

THE RECYCLE BIN

When files, folders, or icons are deleted, they are stored in the Recycle Bin unless otherwise specified in the Windows setup. The Recycle Bin serves much like a trash can. These files remain in the Recycle Bin until the bin is emptied. If a file is accidentally deleted, it may be restored to its original location.

Restoring Files or Folders

- ❖ Display the **Recycle Bin Window**.
- ❖ Click on the file or folder to be restored.
- ❖ Do one of the following:
 - Choose **File** on the **menu Bar** and then click **Restore** from the list that appears.
 - Right-click on the file and then press **Restore**.
- ❖ The file will be removed from the **Recycle Bin** and placed into its original folder.

Emptying the Recycle Bin

- ❖ Click on the **Recycle Bin** icon.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Empty Recycle Bin** from the list that appears.
- ❖ A dialog box will appear asking if the items are to be deleted. There will also be a list of the number of files to be removed from the bin.
- ❖ Click on **Yes**. This confirms the deletion of the files.

Notes

- Files deleted at the command prompt are not moved to the **Recycle Bin**.
- If only some of the files are to be removed from the **Recycle Bin**, hold down the **CTRL** key and click each file that is to be removed, then click **Delete** on the **File** menu.
- To open a file that is in the **Recycle Bin**, drag the icon onto the **Desktop**, and then double-click it.

Permanently Removing Files when they are Deleted

On the Desktop

- ❖ Right-click the **Recycle Bin Icon** on the **Desktop**.
- ❖ Click **Properties**.
- ❖ Select the **Do not move files to the Recycle Bin** check box.
- ❖ If this check box is selected, any files that were deleted cannot be recovered.

Notes

- To use different settings for different drives, click **Configure drives independently**, and then click the drive tab to change settings for a particular drive.
- To use the same settings for all drives, click **Use one setting for all drives**.

METHODS FOR DELETING AND RESTORING FILES USING MY COMPUTER

Action	Methods
Delete	<ul style="list-style-type: none">• Select the file, click the Delete button on the toolbar• Select the file, press Delete• Right-click the file, click Delete• Drag the file to the Recycle Bin
Restore	<ul style="list-style-type: none">• Click the Undo button on the Recycle Bin toolbar• Select the file, click File, click Restore• Right-click the file, click Restore• Drag the file from the Recycle Bin to a folder in another location

METHODS FOR DELETING AND RESTORING FILES IN WINDOWS EXPLORER

Action	Methods
Delete	<ul style="list-style-type: none">• Right-click the file or folder to be deleted, click delete• Drag the file or folder to the Recycle Bin• Select the file or folder, click File on the Menu Bar, click Delete• Select the file or folder to be deleted, press Delete• Select the file or folder to be deleted, click the Delete button on the toolbar
Restore	<ul style="list-style-type: none">• Open the Recycle bin, then• Select the file or folder to be restored, click File on the menu bar, click Restore• Right-click the file or folder to be restored, click Restore• Drag the file or folder to a new location on the Desktop• Drag the file from the Recycle Bin to a different folder in Windows Explorer