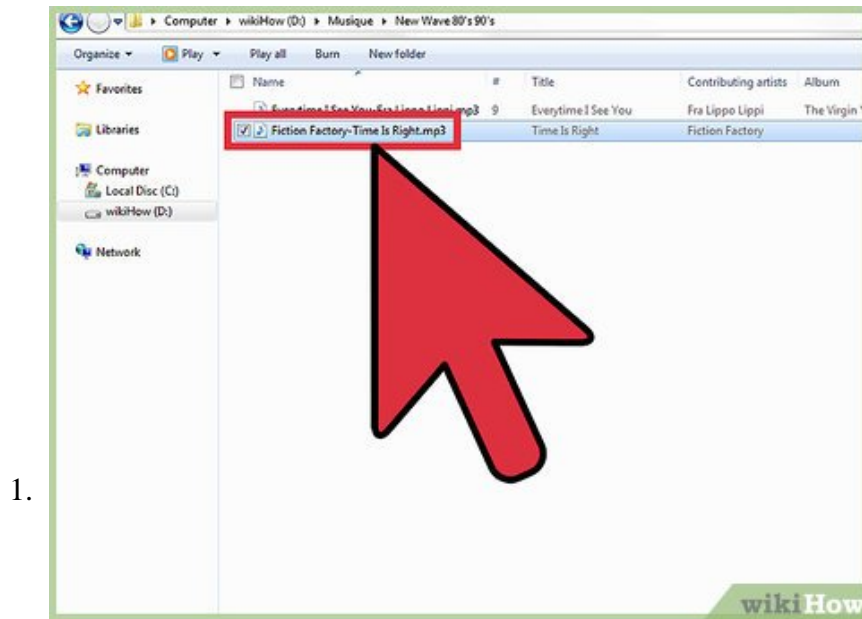


How to Delete Read Only Files

In some cases, you may have difficulty deleting a file from your PC or Mac because the file is classified as Read Only. By changing the file attributes, you can easily delete Read Only files in Windows or Mac OS X. Right-click the file in...

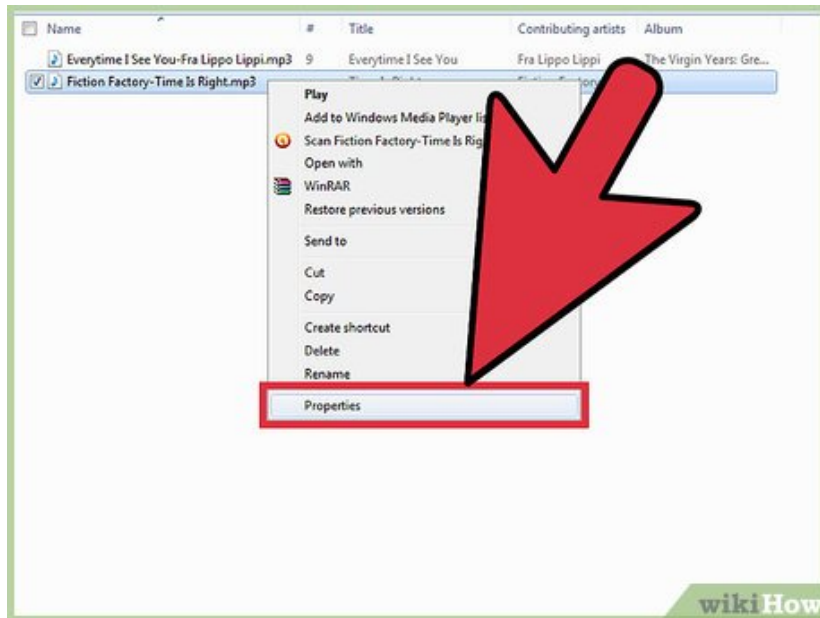
Method 1 of 4:

