Desktop File Incinerator

Accessing it

1. Navigate to the **Toolbox** and then click **Individual Tools**.

2. Click on the **Ensure Personal Privacy** category.

3. Next to **Desktop File Incinerator**, click **Start**.

What it does

With the Desktop File Incinerator, you can securely delete files directly from your PC's desktop. It securely and permanently erase files by overwriting the data with random characters.

Why use it

Deleted files are not completely erased; someone using easily available tools can recover the files and view their contents. This poses a security risk and can lead to sensitive information falling into the wrong hands.

> **Did you know?**
>
> Did you know that when you delete a file, the file is actually not erased? Because of the way a PC saves and deletes files, the contents of deleted files still remain on your computer.
>
> When you save a file, your computer stores a reference to it in a file allocation table, but the data that makes up the file is saved on the hard drive. If that file is deleted, its reference is removed from the file allocation table, but the contents of the file are still on the drive.
>
> Emptying the Recycle Bin or formatting the drive doesn't make a difference: until another file's contents are saved over it, the information you "deleted" is still there.

Using it

The Desktop File Incinerator is integrated with Windows and displays an **Incinerator** icon on your desktop:

The Desktop File Incinerator provides a storage area similar to the Recycle Bin. The files you send to the Desktop File Incinerator remain there until you decide to securely delete them or restore them back to their original location.

To follow are instructions on:

- Sending files to the Desktop File Incinerator.

- Securely deleting files in the Desktop File Incinerator.

- Restoring files in the Desktop File Incinerator.

Sending files to the Desktop File Incinerator

Files can be sent to the Desktop File Incinerator either using a standard drag-and-drop operation or using the right-click menu options.

Use drag-and-drop

The Desktop File Incinerator works similarly to the Recycle Bin: using a standard drag-and-drop operation, you can drag files to the Incinerator desktop icon or to the Incinerator location in Windows Explorer.

Drag-and drop instructions

1. Click on the one or more files you want to incinerate, such as from the PC's desktop or from Windows Explorer. You can select multiple files as you normally would in Windows.

2. While holding down the mouse, move the selected files to the Desktop File Incinerator icon or Windows Explorer location.

3. The cursor will change to indicate that the mouse is over an area that accepts data.

   Indicates your cursor is in an area that accepts data.

   Indicates your cursor is over an area that cannot accept data.

4. When the selected files are over the Desktop File Incinerator, release the mouse.

Use right-click context menu

1. Right-click on the one or more files you want to incinerate. (You can select multiple files as you normally would in Windows.)

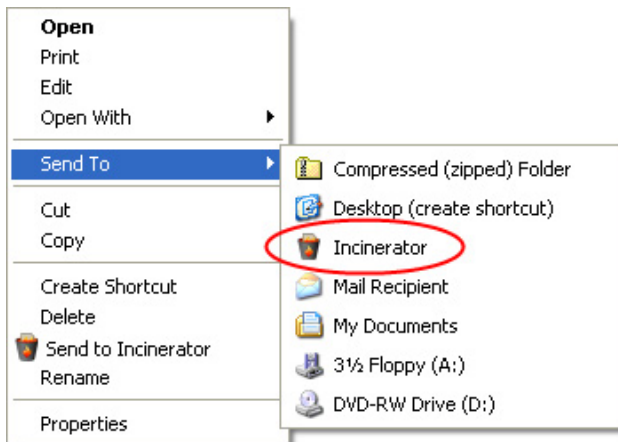2. Click **Send to Incinerator** from the right-click menu.
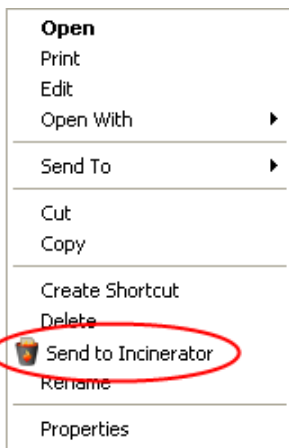
3. A confirmation message displays to confirm that you want to send the files to the Desktop File Incinerator. Click **Yes** to complete the process.

Use right-click, "Send To" context menu

1. Right-click on the one or more files you want to incinerate. (You can select multiple files as you normally would in Windows.)

2. Click **Send To** from the right-click menu.

3. Click **Incinerator** from the Send To submenu.

4. A confirmation message displays to confirm that you want to send the files to the Desktop File Incinerator. Click **Yes** to complete the process.

Securely and permanently deleting files

Files that you send to the Desktop File Incinerator remain there until you decide to "incinerate" the files, which permanently and securely deletes them.

> ⛔ **Exercise caution**. This action permanently erases the files beyond recovery.

To incinerate files in the Desktop File Incinerator:

1. Open the Desktop File Incinerator: either double-click on the Incinerator desktop icon or select the tool from Windows Explorer.

2. You can incinerate selected files or incinerate all the files in the Desktop File Incinerator. To incinerate:

   - **Selected files**: Right-click on the one or more files you want to incinerate and click **Incinerate selected**. (You can select multiple files as you normally would in Windows.)

   - **All files in the Incinerator**: Right-click anywhere on the window and click **Incinerate all**.

3. A confirmation message displays to confirm that you want to incinerate (permanently delete) the files. Click **Yes** to complete the incineration process.

Restoring files

To restore files in the Desktop File Incinerator back to their original location:

1. Open the Desktop File Incinerator: either double-click on the Incinerator desktop icon or select the tool from Windows Explorer.

2. Right-click on the one or more files you want to incinerate and click **Restore**. (You can select multiple files as you normally would in Windows.)

3. The restored items will be moved out of the Desktop File Incinerator and back to their original location.