

The Recycle Bin

RECYCLE BIN--is very much like a real garbage can, a place where you put everything you want to throw out. And like a real garbage can it will fill up so you have to empty it occasionally, but don't be too anxious to empty it as there might be a file or folder you deleted that you now need back.

To see how this works lets go and retrieve the folder "MY LETTERS" that you deleted earlier. If you have any windows open, closed them. Double click on the "RECYCLE BIN" icon on your desktop. A window will open titled "Recycle Bin". Right Click the folder "MY LETTERS". A pop up menu will open. Click on Restore in this menu. This will put only the folder "MY LETTERS" back into "MY DOCUMENTS". To empty the Recycle Bin, click on the File menu and select "Empty Recycle Bin" When you click "EMPTY RECYCLE BIN" in this window this will remove everything forever. There is no way you can retrieve anything. If you want to empty only one file or folder in your "RECYCLE BIN" right click on the file you want to remove. A window will open, click delete. This file is gone forever.

Lets Review: "**RECYCLE BIN**" (Retrieve Folder)

Double click "RECYCLE BIN"

Right Click "MY LETTERS" and select Restore from the Pop Up menu.