## FAQ 5 – How to Delete a PDF file that's aleady 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

	Newsletters	
View All Site Content	New 🔻 Upload 🔻 Actions 🔻 Settings 🔻	
Documents	Type Name Modifie	d
Newsletters	T Fourth Grade News 3/12/20	010 2:55 PM
<ul> <li>Spelling Lists</li> <li>Classroom Pictures</li> <li>Classroom Documents</li> </ul>	View Properties Edit Properties	
Lists Pictures	Delete     Send To	
People and Groups Sites Eavorite Websites	Check Out Alert Me	

4. Then click on Delete