1. To delete a Tegrity recording from a PC running Window Vista, first select the Windows Icon in
   the lower left corner of your screen.

2. A menu of choices will appear. Click on **computer**.
3. Double-click on **Local Disk (C):**.
4. Click in the Search field.
5. In the **Search** field type the word “recordings”. Allow the search to complete.

6. Once the search is complete, click on **Advanced Search**.
7. Check the box next to **Include non-indexed, hidden, and system files (might be slow)**. Allow the search to complete.
8. Once complete, double-click on the folder titled **Recordings**.
9. Select the file you want to delete. Hold down the **Shift** key and press the **Delete** key.

**NOTE:** It is recommended that you save your recordings to a CD, DVD, or flash drive prior to deletion.

10. A window will appear asking if you want to permanently delete this folder. Click yes.