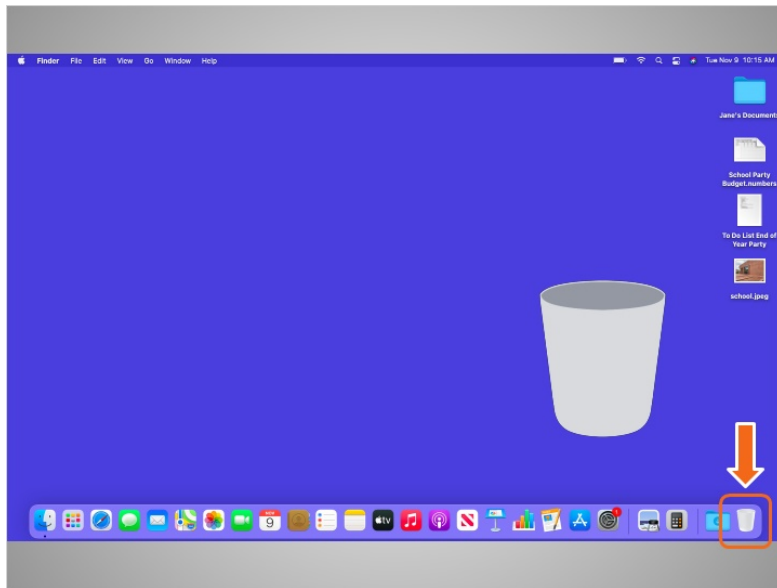


# Using a Mac OS 11

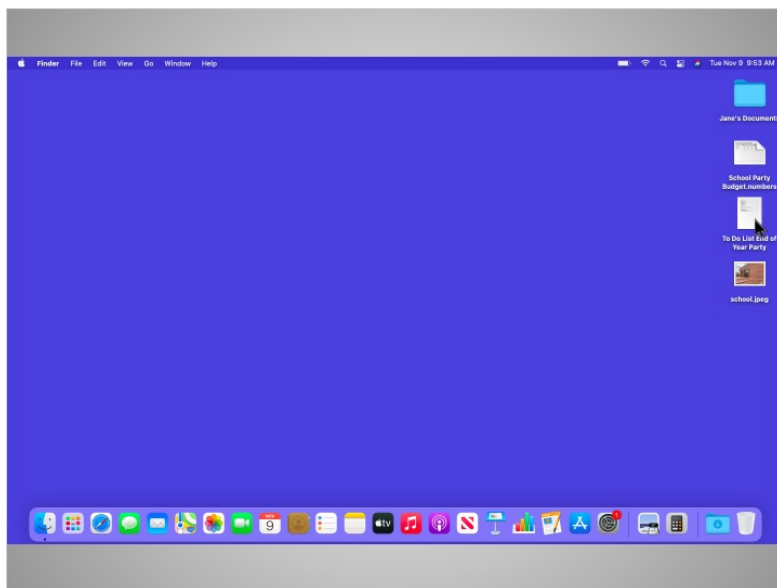
## Deleting



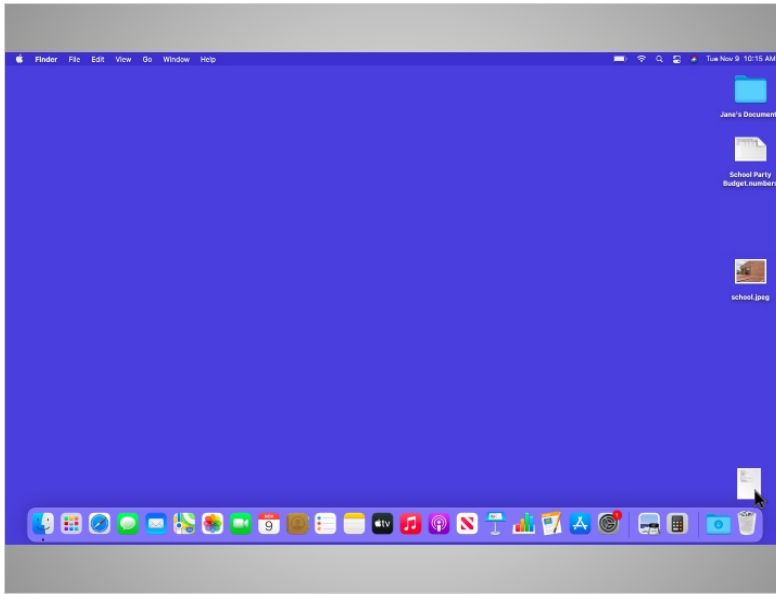
In the previous lesson Jane learned how to save her work and close a file. In this lesson Jane is using a Mac computer to delete a file.