Use the Properties Menu to Eliminate the Read Only Attribute



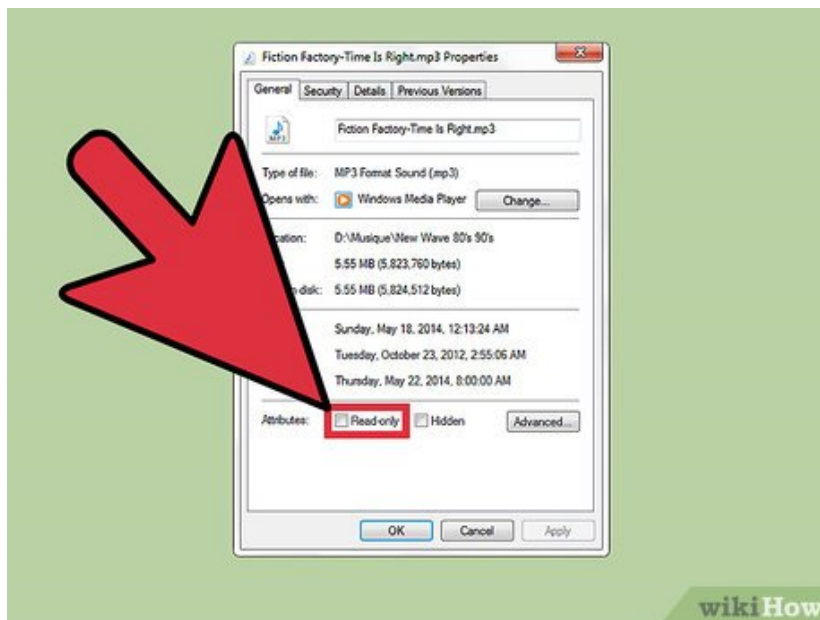
Right-click the file in Windows Explorer.

2.



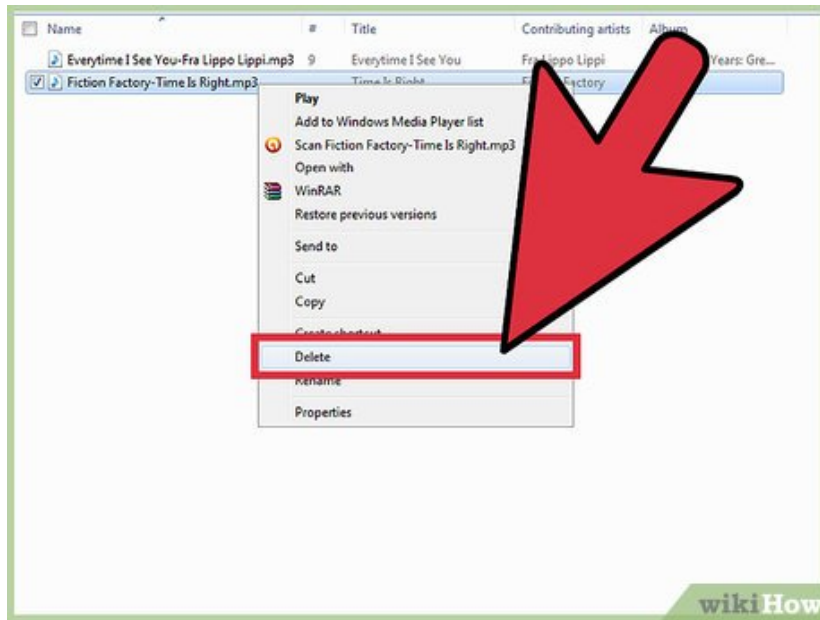
Choose "Properties" from the drop-down menu.

3.



Uncheck the box next to the "Read Only" option in the "Properties" menu.

1. If the box is checked and grayed out, either the file is in use or you don't have permission to change it.
2. Quit any programs that are using the file. If needed, login as an administrator to gain permission to alter the file.

