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"

<u>∎</u> -	Recycle Bin Tools Recycle Bin			-		
File Home Share View	Manage					
Empty Recycle Bin Recycle Bin properties Manage	the items					
← → · · ↑ 🖾 → Recycle Bin	← → ✓ ↑ 📓 > Recycle Bin ✓ ট					
		Name	Original Location	Date Deleted		
			Working on it			
Music						

You are looking for the folders to be empty.

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Image Image					
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 Quick access Creative Cloud Files Dropbox 	Name	Original Loc This folder is empty.	ation		
 OneDrive This PC 3D Objects Desktop 					



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

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命 Home	Recovery			
Find a setting ρ	Reset this PC			
Update & Security	If your PC isn't running well, resetting it might help. This lets you choose to keep your personal files or remove them, and then			
⊖ Windows Update	Get started 2			
Windows Security				
↑ Backup	Advanced startup			
P Troubleshoot	Start up from a device or disc (such as a USB drive or DVD), change your PC's firmware settings, change Windows startup settings, or			
① Recovery 1	restore Windows from a system image. This will restart your PC.			
⊘ Activation	Kestart now			
.	Reset this PC			
₩ For developers	Choose an option			
😸 Windows Insider Program	Keep my files			
	Removes apps and setting, but keeps your personal mes.			
	Remove everything Removes all of your personal files, apps, and settings.			
	Cancel			

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