

# Re: Cannot delete locked Word document

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*Source:*

<http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.word/2006-11/msg00132.html>

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- *From:* "Martha" <[martha.howard@xxxxxxxxxx](mailto:martha.howard@xxxxxxxxxx)>
  - *Date:* 7 Nov 2006 17:07:32 -0800
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Hi, I was not able to get the command i to function and bring up the info box. The document kept inserting an italic i in front of wherever the cursor is. I tried it several times, both in the locked document and in another recently made Word document. Pressing simultaneously, and one after the other. The command key is the one with the apple sign on it. Is it possible this function is disabled on my computer?

However, I did go to this link, and found the directions for force emptying the trash. That did work, on all copies of the document except the version on the desktop. That version of the document will not go to the trash, I get the message the operation cannot be completed because the item is locked. Any more suggestions? At least I no longer have 5 copies of this document, but I would still like to get rid of the version on the desktop.

Thanks, Martha

On Nov 7, 5:22 pm, "CyberTaz" <[typegeneral@taz1ATcomcastdotnet](mailto:typegeneral@taz1ATcomcastdotnet)> wrote:

And if that doesn't do it take a trip to Dr. Smoke's X Lab for a "secret" or two:

<http://www.thexlab.com/faqs/trash.html>

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HTH |:>)

Bob Jones

[MVP] Office:Mac

"Beth Rosengard" <[bethroseng...@xxxxxxxxxxxxxxxx](mailto:bethroseng...@xxxxxxxxxxxxxxxx)> wrote in message [news:C17606FD.3B18B%bethrosengard@xxxxxxxxxxxxxxxx](mailto:news:C17606FD.3B18B%bethrosengard@xxxxxxxxxxxxxxxx)

Hi Martha,

Try this: Click on one of the docs and do a Get Info (Cmd>i). In the

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Ownership & Permissions section of the Info dialog, change the button to Read & Write. Close the dialog. Can you delete now? If so, you'll have to repeat this process on all the copies of the doc. If not, post back.

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\*\*\*Please always reply to the newsgroup!\*\*\*

Beth Rosengard  
MacOffice MVP

Mac Word FAQ: <<http://word.mvps.org/Mac/WordMacHome.html>>  
My Site: <<http://www.bethrosengard.com>>

On 11/7/06 9:35 AM, in article  
1162920951.795081.290...@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, "Martha"  
<martha.how...@xxxxxxxx> wrote:

Years ago I created a Microsoft Word document, and my husband locked the file. Now, several computers later, I still have this locked document haunting me. One copy would be fine. But since it is locked, it will not let me throw it away. It also has managed to put a permanent copy on my desktop, where the icon displays the padlock symbol. I would dearly love to get it off my desktop if I can't get it off the computer itself. I have created a folder and dragged it into the folder. It puts a copy of itself in the folder, and leaves the copy on the desktop. I now have 5 copies of it on my laptop in various places, and at least two on my desktop computer. One copy sits in my trash and will not delete. I am afraid to remove it from the trash because of the auto copying function, I don't need more copies at this point.

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My computers are: Macintosh G5 with OS 10.4.7, and Powerbook with same OS. Both have Microsoft Word 2004 for Mac Version 11.2

The document opens Read Only in the title bar, but gives me the option window to save changes to it when I close it. I have not tried to save changes to it. I tried to unlock it following Word Help. I went to the Master Document toolbar, but the icon Expand Subdocuments is faded, so inactive. Is there a way to remove this document short of re-initializing my entire computer?