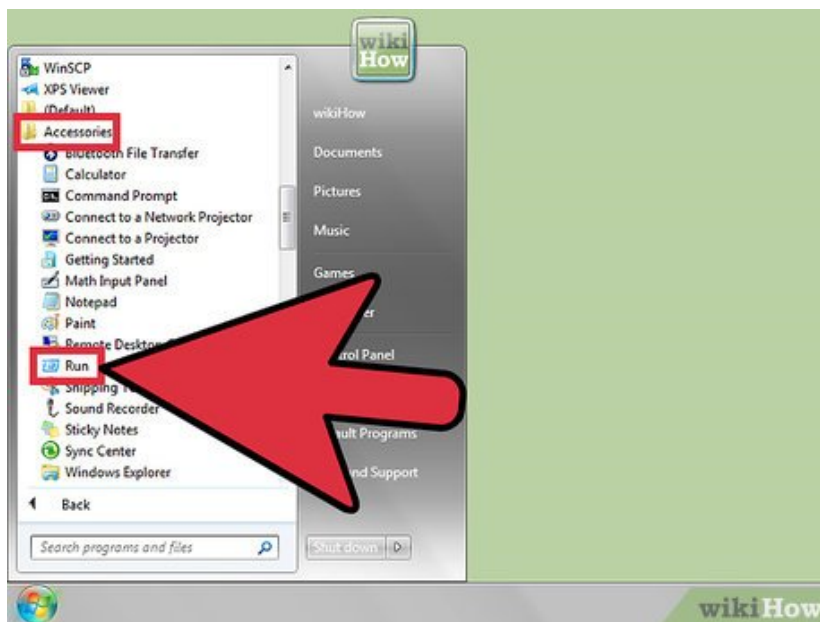


4.

Delete the file.

Method 2 of 4:

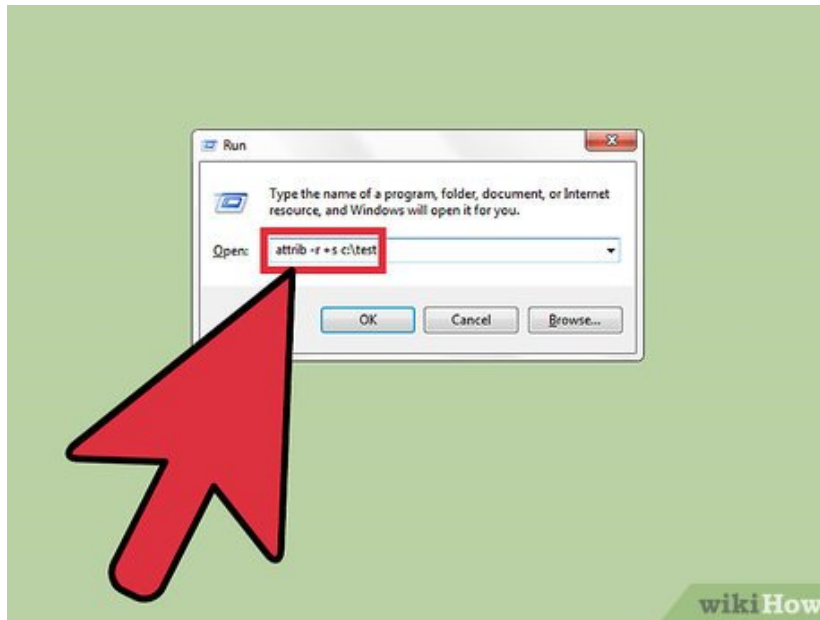
Use the Attrib Command to Turn Off the Read Only Attribute



1.

Click Start and select Run. If you don't see the Run command, then click All Programs > Accessories > Run.

