

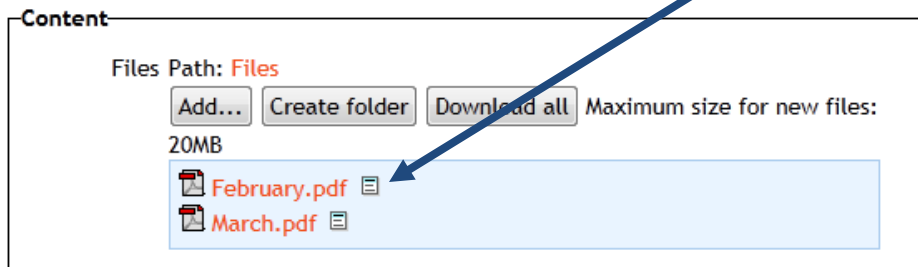
## Deleting a File from a Folder

To delete a file from an already existing folder, follow these steps:

1. Ensure you are in the editing mode by clicking on the “**Turn editing on**” button at the top right-hand side of the page.
2. Move to the location where the file currently resides. In the following example, I moved to Monthly Newsletters and then clicked on the **Edit/Update** icon. I knew that Monthly Newsletters contained a folder because of the file folder icon..



3. Moodle displays the files, under the Content section, that are associated with the folder. In the case below February and March were available. To delete a file, click on the small icon to the right of the folder and select **Delete**. You will be asked to confirm the deletion.



4. Cursor down to the bottom of the page and click on **Save and Return to Course**.