1. To delete a Tegrity recording from a PC running Windows XP, first select the Start icon in the lower left corner of your screen. Click on **My Computer**.
2. Select Search.
3. Select **All Files and folders**.
4. In the search window type “recordings”.
5. Under **Look in**: select **Local Disk (C):**.
6. Under **More Advanced Options** and check the box next to the option **Search hidden files and folders**.
7. Click **Search** to locate the Tegrity recording files.
8. 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 delete this folder. Click **yes**.