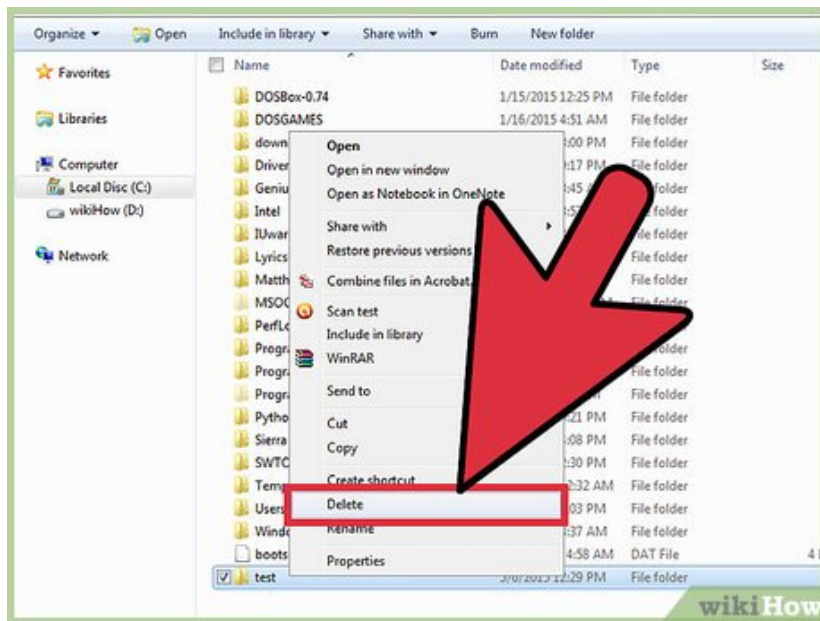
2.



Remove the Read Only attribute and set the System attribute. Type the following command:

1. **attrib -r +s drive:**
2. For the test folder, for example, type **attrib -r +s c:\test**

3.

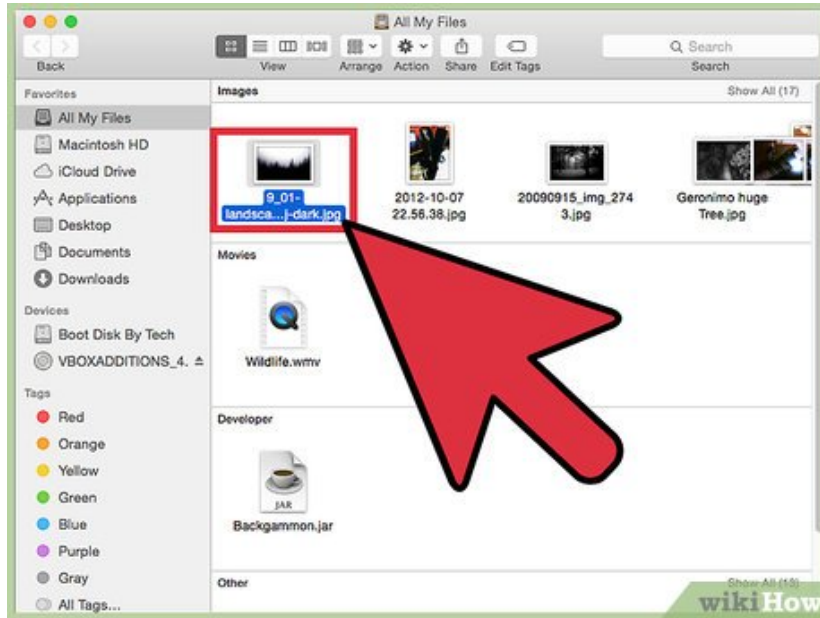


Delete the file.

Method 3 of 4:

Delete Read Only Files in Mac OS X Using Finder

1.



Open Finder. Find the file that you want to delete and click to highlight it.

2.



