Deleting Apps the Right Way

Remember the lesson from Mac Basics — closing a window (the red button) does not quit an app. Here is its twin: dragging an app off the Dock does not delete it. Deleting takes two steps, and they are easy.

The two steps

1. Open Finder (the smiling face), click Applications in the sidebar, find the app, and drag it to the Trash at the end of the Dock. Or right-click the app and choose Move to Trash. If Apple asks for your Mac password, that is normal — type it in.
2. Empty the Trash. Click the Finder menu at the very top of the screen and choose Empty Trash. That is what actually frees the space — until you do, the app is still sitting there.

Some apps have their own uninstaller

Big apps — antivirus, VPNs, some office software — often include an "Uninstaller" app in their own folder inside Applications. If yours has one, use it instead of the Trash — it cleans up more thoroughly than dragging alone.

Two things deleting cannot do

- It will not cancel a subscription you bought through the app — cancel that separately, or the bills keep coming.
- You cannot delete Apple's built-in apps (Mail, Safari, Music, and friends). They are part of the Mac.

When to call Sean instead

- Your storage is full and you do not know what is safe to delete.
- An app refuses to go in the Trash or says it is "in use."
- You deleted something and wish you had not — check the Trash first. Until you empty it, you can drag the app right back out.

Need a hand? Call Sean at **(813) 770-6082**.