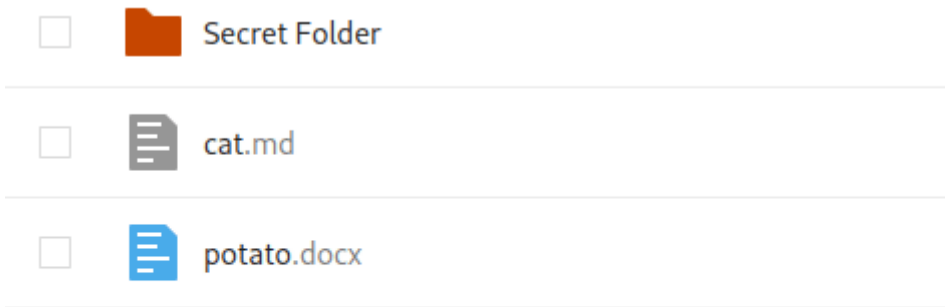


# Deleting a File or Folder



In order to delete a file or a folder, `right click` on the file/folder you want to delete, then click `Delete file`.











1 folder and 2 files





However, this will not actually completely erase the file from existence. Instead, the file is moved into a place commonly referred to as the *Recycling Bin*. You can see all the deleted files by clicking on `Deleted files` on the bottom-left hand corner of the window.








 All files


 Recent


 Favorites



 Shares

 Tags

 Deleted files

 2.9 GB used

 Settings


 > temp < > Secret Folder > 

Add notes, lists or links ...


☐

Name ▲

☐



 Secret Folder

☐

 cat.md


1 folder and 1 file

If you would like to permanently delete a file or folder, navigate to `Deleted files`, `right click` on the file/folder you would like to permanently delete, and click `Delete Permanently`.

<input type="checkbox"/>	Name
<input type="checkbox"/>	 potato.docx
<input type="checkbox"/>	 test.docxf

2 files

However, if you accidentally deleted a file and you would like to restore it or move it back to where it was, click on [Restore](#) to the right of your deleted file.

<input type="checkbox"/>	Name
<input type="checkbox"/>	 test.docxf

1 file

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