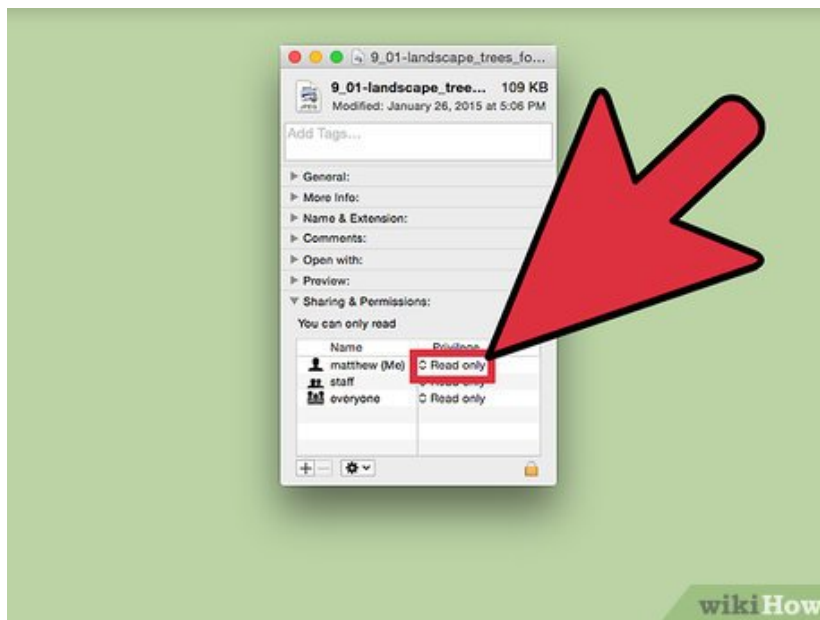
Click File at the top of the Finder menu, then select **Get Info**.

3.



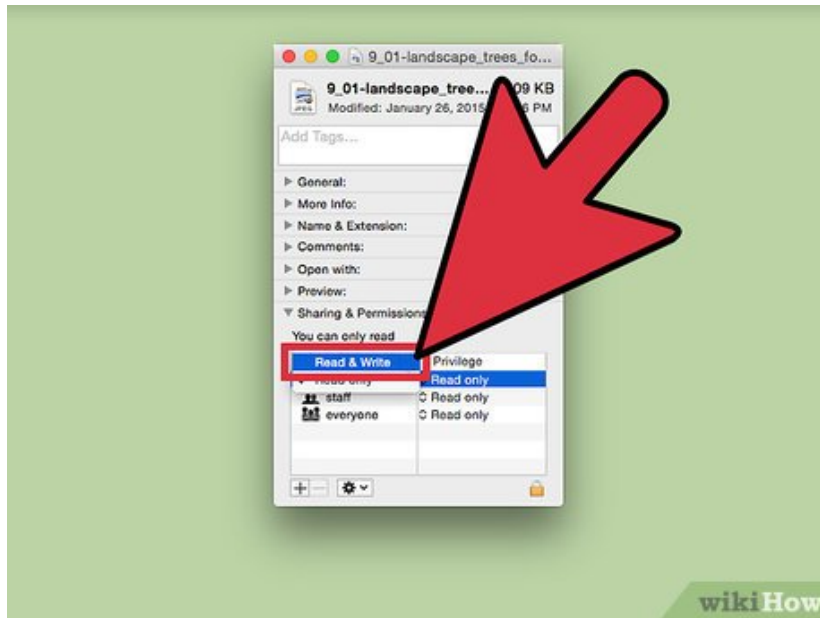
Select the "Privilege" option in the Sharing & Permissions section.

4.



Click on the box next to "Owner."

5.



Set the file to Read & Write status.

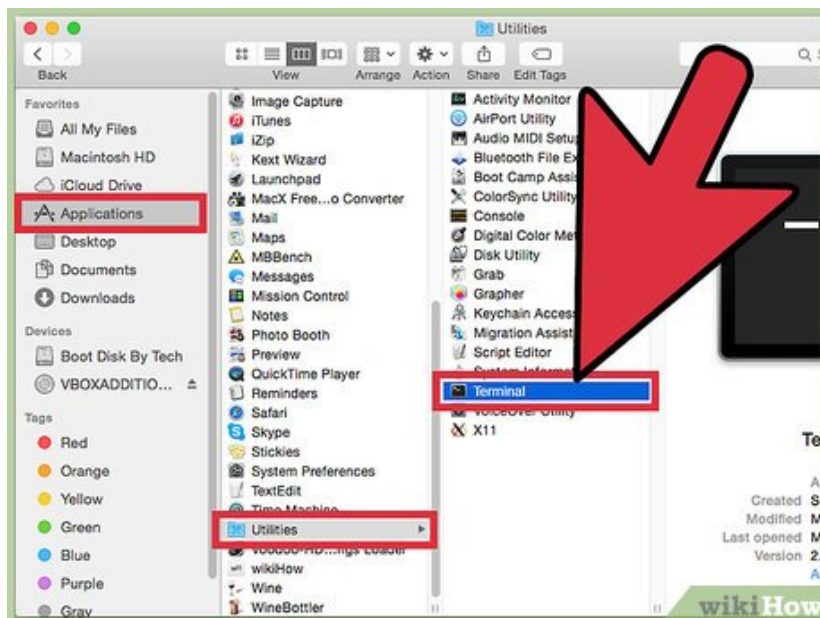
6. Picture 13 of How to Delete Read Only Files

