

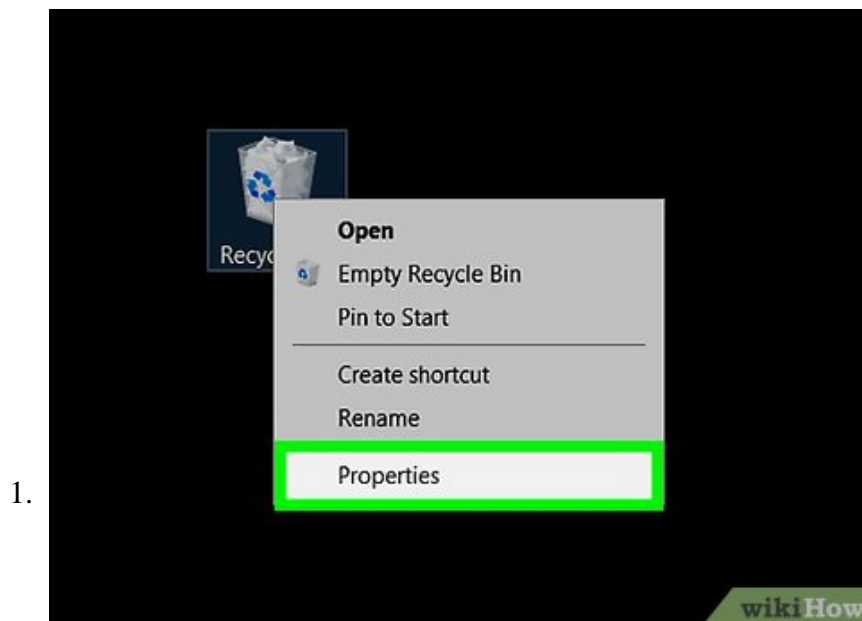
# How to Delete Files Directly Without Sending Them to Recycle Bin

This wikiHow article will teach you the simple and easy steps to directly delete files without sending them to the Recycle Bin. Deleting files on the spot is a quick and convenient way to delete files without having to go into the Recycle...

## Steps

Method 1 of 2:

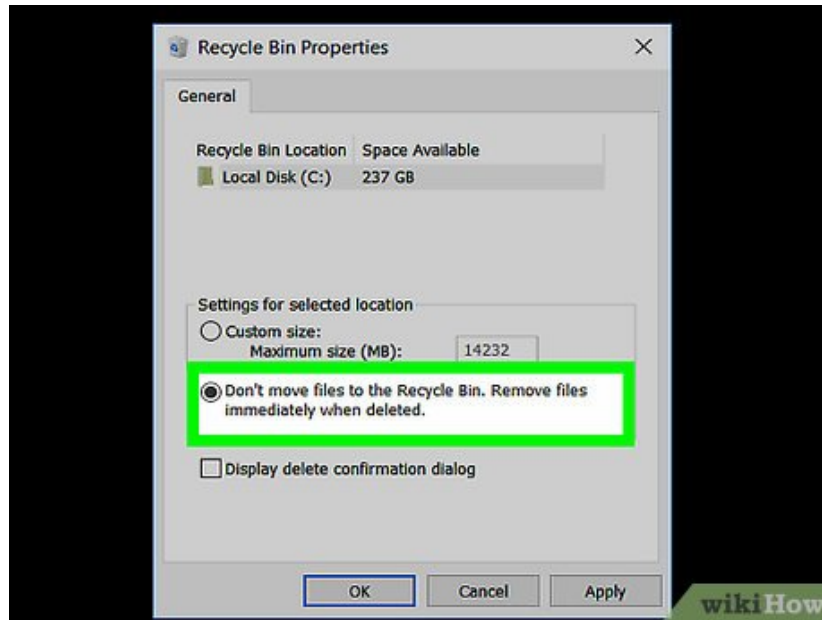
### Setting Files to Always Permanently Delete by Default



**Open the Recycle Bin Properties.** Right-click on the Recycle Bin icon on the desktop and click .

1. You can also Open File Explorer, click the ? arrow to the leftmost part of the address bar, select  from the dropdown, and select "Recycle Bin properties" under the  tab which Recycle Bin should've opened to by default.

