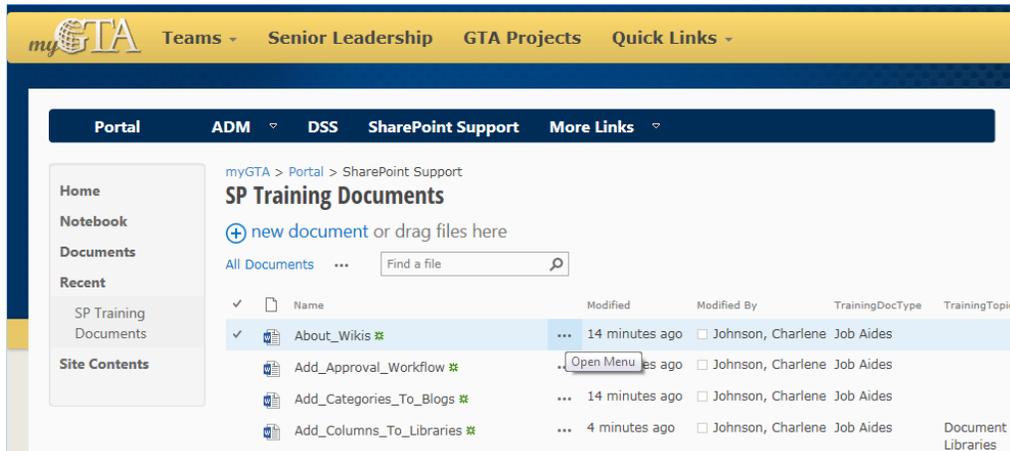


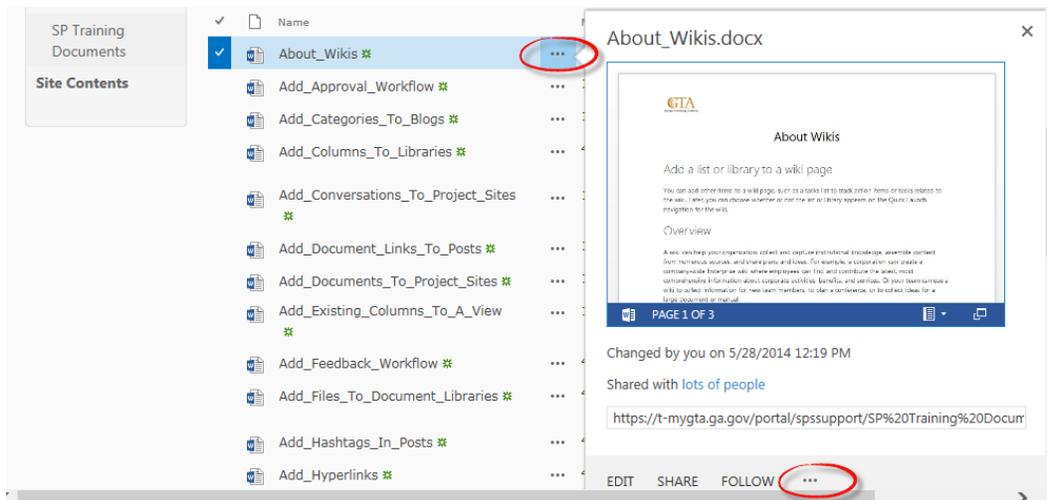
Delete Files In a Document Library

DELETE FILES IN DOCUMENT LIBRARIES

1. Select the document library and find the document your want to delete, e.g. About Wikis.

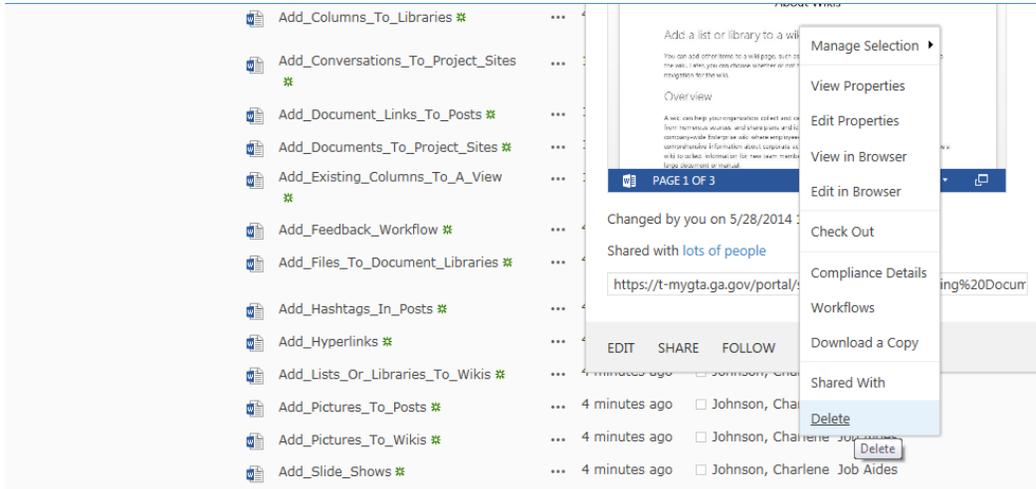


2. Click the **Open Menu** ellipses and when the dialog box is displayed then click the next **Open Menu** ellipses



3. Then select **Delete** from the drop down.

Note. The drop down list is determined by your permissions. If you are not granted delete permissions, **Delete** will not display on the list.



4. Click **OK** to confirm the delete and the document will be moved to the Recycle Bin.

