

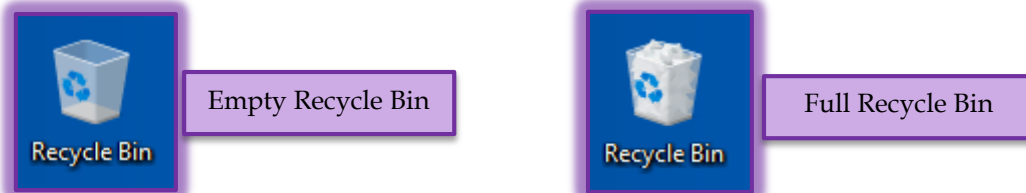
Use Recycle Bin

When files, folders, or icons are deleted on the local computer, not the network, 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.

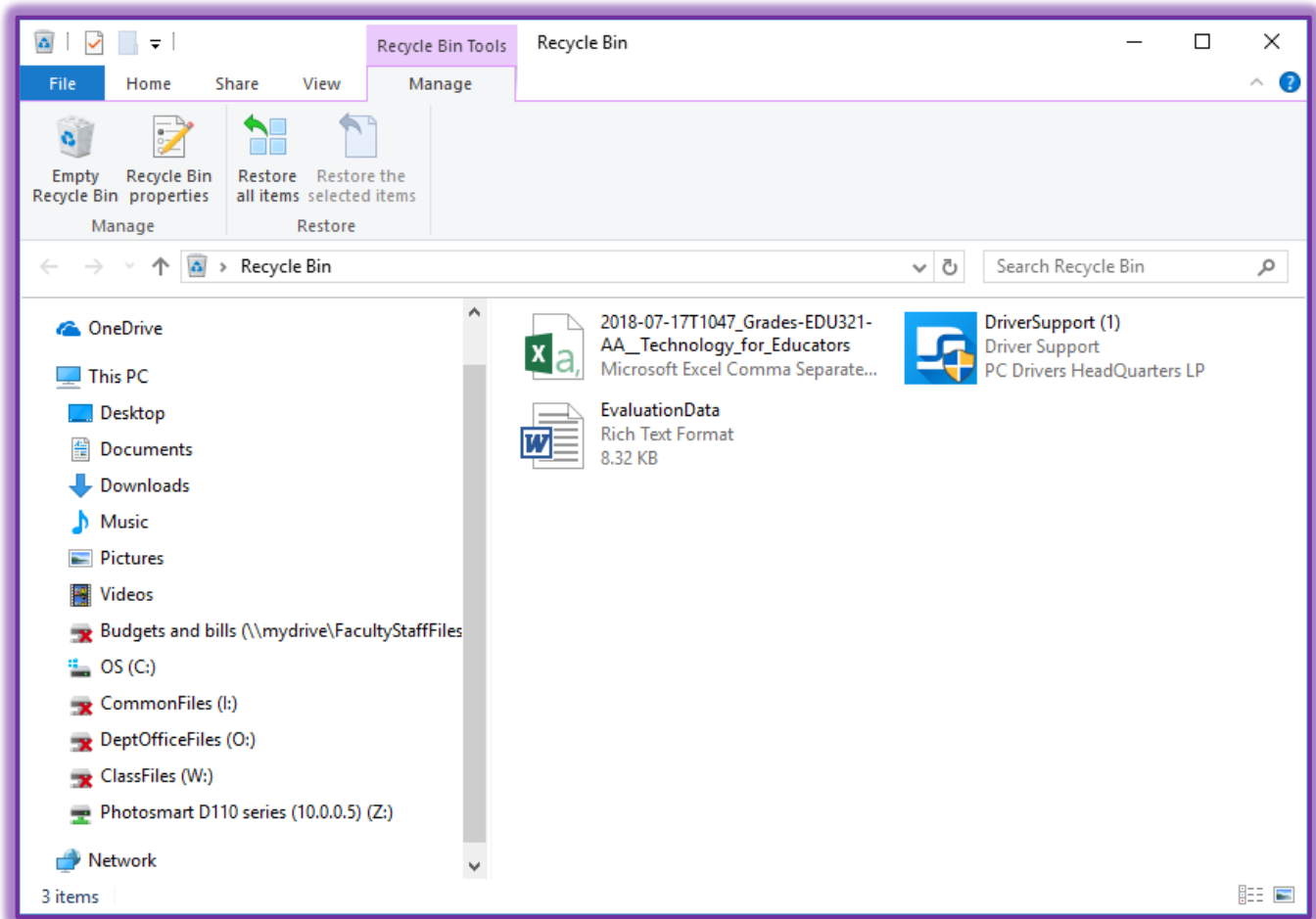
Restore Files or Folders

In order to restore a file, follow the steps below.

- ✦ Display the **Recycle Bin Window** by double-clicking the **Recycle Bin** icon on the **Desktop**.



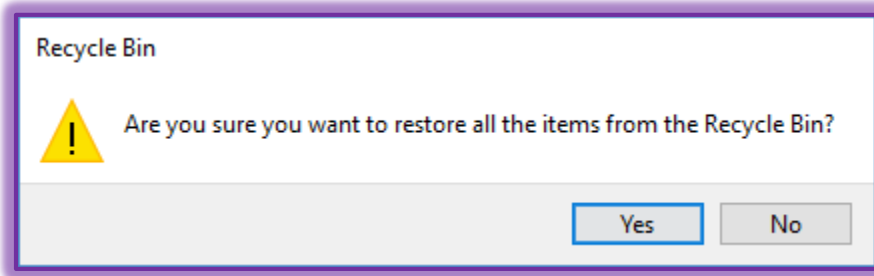
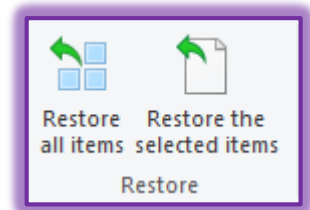
- ✦ The **Recycle Bin** window will display.



- ✦ 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** button in the **Restore Group**.
- ✦ The message shown in the illustration will display.



- ✦ Click the **Yes** button to restore all the files.

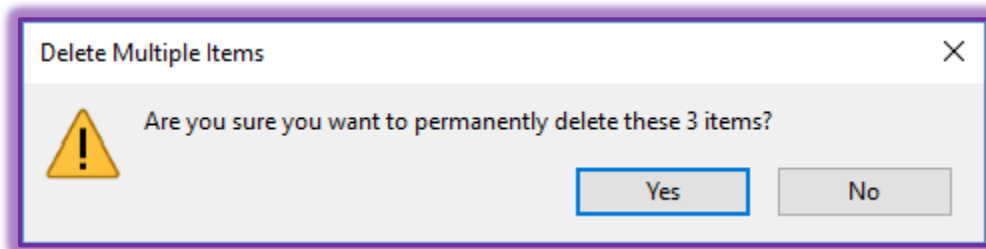
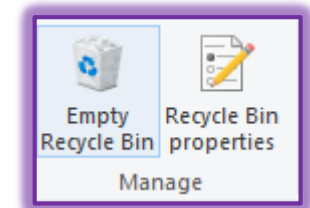
Restore Selected Items

- ✦ Select the files that need to be restored.
 - ✦ Press the **CTRL** key while selecting items to select files that are not all together.
 - ✦ Press the **Shift** key at the beginning of a list, go to the end of the list and click the left mouse button to select items that are all together.
- ✦ Click the **Restore the selected items** in the **Restore Group**.

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** button in the **Manage Group**.
- ✦ 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.