

Deleting a User on a Mac computer before donating

Step 1:

Click on System Preferences

Step 2:

Go to "Accounts"

Click the plus (+) sign to add a user account (you may have to click the padlock and enter your administrator password to continue)

Step 3:

Under "New Account" choose Administrator

Choose a name

Click "create account"

Step 4:

Log out of your account (Click the Apple icon in the top left corner, then "Log Out")

Step 5:

Log in as your new administrative account

Step 6:

Go to System Preferences

Click on accounts

Click on the account you want to delete

Click the minus (-) sign to delete the user

This may take a few moments...

Step 7:

A window pops up: select "Delete the home folder"

Click OK

This part will take a few minutes - but once it's done, your Mac is now clear of old information! Booyah!

Deleting a User on a PC computer before donating

From the Start menu select Control Panel

Select User Accounts

Select the account you wish to delete. Note that you can't delete the account you are currently using. You must log in from a different account. Create a new account if there is only one account (the one you are deleting) on the computer..

At this point be sure to select the option that will delete all data from the account.

Booyah!