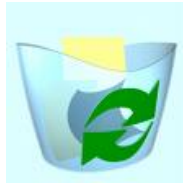


Recycle Bin

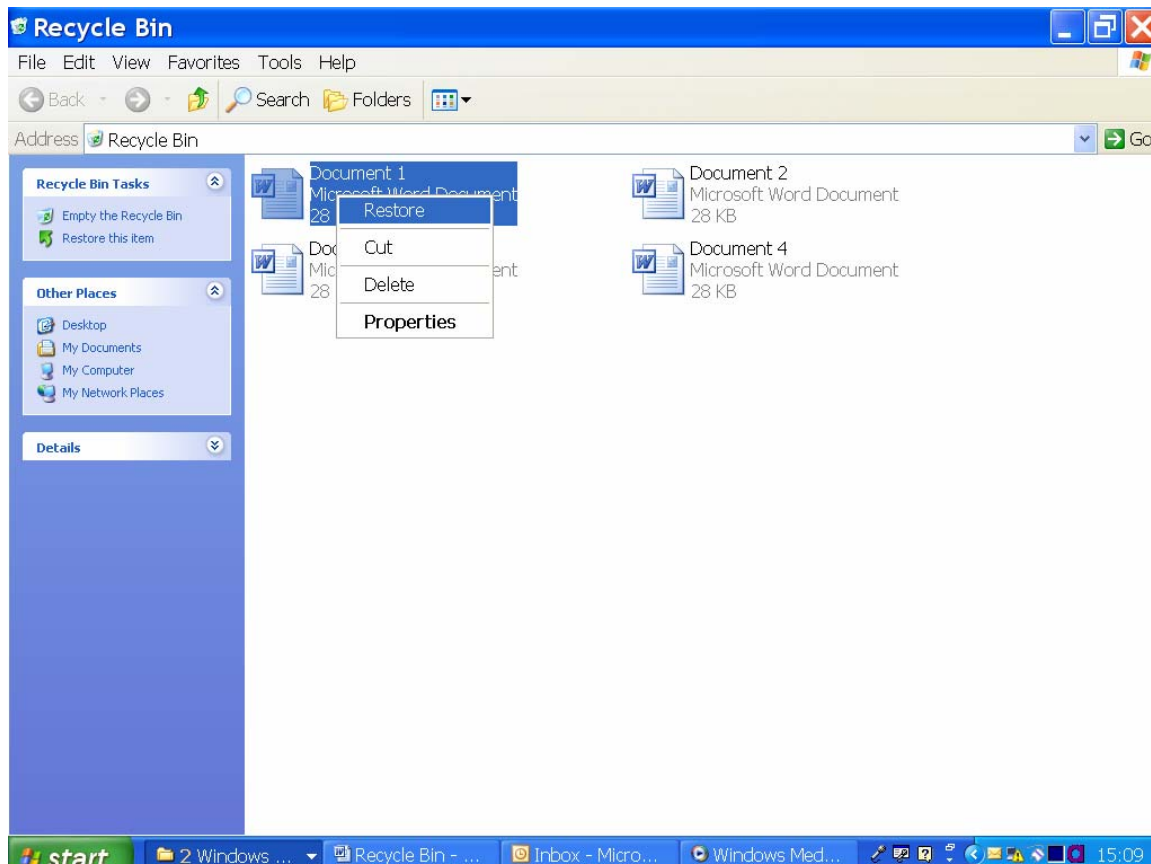


Recycle Bin – what’s it for?

Yes you even have to empty the bins with a computer. It all starts out well with your new computer but before you know it you have old and unwanted files all over the place, taking up space and making it difficult to find what you really want.

The Answer – the Recycle Bin! It’s the trash can icon on your desktop. The bin is a hiding place for deleted files. You don’t usually go routing through your bins at home but when it comes to a computer there are times when files are inadvertently deleted, that’s where the Recycle Bin comes to your aid, it’s a holding place where files can be retrieved.

To retrieve a file from the Recycle Bin, simply double click on the Recycle Bin icon. You will then be able to view all the files, documents and short cuts you have deleted. When you find the file you would like to retrieve, right click on the file and choose ‘Restore’ the file will return to the place it was originally stored.



