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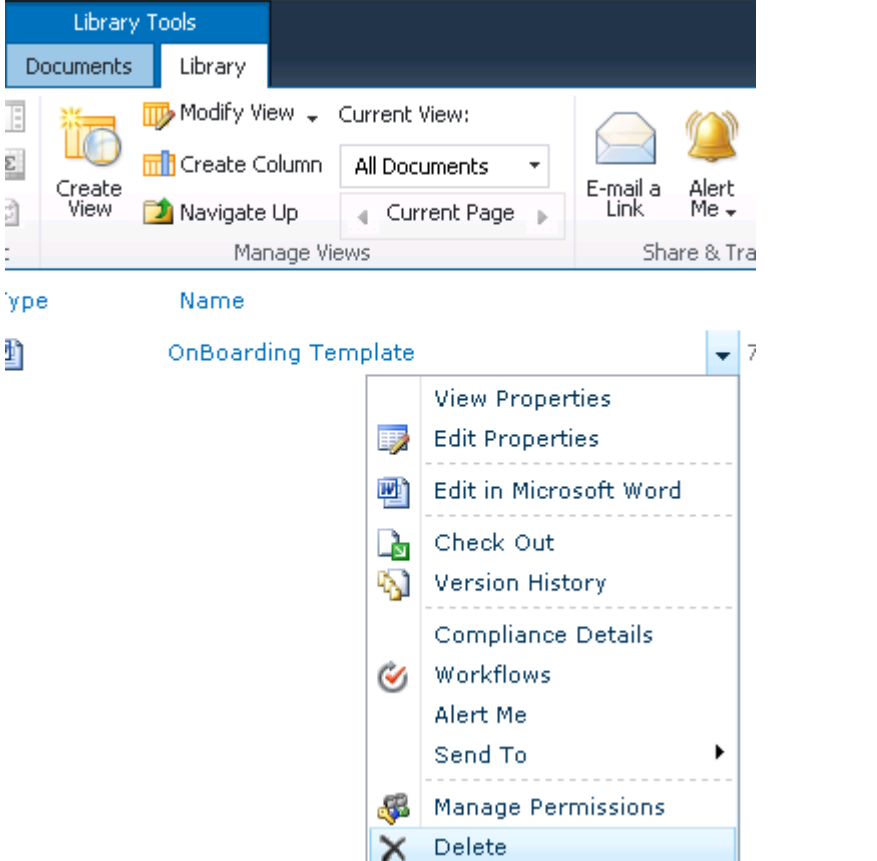
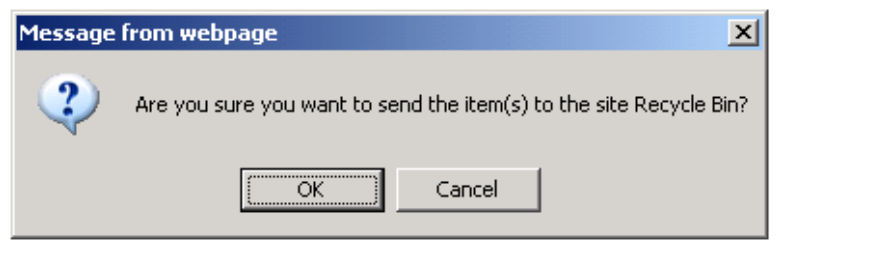
SharePoint 2010 How to Delete Documents

Follow the steps below to delete a document from the document library.

These steps can also be used to delete a folder. NOTE: If a folder is deleted, everything under the folder will also be deleted.

<p>1. From the site where the document library is located click Site Actions -> View All Site Content then under Document Libraries click on the desired name of the document library on the page to which content should be deleted.</p>	 <p>The screenshot shows the 'Document Libraries' section of a SharePoint site. There are two libraries listed: 'Customized Reports' and 'Documents'. The 'Documents' library is circled in red. The 'Customized Reports' library has a description: 'This Document library has the templates to create Web Analytics custom reports for this site collection.' and a creation date of '0 8 days ago'. The 'Documents' library has a description: 'This system library was created by the Publishing feature to store documents that are used on pages in this site.' and a creation date of '0 8 days ago'.</p>
<p>2. From the Documents or Library view, hover the mouse over the desired document.</p>	
<p>3. Click on the drop-down arrow that appears to the right of the document.</p>	

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<p>4. From the drop-down list, select the Delete option.</p>	 <p>The screenshot shows the 'Library Tools' ribbon in SharePoint. The 'Library' tab is active. The 'Manage Views' group contains 'Modify View', 'Create Column', and 'Navigate Up'. The 'Current View' dropdown is set to 'All Documents'. The 'Share & Tra' group contains 'E-mail a Link' and 'Alert Me'. Below the ribbon, a table lists items with columns for 'Type' and 'Name'. The item 'OnBoarding Template' is selected, and its context menu is open, showing options like 'View Properties', 'Edit Properties', 'Edit in Microsoft Word', 'Check Out', 'Version History', 'Compliance Details', 'Workflows', 'Alert Me', 'Send To', 'Manage Permissions', and 'Delete'.</p>
<p>5. A pop-up will appear to verify that the document should be deleted. Click OK if the document should be deleted.</p>	 <p>The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text 'Are you sure you want to send the item(s) to the site Recycle Bin?'. There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>6. The document will be deleted from the system.</p>	

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