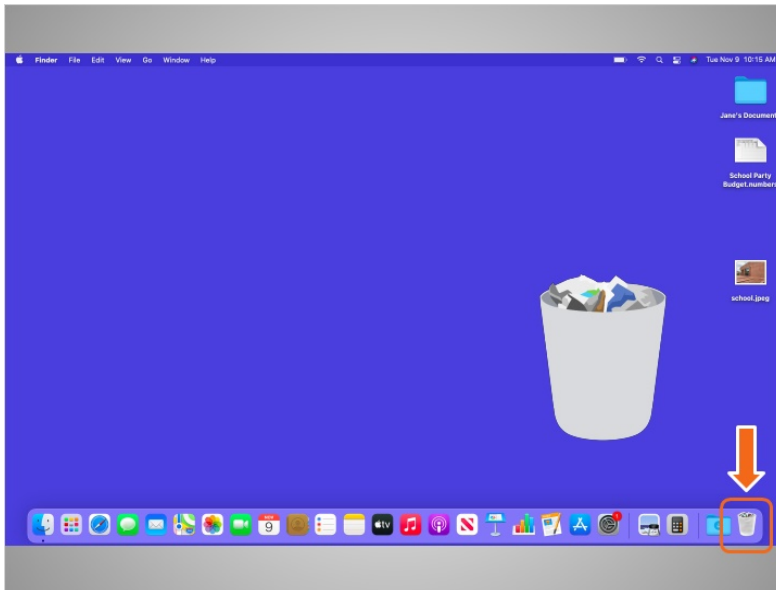
To delete files, you will use the trash can, which is located on the Dock at the bottom right of the screen. When there is nothing in the trash, the icon will appear empty.



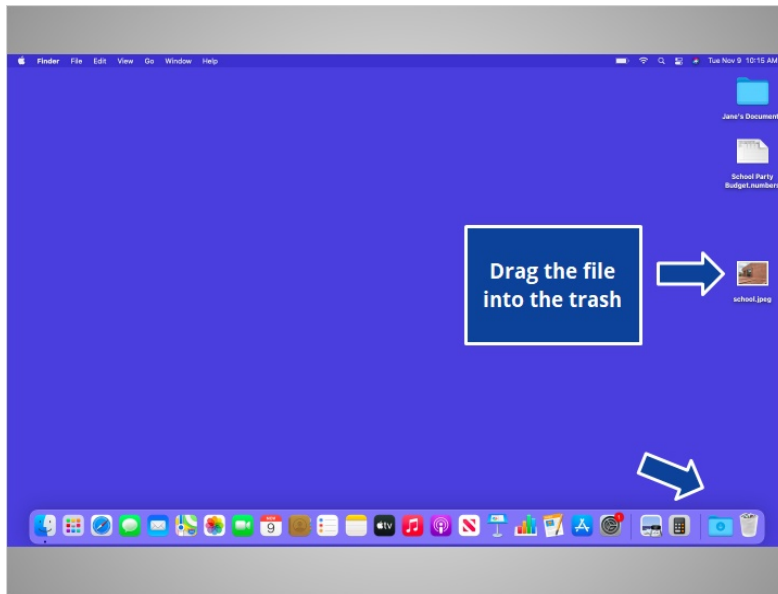
To delete a file, Jane moves her cursor to the file she wants to delete. She clicks on it and holds down the left mouse button. The file is selected,



and Jane drags it over to the trash bin on the right side of the Dock.



