash bins in your home, things stay in the trash until you empty the trash and take it out.

That means that you can still get a file that you placed in the trash out, as long as you haven't "emptied" it.



When you click on the trash icon, a window showing the contents of the trash will open.

To get an item back out of the trash, click and hold down the left mouse button on top of the item you want, to select it and drag it to the desktop.



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

In order to empty the trash, right-click on the icon, then click on Empty Trash.