Delete the file

Method 4 of 4:

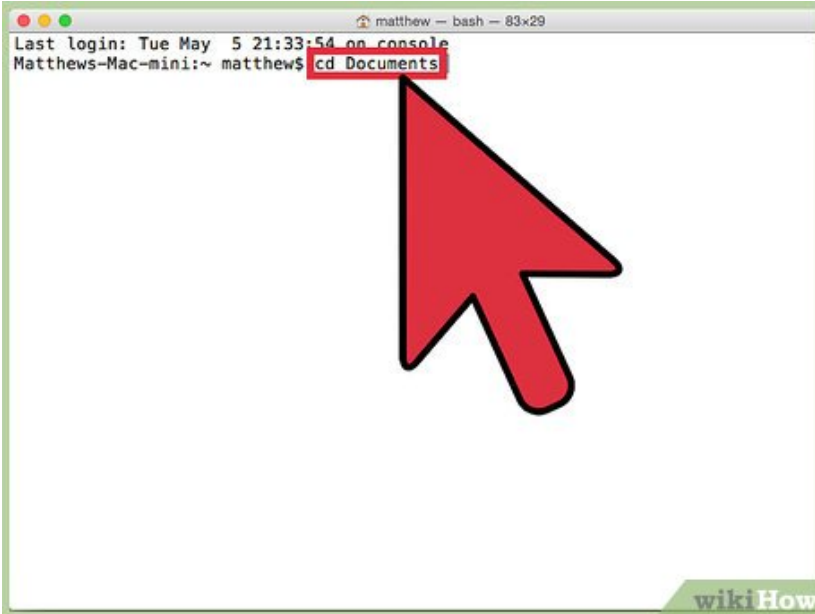
Delete Read Only Files in Mac OS X Using Terminal

1.



Select Applications > Utilities > Terminal.

2.



```
matthew -- bash -- 83x29
Last login: Tue May 5 21:33:54 on console
Matthews-Mac-mini:~ matthew$ cd Documents
```

A terminal window titled "matthew -- bash -- 83x29" is shown. The prompt is "Matthews-Mac-mini:~ matthew\$". The command "cd Documents" has been entered and is highlighted with a red box. A large red mouse cursor points to the command. The "wikiHow" logo is in the bottom right corner.

Type `cd .` For example, if you want to adjust permissions for a file in your documents folder, then type **`cd Documents`**.

3.