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

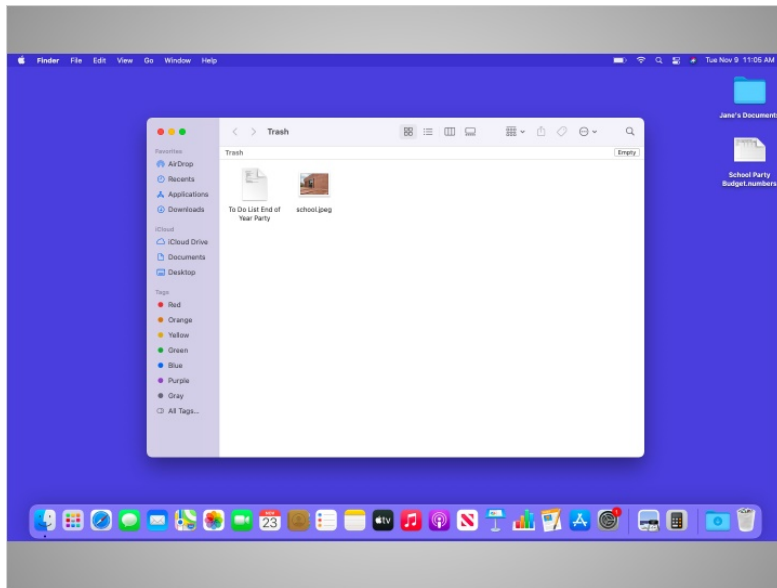


Jane would also like to delete the school image on her desktop. Would you help out Jane by dragging the image to the trash?

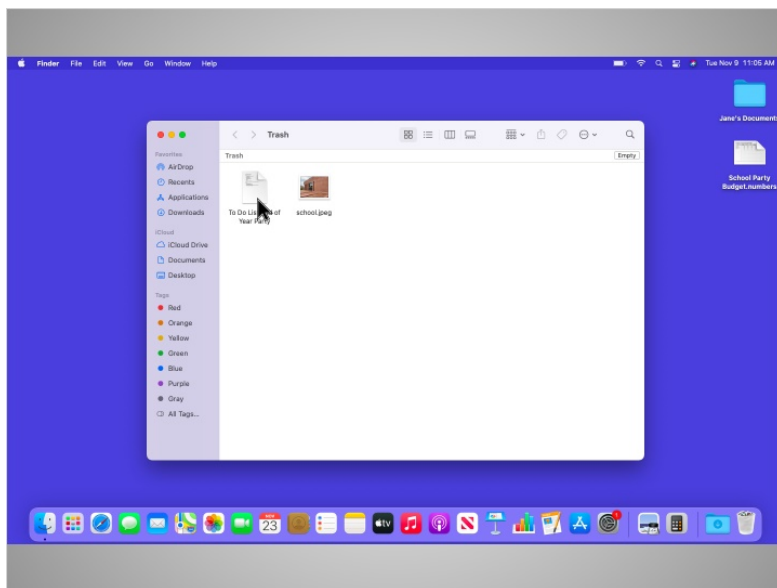


Nice work!