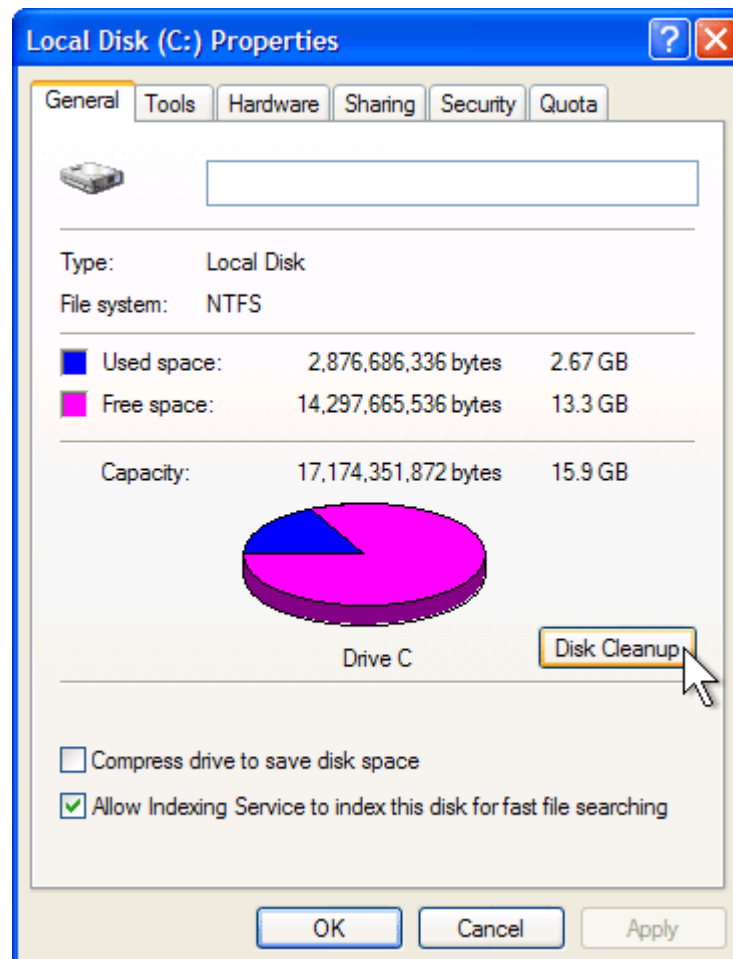
Emptying the Bin



The data held in your Recycle Bin takes up space on your hard drive so it is good practice to empty it every now and again. Right click on the icon and choose 'Empty the Recycle Bin'.

Can you empty the Recycle Bin and clean up the Hard Disc at the same time?

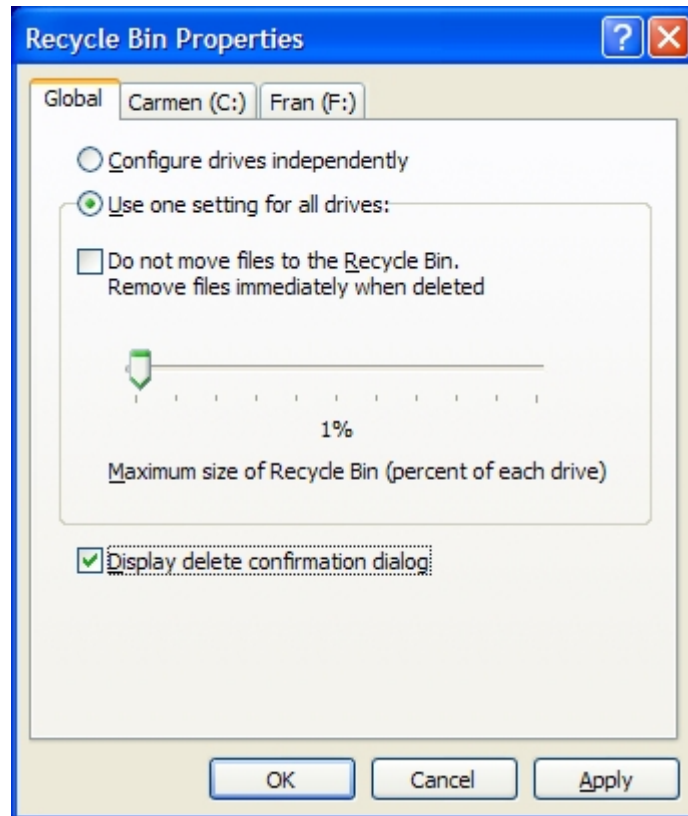
The answer is YES! You can use the Disk Cleanup utility, click on start – all programmes-accessories – system tools – disk clean up. This will empty the bin and clean your hard disk, by using this utility many users don't have to empty their Recycle Bin.



Please remember, once the bin has been emptied all the files, documents and shortcuts will be lost and can only be recovered with a special disk recovery programme.

How much Hard Disc Space does the Recycle Bin use?

Most Recycle bins are set to reserve up to 10% of your hard drive space. So, if you have a 10 Gb drive your Recycle Bin will occupy 1 Gb of hard drive space – that's a lot! If you want to change the amount of space allocated, right click on the Recycle Bin – choose Properties, use the slider to increase or decrease the amount of space.



Remember, if the Recycle Bin fills up, items may be permanently deleted.

For further information contact
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