

## Use 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.

### Restore Files or Folders

In order to restore a file follow the steps below.

- ✦ Display the **Recycle Bin Window** by double-clicking the **Recycle Bin** icon (see illustration at right) on the **Desktop**.
- ✦ The **Recycle Bin** window will display.
- ✦ Click on the file or folder to be restored.
- ✦ Right-click on the file and then press **Restore**.
- ✦ The file will be removed from the **Recycle Bin** and placed into its original folder.



### Restore All Items

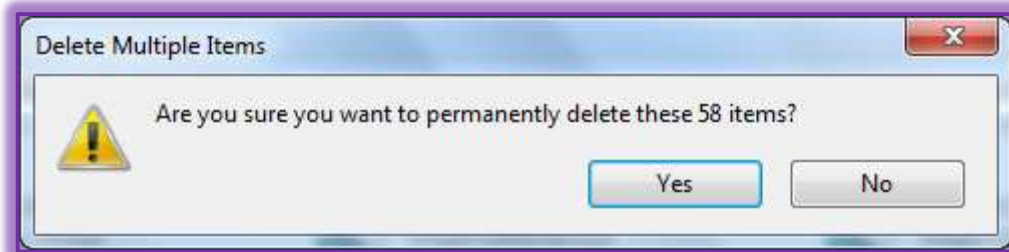
- ✦ Double-click on the **Recycle Bin** icon.
- ✦ Click the **Restore All Items** link on the toolbar (see illustration below).



### Empty the Recycle Bin

To empty the Recycle Bin, complete the steps below.

- ✦ Double-click on the **Recycle Bin** icon.
- ✦ Click the **Empty the Recycle Bin** link on the toolbar (see illustration above).
- ✦ A message as shown in the illustration below will appear asking if the items are to be deleted.



- ✦ Click on **Yes**. This confirms the deletion of the files.

### Notes

- 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.