

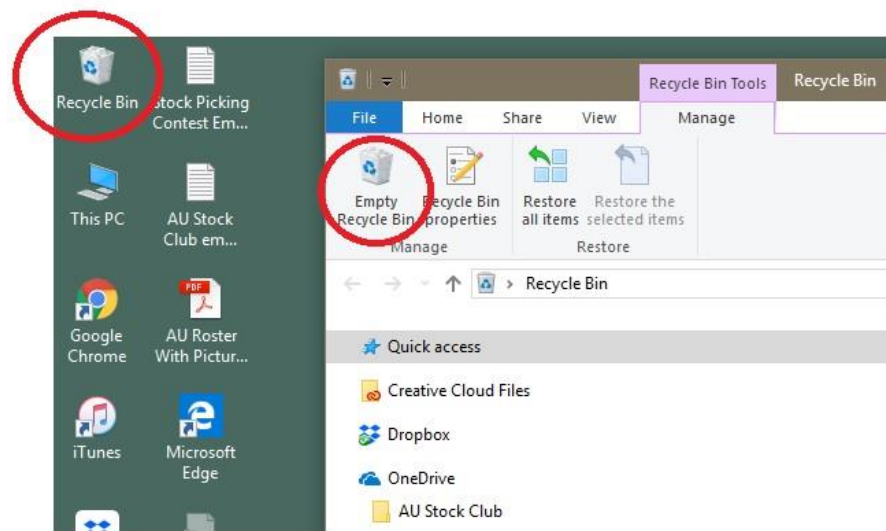
Selling, Giving or Donating your PC

Before trying anything in this white paper make sure any file of value in this PC has been copied or moved! Some of the steps below can not be reversed! However, to keep the PC usable but to purge all your personal information proceed with these instructions.

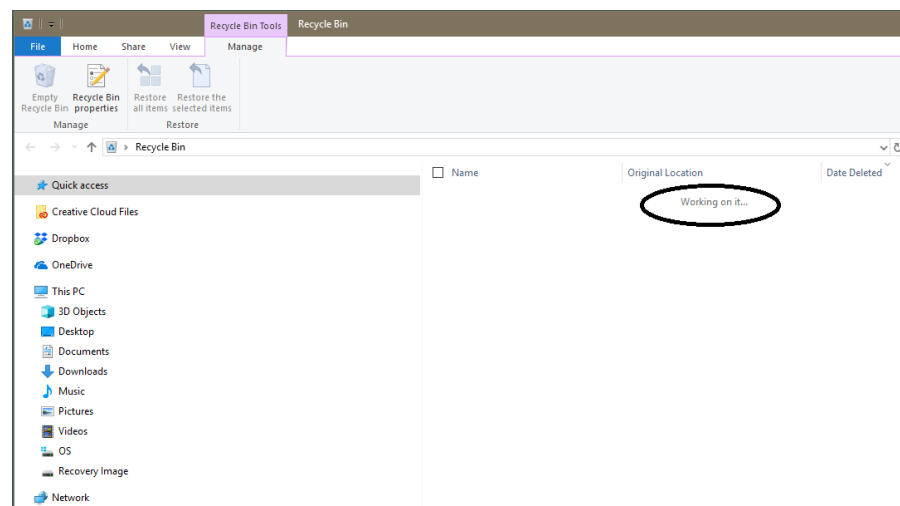
Start the PC and put it into Windows 7 (desktop) mode.


Use the Recycle Bin to actually remove all your old “deleted” files. PC’s do not really remove files that you delete, they only hide them from your view. Emptying the bin will.

Click the Recycle Bin icon. Then click the “Empty Recycle bin”