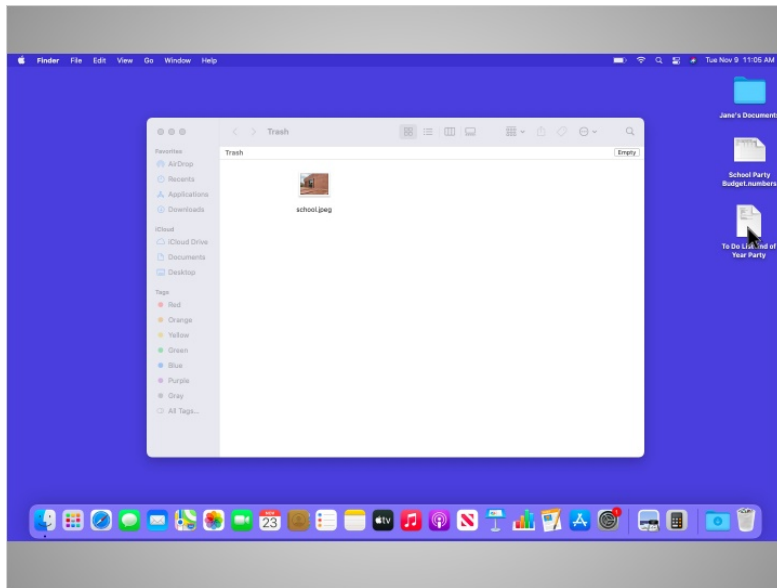
Like the trash bins in your home, things stay in the trash until you empty the trash and take it out. That means Jane can still access a file she's placed in the trash, as long as she hasn't "emptied" it.



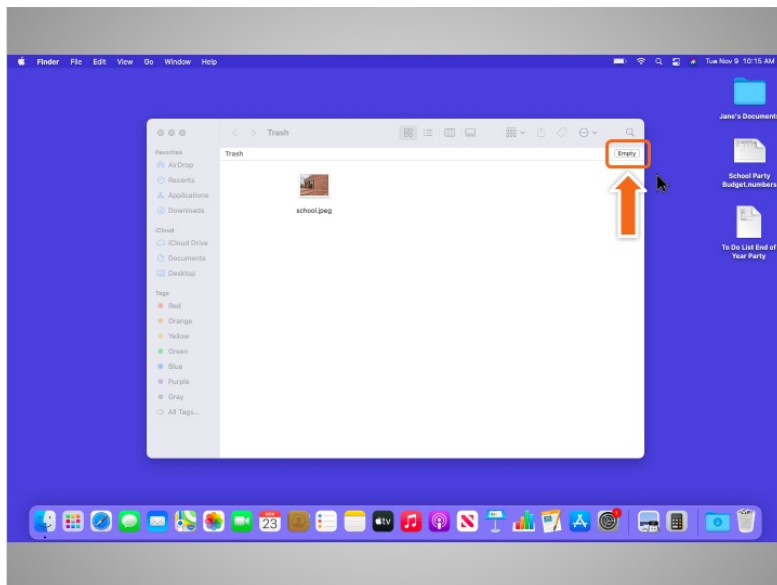
When Jane clicks on the trash icon, a window showing the contents of the trash will open.



Jane would like to remove a file she's placed in the trash. To do this, she moves her cursor to the file, then clicks and holds down the left mouse button on it. Now that the file is selected,

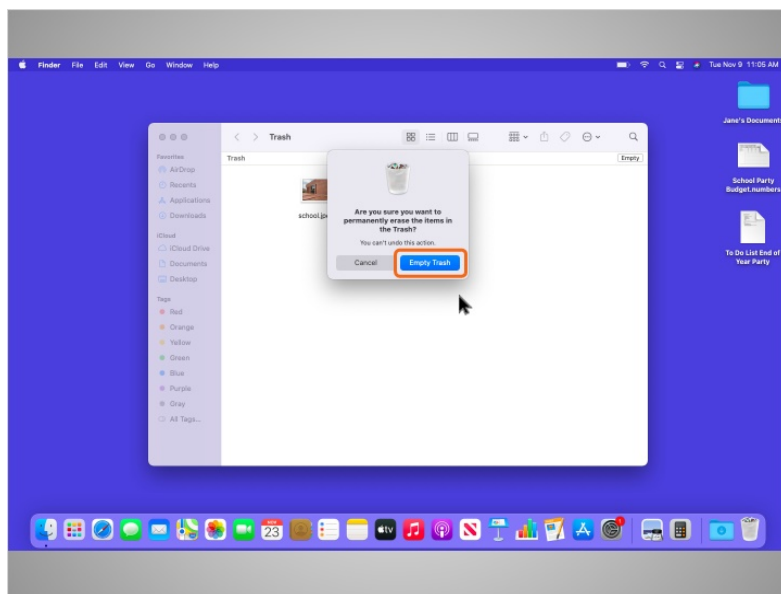


she can drag it to the desktop.

