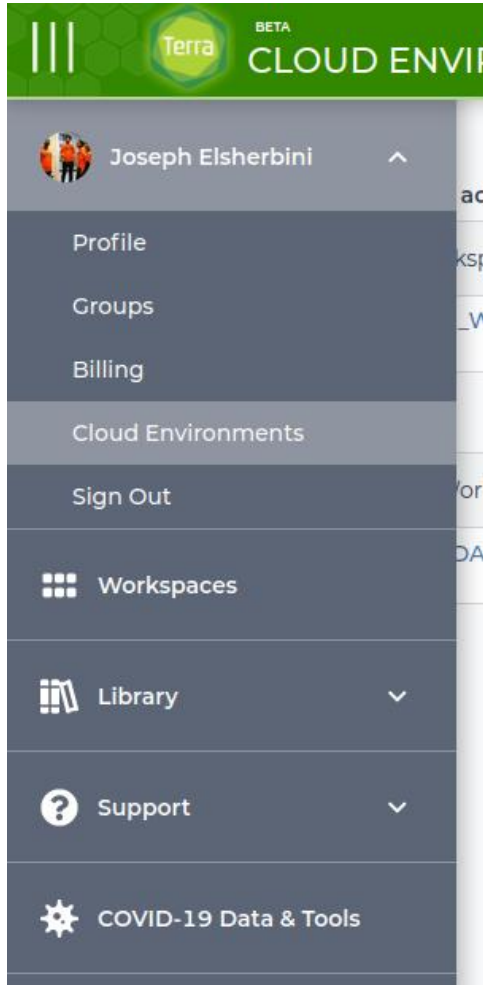


# Winding down your Terra workspace

# First, save your R Files! Do the following on each file you want to save.

1. On your computer open NotePad (Windows) or TextEdit (Mac)
2. On terra, Go into each .Rmd file and .R file
3. Hit Ctrl+A (Windows) or Cmd A (Mac) to select all text on terra
4. Hit Ctrl+V (Windows) or Cmd V (Mac) to paste into your local text editor
5. Save to your local computer.



# Shutdown your "cloud environment" and delete the "Persistent Disk"




1. In terra, click on the top left menu and click on "Cloud Environments"

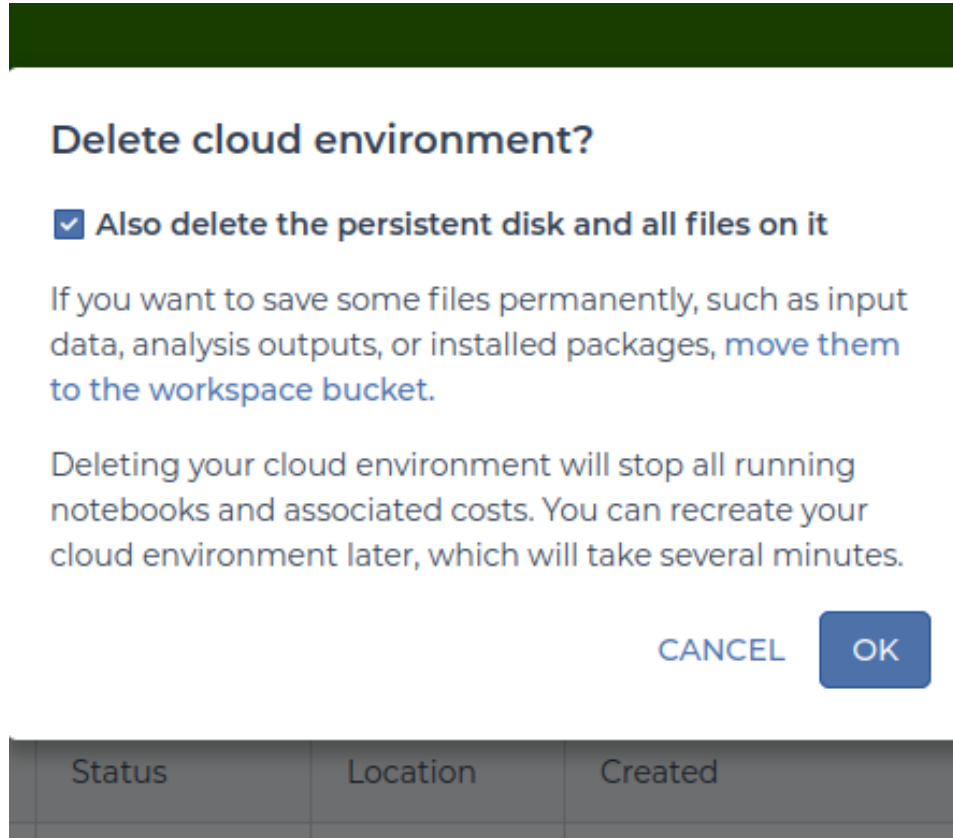
# Shutdown your "cloud environment" and delete the "Persistent Disk"

1. In terra, click on the top left menu and click on "Cloud Environments"
2. On the top cloud environment, click "Delete"

Type	Tool	Details	Status	Location	Created	Last accessed	Cost / hr (\$0.01 total)	Actions
GCE	Rstudio	<a href="#">view</a>	Paused	us-central1-a	Aug 19, 2022, 9:00 AM	Aug 21, 2022, 11:44 AM	\$0.01	 Pause  Delete

Details	Size (GB)	Status	Location	Created	Last accessed	Cost / month (\$2.00 total)	Action
<a href="#">view</a>	50	Ready	us-central1-a	Aug 19, 2022, 9:00 AM	Aug 21, 2022, 10:23 AM	\$2.00	 Delete

# Shutdown your "cloud environment" and delete the "Persistent Disk"



**Delete cloud environment?**

☒ Also delete the persistent disk and all files on it

If you want to save some files permanently, such as input data, analysis outputs, or installed packages, [move them to the workspace bucket](#).

Deleting your cloud environment will stop all running notebooks and associated costs. You can [recreate your cloud environment later](#), which will take several minutes.

[CANCEL](#) [OK](#)

Status	Location	Created

1. In terra, click on the top left menu and click on "Cloud Environments"
2. On the top cloud environment, click "Delete"
3. Check the box to delete the persistent disk as well, and click "Ok"