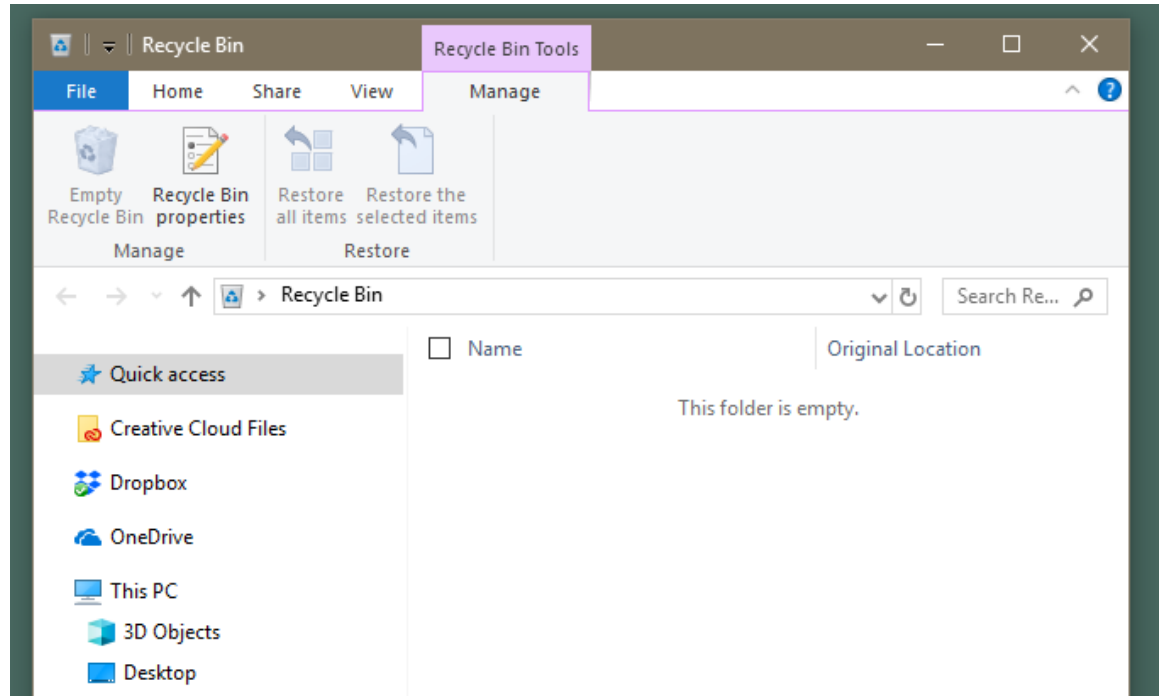


This may take a long time so the message “working on it may appear”



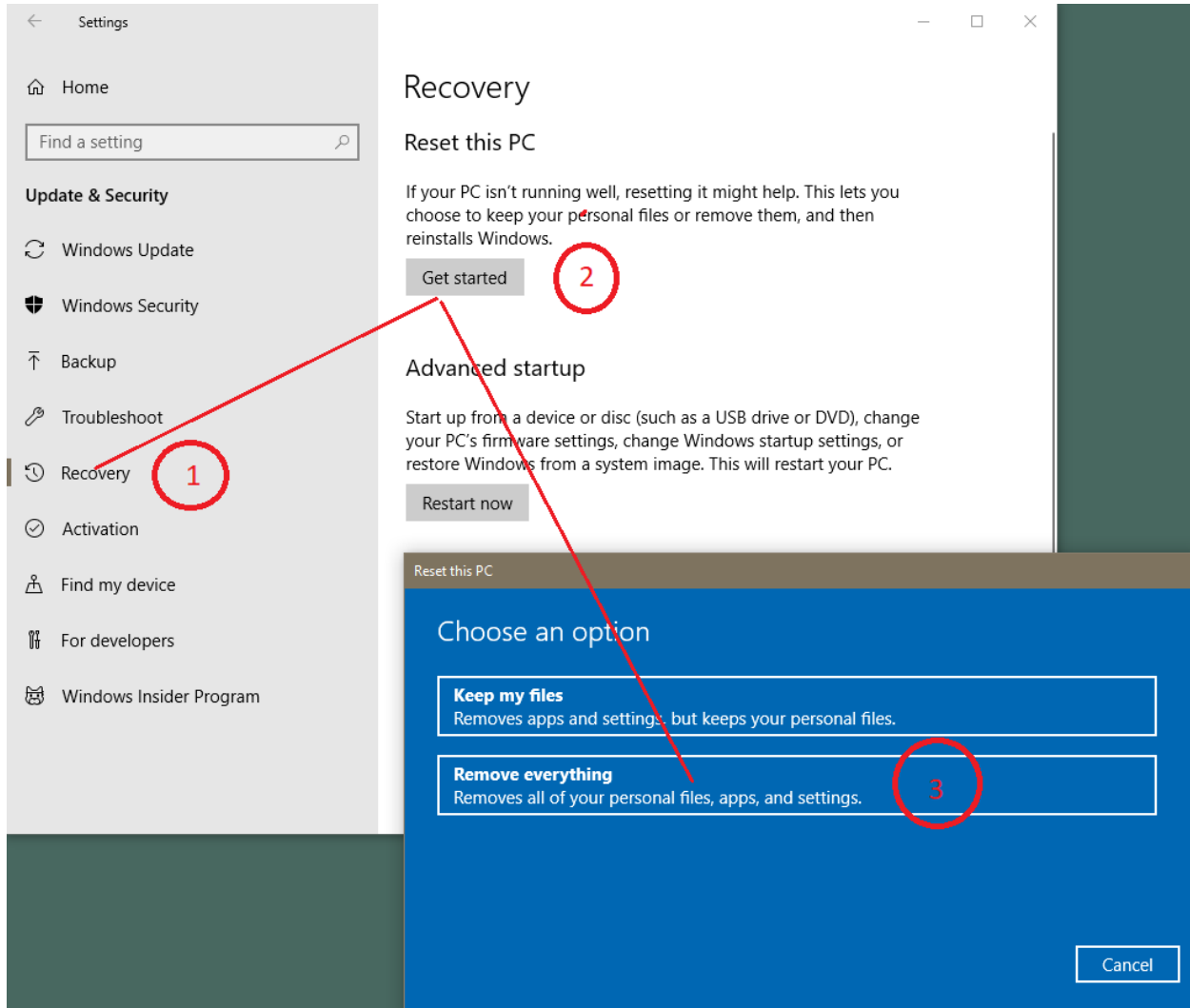
(might have to click refresh  occasionally)

You are looking for the folders to be empty.



Hit both the keys   to open the settings window.

Click Recovery > Get Started (Reset This PC) > **Remove everything**



Then follow the Microsoft instructions. Final steps not shown in this document.