

Deleting Unneeded Folders & Files in Windows 95 & 2000

Summary

This document shows you how delete unneeded folders and files. By deleting unnecessary folders and files you could help speed up your PC and create more storage space on your hard-drive.

How to Delete Unneeded Folders & Files

1. Select the folder or file that you wish to delete by clicking on it one time
2. It will then be highlighted.
3. Click on File
4. Click on Delete
5. A window will appear asking if you are sure that you wish to send the folder or file to the Recycle bin.
6. Click Yes
 - The folder or file will be sent to the Recycle Bin.
7. Double click on the Recycle Bin on the desktop
 - The Recycle Bin widow will open.
8. Click on File
 - A drop down menu will appear.
9. Click on Empty Recycle Bin
 - A window will appear asking if you are sure you wish to delete the following items.
10. Click OK
 - The folders and files will then be deleted from the Recycle Bin.
 - Once folders and file are deleted from the Recycle Bin they cannot be retrieved.