

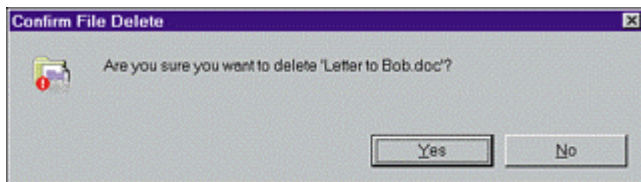


Using the Recycle Bin

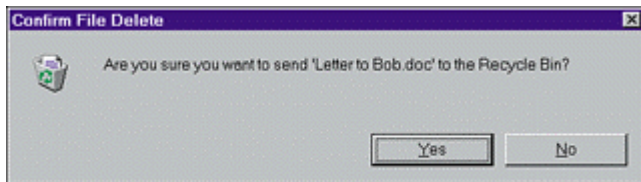


Recycle Bin

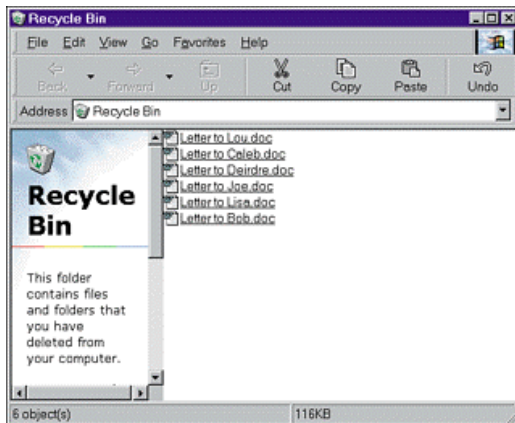
The Recycle Bin icon on your desktop is a folder icon, even though it has a different image. When you select one or more files or folders and either press Delete or drag those items to the Recycle Bin icon, Windows does not actually erase them. It simply stores them in the Recycle Bin folder. You can open the Recycle Bin and retrieve some or all of the items you previously deleted. By the same token, if you decide you want to delete the files and retrieve the space they occupy on your hard drive, empty the Recycle Bin.



Items deleted from either floppy disks or network servers are not stored in the Recycle Bin. When you delete such items, Windows asks you to confirm the deletion. If you delete a file from within an application program, it may or may not get stored in the Recycle Bin-you'll need to try deleting one and then check.



In contrast, when you delete items from your hard disk (by selecting them and pressing Del, by dragging them to the Recycle Bin, or by right-clicking them and choosing Delete), you'll see a message asking whether you want to send the item or items to the Recycle Bin. (The message will be a little bit different from the one shown here if you're deleting several items or deleting a folder.)

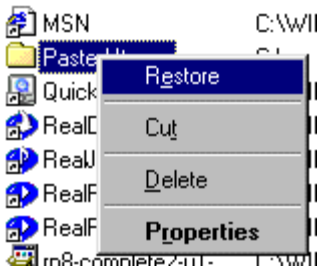


To retrieve items from the Recycle Bin, first double-click the Recycle Bin icon to open it into a folder window. (You can single-click if you're using Web-page view.) This window is just like other folder





To recover an item from the Recycle Bin, select it, open the File menu, and choose Restore. (Alternatively, you can right-click the item and choose Restore from the context menu.) This puts the file back where it was when you deleted



If you delete a folder, Windows moves the entire folder to the Recycle Bin. When you look in the Recycle Bin, you won't see any of the individual files the folder contains; you'll just see the folder itself. If you restore the folder-by choosing Restore from the File menu-Windows reinstates the folder plus its entire contents. If you just want to retain part



If you are running low on disk space, you may want to empty the Recycle Bin by right-clicking the Recycle Bin icon and choosing Empty Recycle Bin from the context menu. If you're already in the Recycle Bin window, choose Empty Recycle Bin from the File menu. You might also empty the Recycle Bin if you want to make sure no one can easily retrieve some of the items inside. (This is almost like paper