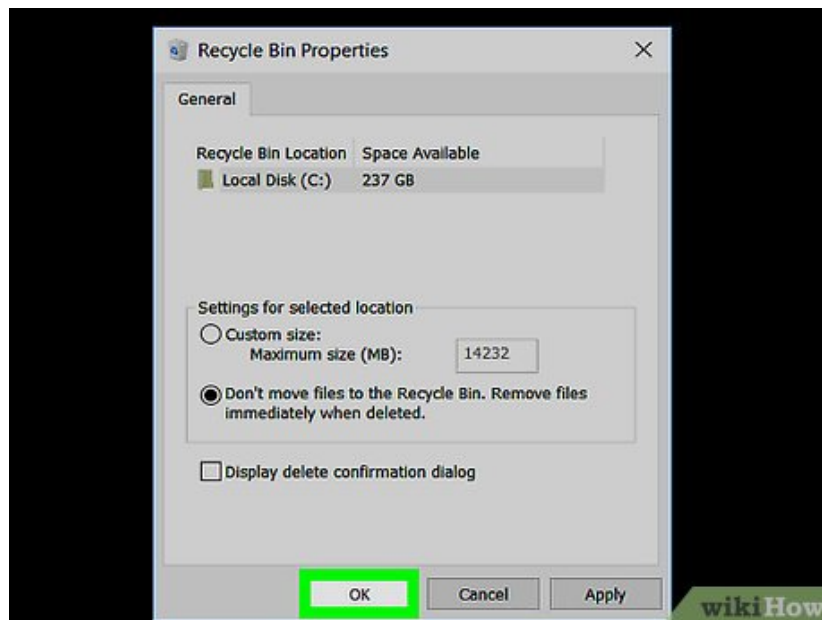
2.



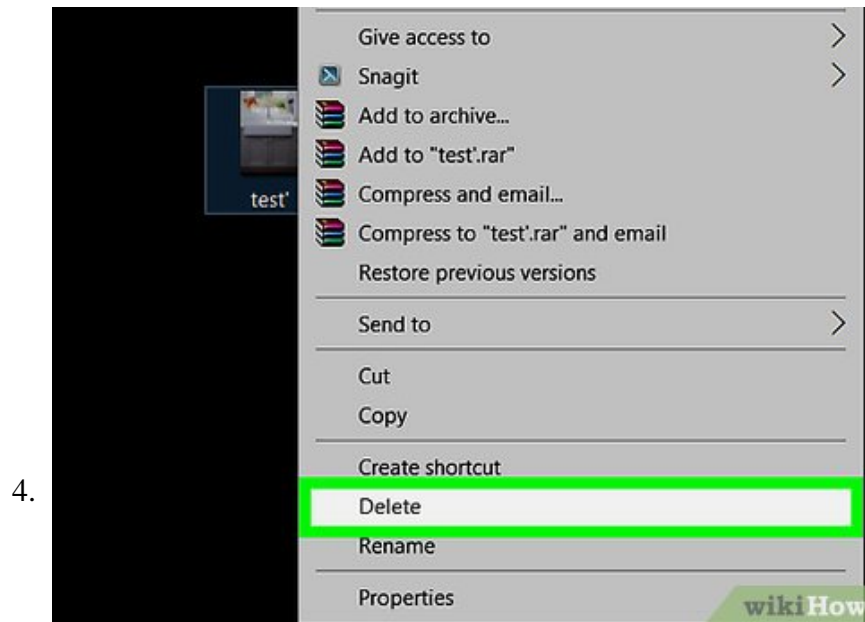
**Choose the "Don't move files to the Recycle Bin. Remove files immediately when deleted."** It's underneath the "Settings for selected location" section.

1. In Windows XP, this will appear as a checkbox instead of a radio button and will be close to the top of the Recycle Bin Properties window.

3.



