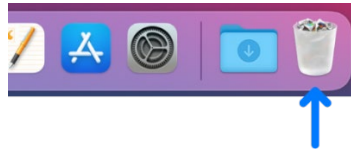



Delete Files and Folders on Mac


At any time, you can get rid of files, folders, and other items that you no longer need. You start by dragging items to the Trash in the Dock, but the items aren't deleted until you empty the Trash.



Delete an item from your Mac or iCloud Drive

- On your Mac, drag the item to the Trash in the Dock or select the item, then press Command-Delete. If an item is locked, click **Continue** to confirm you want to move the locked item to the Trash.
- To search for and locate files you want to delete, see [Narrow your search results on Mac](#).
- If an item is locked, you need to confirm you want to move it to the Trash, or unlock the item before putting it in the Trash. To unlock the item first, select it, choose **File > Get Info** (or press Command-I), then deselect the Locked checkbox. If you're not logged in as an administrator, you may need to click the lock  to unlock it, then enter an administrator name and password (or use Touch ID or your Apple Watch).

Empty the Trash

1. On your Mac, click the Trash icon in the Dock.
2. In the window that appears, do one of the following:
 - Empty one item from the Trash: Control-click the item you want to delete, then choose **Delete Immediately**. In the warning message that appears, click **Delete**.
 - Empty all of the Trash: Click the **Empty** button in the upper-right corner of the Finder window. You can also click the Finder icon  in the Dock, then choose **Finder > Empty Trash**. In the warning message that appears, click **Empty Trash**.


Items that you move to the Trash from your Mac remain until you empty the Trash. You can choose to “automatically empty the trash” in Finder preferences.

Items that you move to the Trash from iCloud Drive are automatically emptied from the Trash after 30 days, regardless of Finder preferences. You can choose to empty the Trash sooner than 30 days.

WARNING: Any items emptied from the Trash are no longer available.

Prevent the Trash warning message from appearing


To prevent the Trash warning message from appearing on your Mac, do one of the following:

- Once: Press the Option key when you click Empty or choose Empty Trash.
- Always: Turn off the warning in the Advanced pane of Finder preferences. In the Finder , choose **Finder > Preferences**, click **Advanced**, then deselect “Show warning before emptying the Trash.”

If you change your mind before emptying the Trash

1. On your Mac, click the Trash icon in the Dock.
2. Drag the item out of the Trash, or select the item, then choose **File > Put Back**.

Remove items from the Trash automatically after 30 days

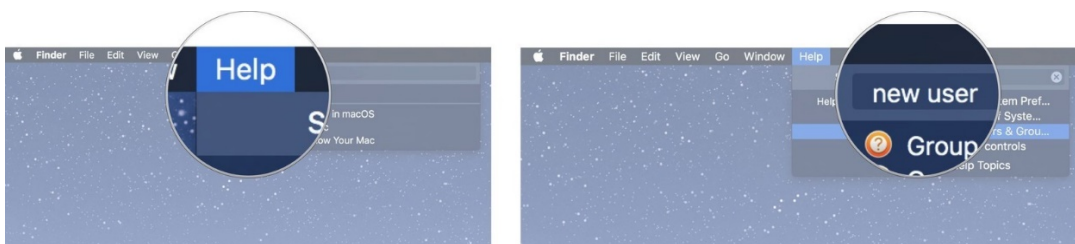
1. In the Finder  on your Mac, choose **Finder > Preferences**, then click **Advanced**.
2. Select **Remove items from the Trash after 30 days**.

Note: Items deleted from your Mac are permanently deleted.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.
2. Type the subject or issue you'd like help with in the Search field.



3. Click a search result from the list.
4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website:
<https://support.apple.com/mac/macbook>
2. Scroll to the bottom of the page and utilize the “Search for More Topics” query.