Deleting Files and Folders

Remove files and folders you no longer need. Deleted items usually go to the trash first, where they can often be recovered before being removed permanently.

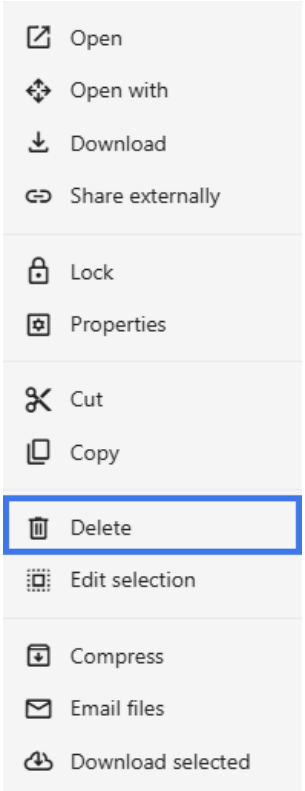
Deleting a File

Right-Click Method

1. Right-click the file.
2. Select **Delete**.
3. Confirm the deletion if prompted.

Keyboard Method

1. Select the file.
2. Press the **Delete** key.



3. Confirm the deletion if prompted.

Deleting Folders

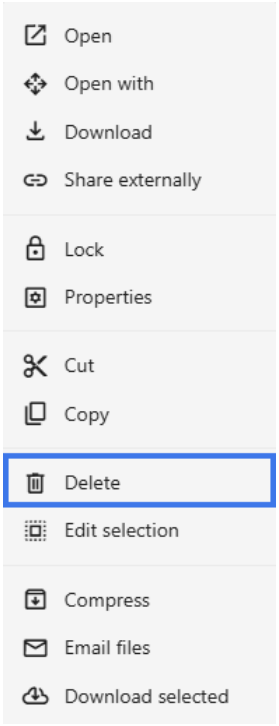
When you delete a folder:

- All files inside are deleted with it
- All subfolders are deleted with it

- Everything moves to the trash together

Deleting Multiple Items

1. Select multiple items:
   - **Ctrl+Click** for individual items
   - **Shift+Click** for a range
2. Press **Delete** or right-click and choose **Delete**



3. All selected items are deleted together

Impact of Deletion

- The file is no longer available in its folder
- Shared users lose access
- External share links stop working

Before You Delete

Before deleting, consider:

- Is anyone else still using this file?
- Are there active share links?
- Do you need to keep a copy first?
- Would archiving be a better option?

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