

## Deleting client files

Client files you no longer need can only be deleted from Windows Explorer.

1. If you have installed NaviPlan in the default directories, your clients' data files are found in *C:\NaviPlan\Data*.
2. Locate and highlight the client file (.npe) as well as the backup file (.bak).

Name	Size	Type
Samples		File Folder
taylor fred and betty.bak	116KB	BAK File
taylor fred and betty.npe	117KB	NaviPlan Extended Client File

3. From the menu, select **File - Delete**.
4. Click **OK**.

The unwanted files are removed from your NaviPlan folder.