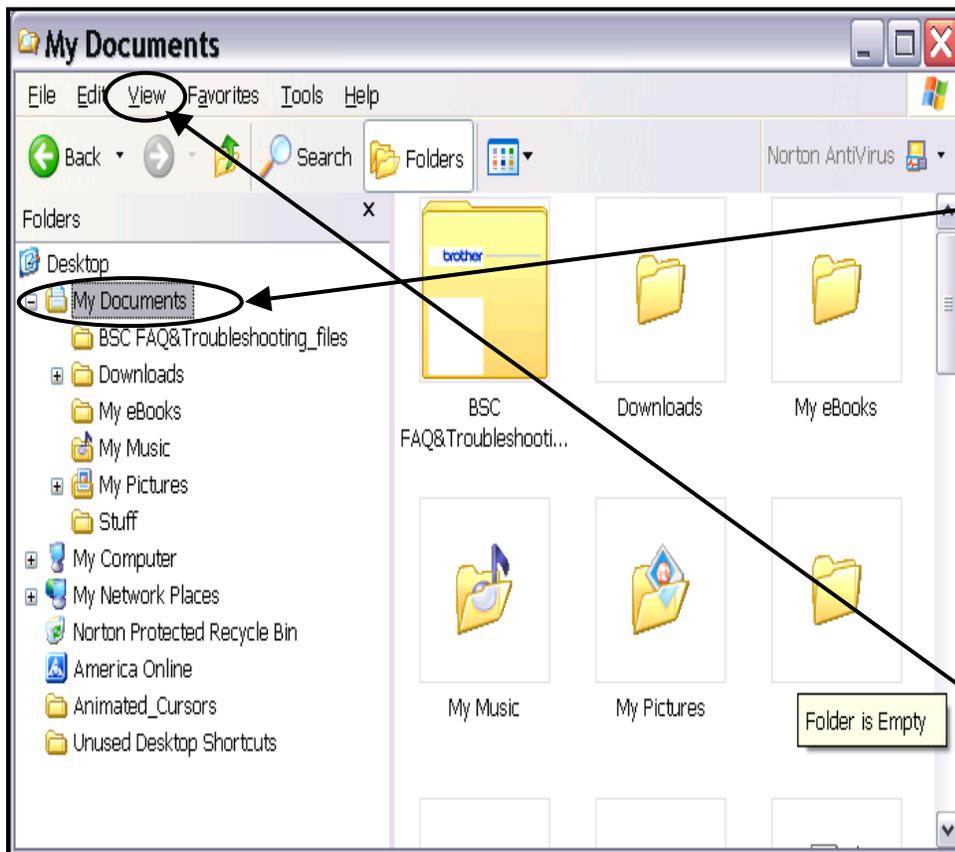


# Deleting Old Documents

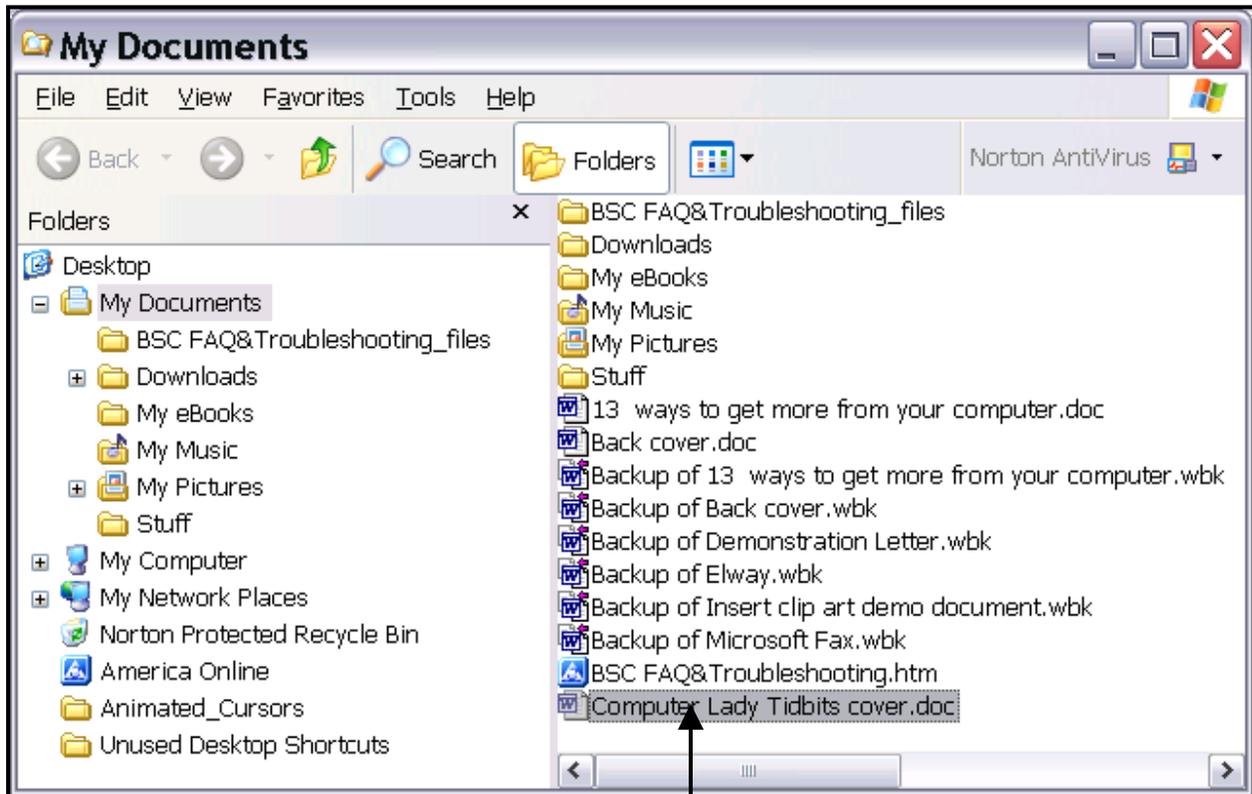
**QUESTION:** How do I get rid of all the old documents on my computer that I no longer need?

**ANSWER:** The easiest way to do this is to use Windows Explorer. To start Windows Explorer hold down the Windows key. It's on the bottom row of keys on your keyboard and it has a Windows logo on it. While holding down this key, press and quickly let go of the letter "e." You will see a window appear like the one on the left. (This example is for Windows XP.)



On the left side of the window LEFT click **My Documents**. On the right side of the window you will see various folders and files representing your documents. I don't like this cluttered view, so I recommend that you LEFT click **View** on the menu bar and LEFT click

**List.** This will turn all those clunky files and folders into a tidy list that doesn't take up so much room. It will look like the example on the next page.



Looking at that list of documents, LEFT click one that you want to delete. If you don't remember what the document is, DOUBLE LEFT click it to open the document. Then close the document by clicking on the X in the corner and return to Windows Explorer. If Windows Explorer is not on your screen, look at the Taskbar at the bottom of your screen. There should be a button there that says **My Documents**. LEFT click the button and Windows Explorer will return to your screen.



This is the Taskbar at the bottom of your screen.

RIGHT click the document you want to delete. This will give you a shortcut menu. LEFT click **Delete** on the shortcut menu. You will be asked if you really want to send this document to the Recycle Bin. LEFT click **Yes** and it's gone!