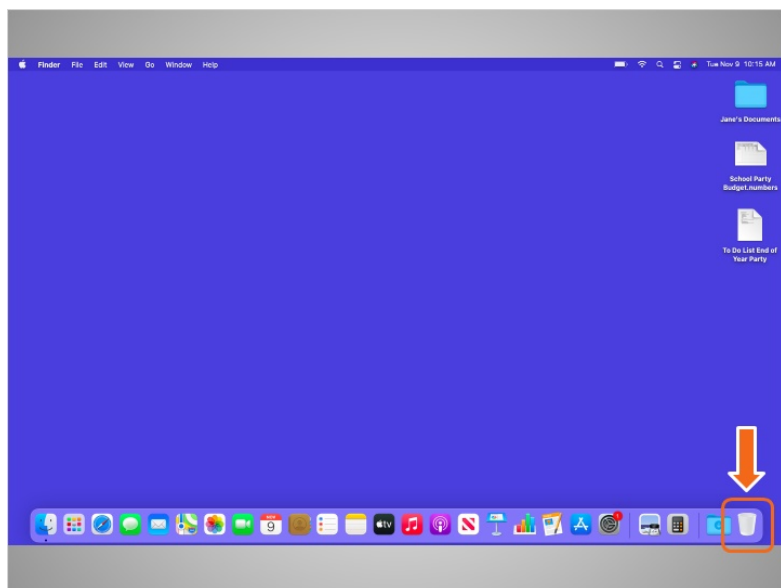


When Jane is sure she's done with everything in the trash, she can "empty" it. The files will be gone permanently.

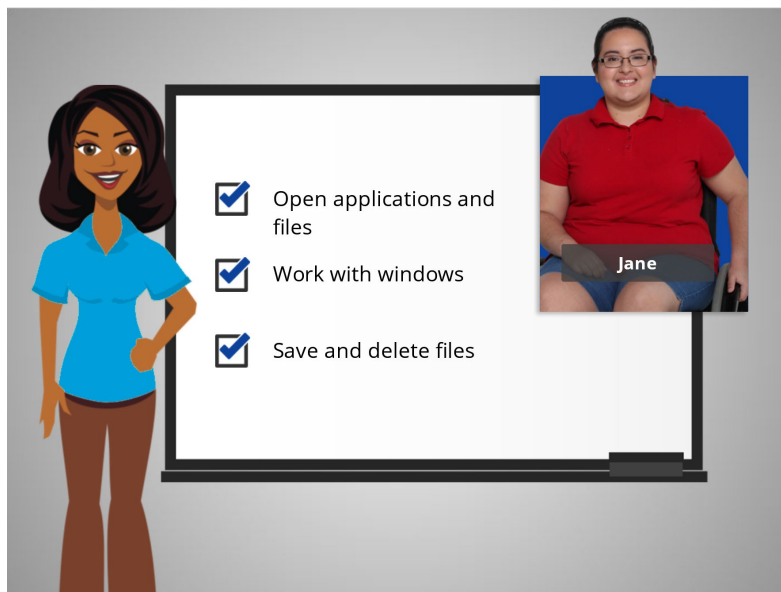
To empty the trash, Jane clicks on the Empty button in the right-hand corner of the Window.



A dialog box appears asking Jane to confirm that she wants to permanently erase the files in the trash. Jane is sure, so she clicks on the blue Empty Trash button. This permanently removes the files from her computer.



Jane's trash is now empty.



In this course, we followed along with Jane as she learned the basics of using a Mac. We hope you can now open your applications and files, work with windows, and save and delete your files. In the next lesson, we'll review a few of the main points in this course.