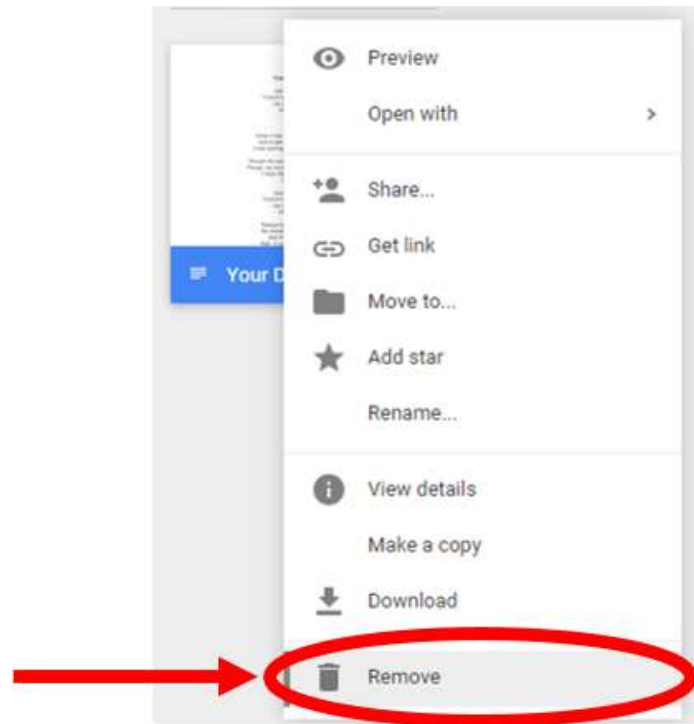


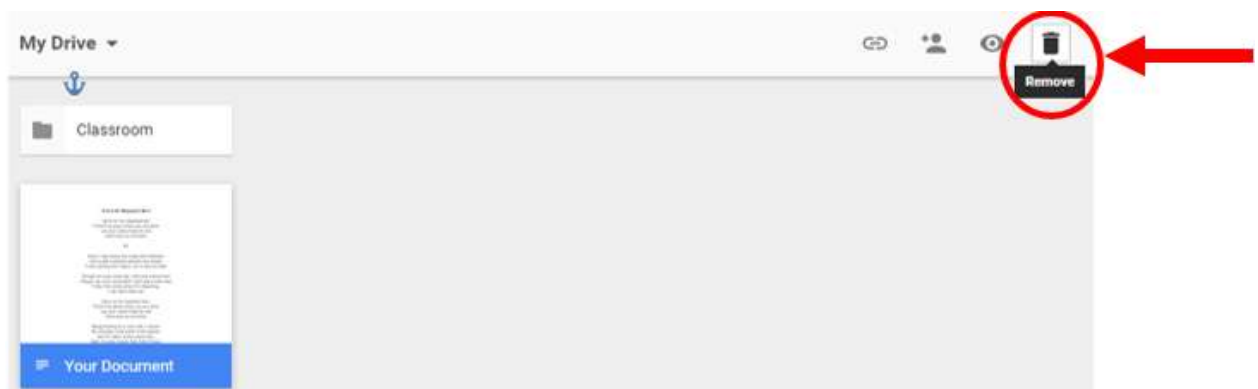
How to Delete a Document on Google Drive (Desktop Version)

- 1) Right click on the document you want to delete.
- 2) Select 'Remove' out of the options that come up.



Or Alternatively...

- 1) Select your documents by just clicking it once
- 2) Select the trash bin symbol in the top left hand corner.



Your document should now be deleted, you can find it in your 'Bin'.