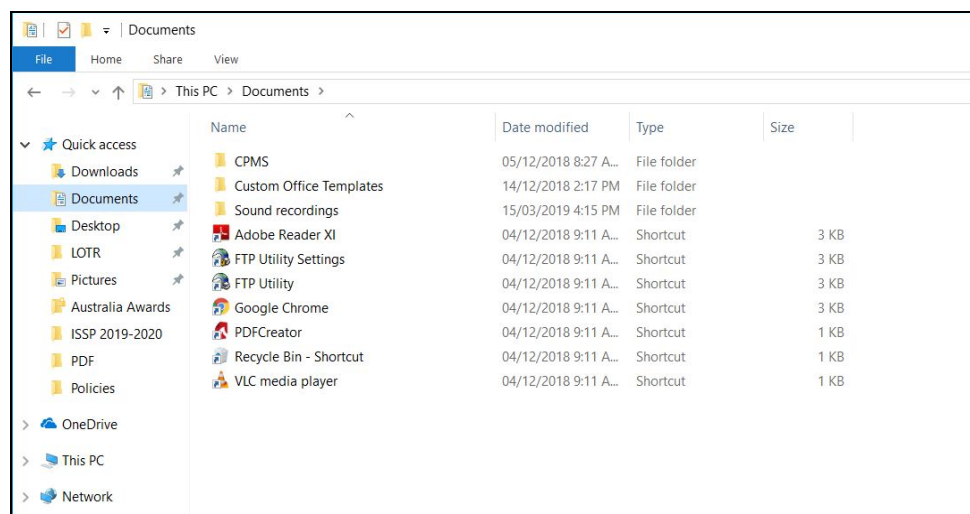


Procedures on Temporarily and Permanently Deleting of Files and Folders on Windows 7 and 10

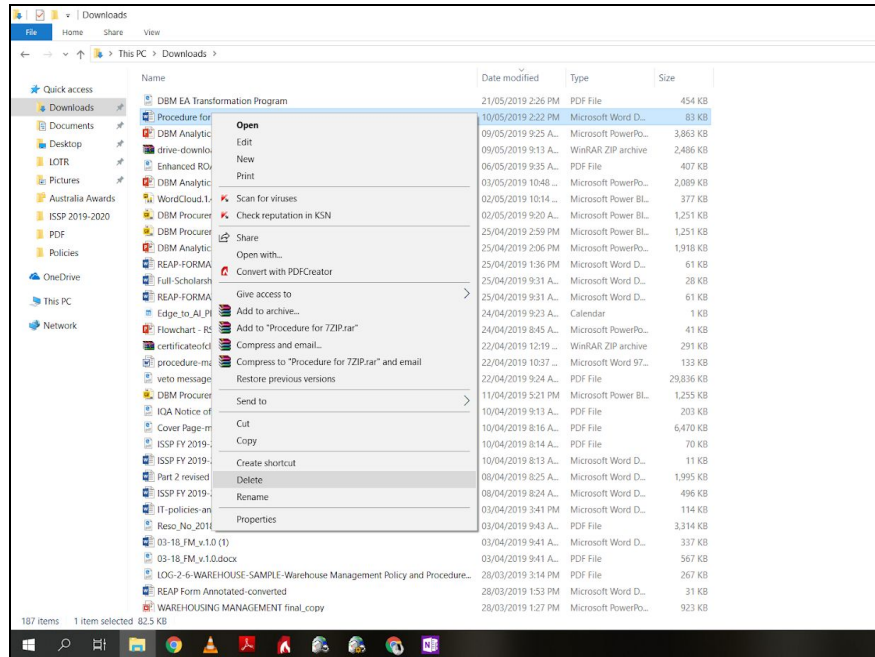
DBM employees can delete a file or folder using different methods identified below. However, some files and folders may be protected from deletion through encryption or password protection. Others may be set as read-only, meaning it can only be opened for viewing stating that the document is write-protected. Another possible concern is administrator rights and even whenever there is a virus or malware infection. Depending on rulings, it is suggested to seek help from the technical support staff.

1.1 Deleting files and folders temporarily:

- 1.1.1 Browse any location to search the files/folders you want to delete or press **Windows** key (for Windows 7 version) or File Explorer, Windows Button + E (for Windows 10 version) if searching from other locations, then press **tab** for searching specific folder or file.

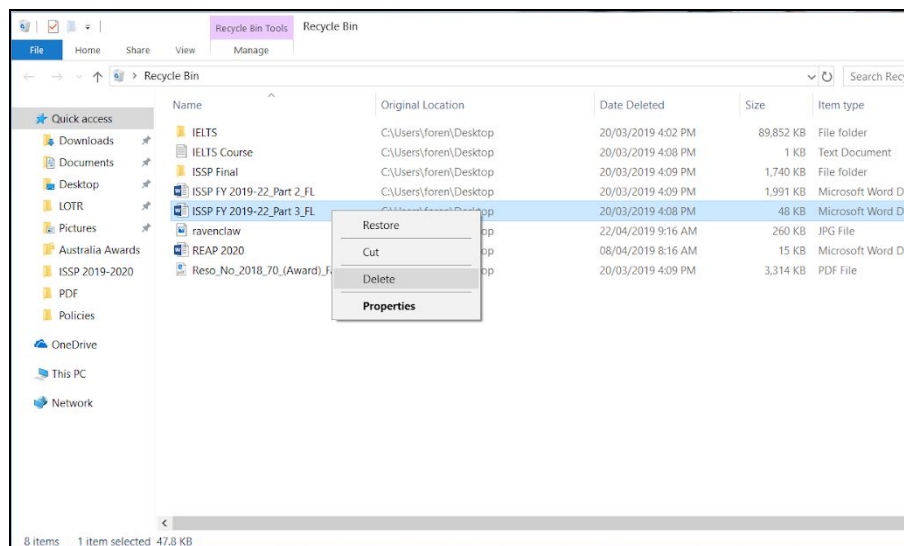


- 1.1.2 Right-click the file/folder that you want to delete and then choose **Delete** or you may press the **delete** button located in your keyboard or CTRL+D (Delete and move to Recycle Bin).



1.2 Deleting files and folders permanently:

- 1.2.1 In the **Recycle Bin**, search the files/folders you want to delete permanently or press **Windows** key + **S** then scroll to select the bin icon. Right-click or press the **tab** key to select the chosen files/folder, then click **Delete** or you may press the **delete** button in your keyboard or **Shift+Delete** (Permanently Delete)



1.2.2 Click **OK** in the dialogue box or press the **Enter** key.

