File Deleting

Q:What is the safest way to delete files?

A: Keeping your hard drive clean can be a tricky thing. If you delete the wrong file, you can foul up a program or crash your computer.

The safest way to delete files is to use the Windows Explorer. Right click on the Start button and choose Explore. Locate the file or files you wish to delete, rightclick the particular file and select DELETE from the drop down menu. This puts the file into the recycle bin. Leave it there for at least a week. If you decide that you want it back, just open the recycle bin, click the file to select it and click FILE and RESTORE. The file will be put back just as it was before you deleted it.

Note: To delete PROGRAMS use their uninstall file or the ADD/REMOVE in CONTROL PANEL. Programs should never be deleted but rather uninstalled.

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Deleting Lists of Files

Whether in Explore, in your In box, Out box or filing cabinet, Incoming email, sent mail,etc. this works.

To delete all the files in a folder or email, hold down the SHIFT key and press the A key to select ALL (You could press Edit on the menu bar and press SELECT ALL also. Press Delete.

To delete one section of files or email, hold down the SHIFT key and press the first file, scroll down to the last one and press it. All files or email between will be highlighted(selected). Press DELETE.

To delete randomly select files or email, hold down the CTRL key and click the files you wish to select. You may deselect by pressing one that was previously selected. Then press the delete key.

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