**Save your changes.** Click the  button.

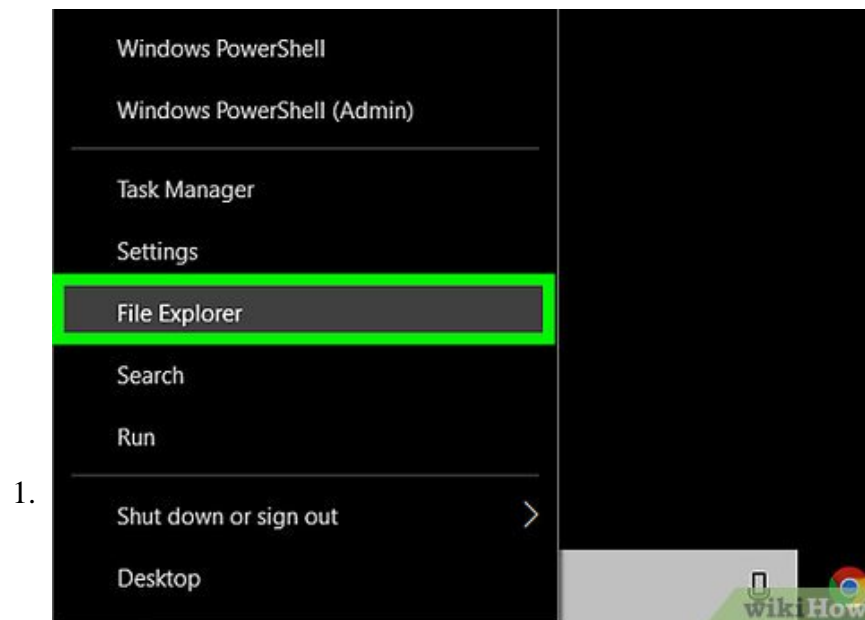


**Finished.** Deleting a file will permanently remove it from your computer instead of sending it to the Recycle Bin.

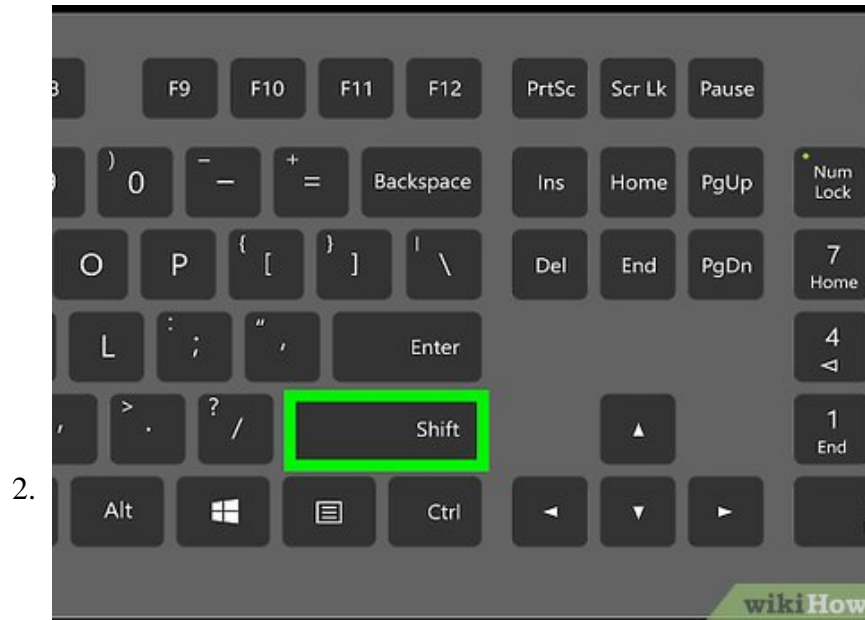
1. To reverse your changes, re-open the Recycle Bin Properties and switch to the "Custom size" option. In Windows XP, uncheck the box that you previously checked.

Method 2 of 2:

## Using the Keyboard Shortcut When Deleting Files



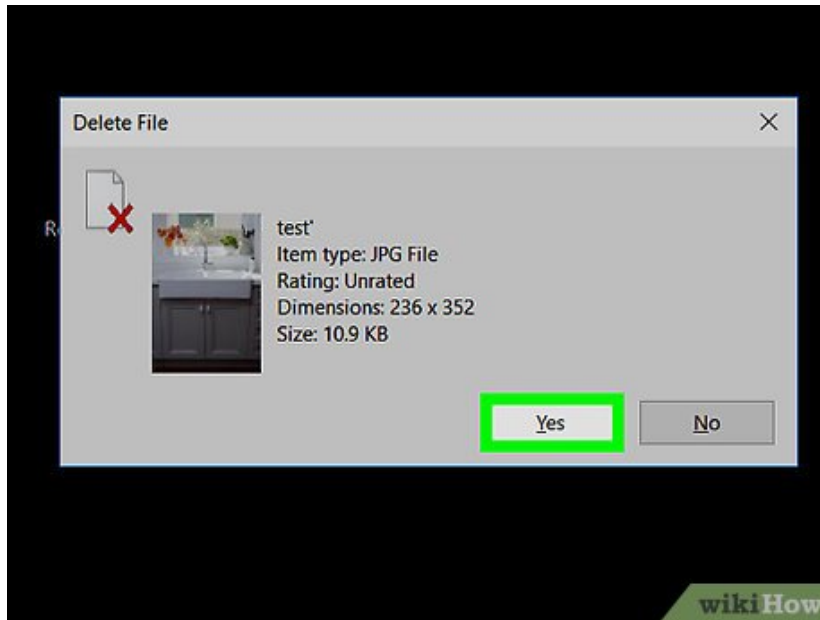
**Select one or more files to delete.** You may do this in File Explorer or on the desktop.



Hold down the **Shift** keyboard key.



**Delete the file.** Either press the **Del** keyboard key or right-click over one of the selected files and choose **Delete**.



**Confirm the file deletion, if prompted.** Click the  button if a message appears asking you to confirm whether you want to delete the selected file(s).

You finished reading the article "**How to Delete Files Directly Without Sending Them to Recycle Bin**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

---