

The Basic Trash Can

In the bottom right corner of your desktop you will find the icon in the shape of a trash can.



If you have a file, folder, document, or whatever that you want to delete, erase and expunge from the disk that the item resides in, here's what you can do:

1. Select (highlight) the item.
 2. Go to the File pull down menu and select "Move to Trash"
 3. The item is put in the Trash.
- Or press **⌘** and the delete keys at the same time.

Alternatively:

1. Grab the item and drag it to the Trash can.
2. When the Trash can "highlights" like this,



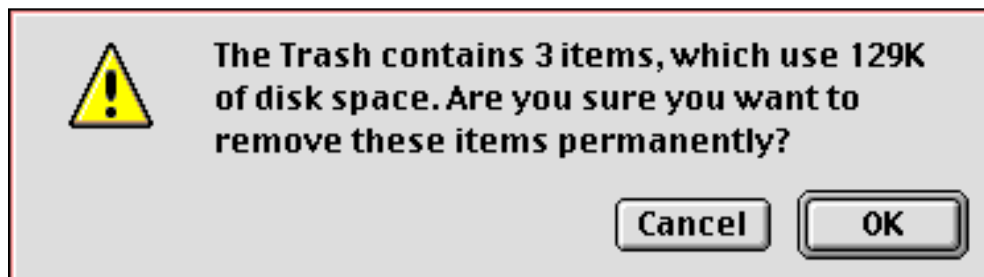
3. Let go the mouse button and the item is now in the Trash.

Now the Trash can icon looks like this:



Go to the Special pull down menu and select "Empty Trash..."

You'll get an alert window asking you if you really want to get rid of the item(s). If you do, click "Okay" (or press the return key.)



Once you've put an item in the Trash, by double-clicking the Trash can icon you will get a window like this:



If you decide that you don't want to delete the item, grab and drag it out of the window, or highlight it and press ⌘Y. The ⌘Y shortcut will put it back where it came from.