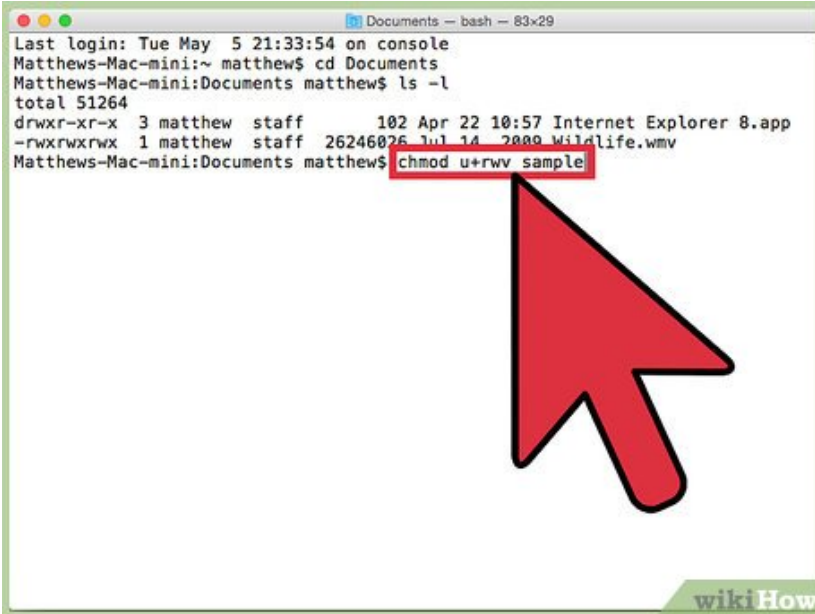


```
Documents -- bash -- 83x29
Last login: Tue May 5 21:33:54 on console
Matthews-Mac-mini:~ matthew$ cd Documents
Matthews-Mac-mini:Documents matthew$ ls -l
```

A terminal window titled "Documents -- bash -- 83x29" is shown. The prompt is "Matthews-Mac-mini:Documents matthew\$". The command "ls -l" has been entered and is highlighted with a red box. A large red mouse cursor points to the command. The "wikiHow" logo is in the bottom right corner.

Input the command `ls -l` to view the directory contents in long form. Permissions are displayed on the far left column.

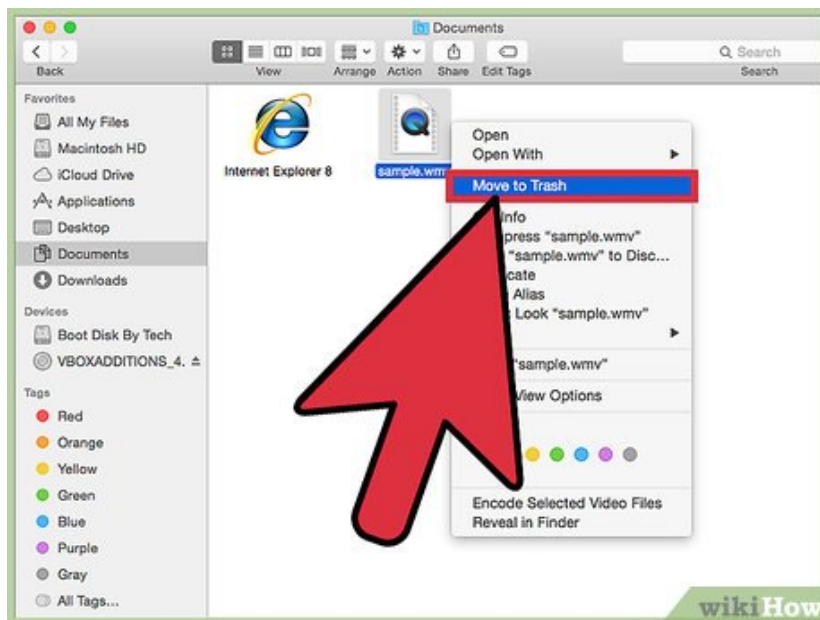
4.



```
Documents — bash — 83x29
Last login: Tue May 5 21:33:54 on console
Matthews-Mac-mini:~ matthew$ cd Documents
Matthews-Mac-mini:Documents matthew$ ls -l
total 51264
drwxr-xr-x  3 matthew  staff   102 Apr 22 10:57 Internet Explorer 8.app
-rwxrwxrwx  1 matthew  staff 26246026 Jul 14  2000 Wildlife.wmv
Matthews-Mac-mini:Documents matthew$ chmod u+rwx sample
```

Type `chmod u+rwx "filename"` to grant read, write and execute permissions. Close Terminal.

5.



Find and delete the file.

You finished reading the article "**How to Delete Read Only Files**" 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.