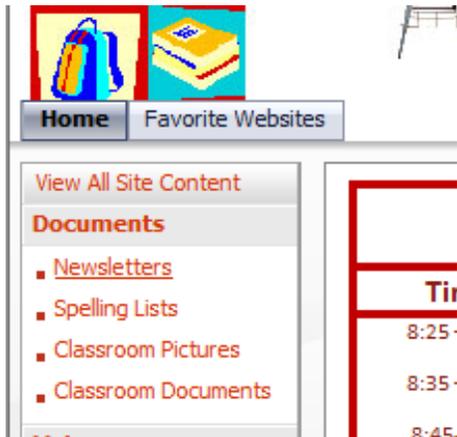
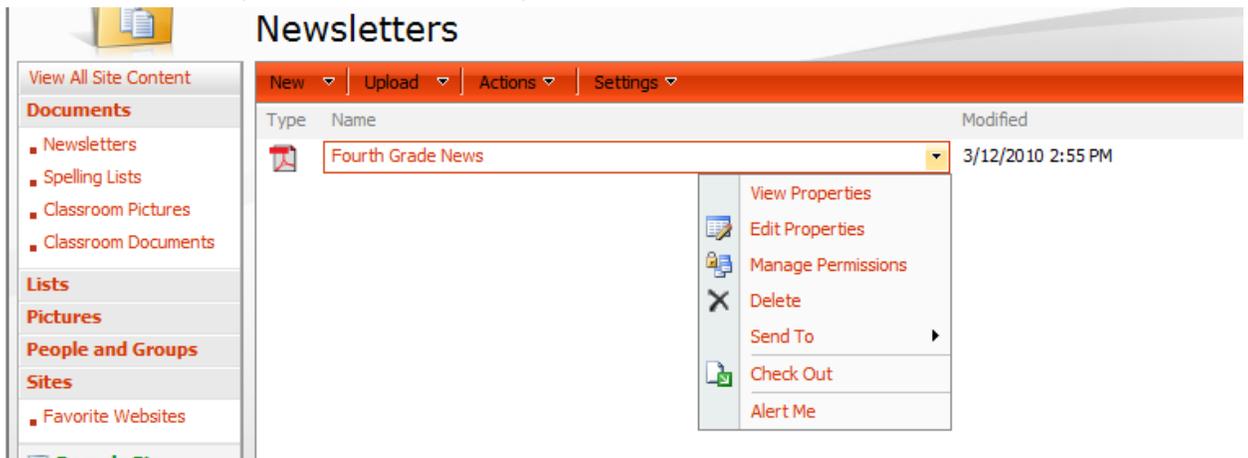


FAQ 5 – How to Delete a PDF file that’s already in your Documents Folders in SharePoint

1. Make sure you are signed in. Reminder you need to type in k12sd1\emailuserid for example k12sd1\jn002 and then put in your e-mail password
2. Now click on one of your Documents folder. In this case I am going to click on my Newsletters



3. Now Select the PDF file that you want to delete. Like the following screen shot. Where you see 3/12/2010 2:55 PM you will click on the drop down menu



4. Then click on Delete