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Topic: The Recycle Bin

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THE RECYCLE BIN

Introduction:

Recycle Bin is an inactive area of operating system where deleted file temporarily stored. Files and folders deleted from your hard disk drives are not actually deleted but transferred to the Recycle Bin. The Recycle Bin icon appears on the desktop and looks like a waste paper basket. When you open the icon a Recycle Bin window opens, displaying the files and folders that have been deleted since the Recycle Bin was last emptied. In effect, the Recycle Bin works like a folder. No program and file can be execute or read in Recycle Bin folder.

The following important points for the Recycle Bin:

- It can store deleted file or folder links, and can be viewed in either a Folder window or a Windows Explorer window.
- Objects can be moved in and out of the Recycle Bin, just as you do with any other folder.
- It has limited space for each partition of disk. By default 10% of partition space.
- Unlike a folder, the Recycle Bin is not contained on a single drive. Each of your computer's hard disk drives maintains its own recycled folder, and the contents of all of the Recycle folders are visible whenever you open the Recycle Bin.
- Folders that have been sent to the Recycle Bin are not considered part of the folder tree. Therefore, they cannot be opened. To examine the contents of a folder in the Recycle Bin, you must first move the folder to another location.

Note: files in the Recycle Bin cannot be opened, edited, or worked on. The Recycle Bin cannot be used as a workspace. You can only put things or take things out and copy them in a separate location.

1. Emptying the Recycle Bin

Deleting the old files clears useless files so that you do not confuse them with useful files. It reclaims the disk space occupied by unwanted files. Once a file is sent to the Recycle Bin, you cannot open it or work on it by mistake. But a file in the Recycle Bin still takes disk space. The space is reclaimed only by emptying the Bin.

To empty the Recycle Bin, do this:

1. Open the Recycle Bin from the desktop.
2. Open the File menu and Choose Empty Recycle Bin. A dialog box appears , asking you to conform your choice.
3. Click Yes, and Windows emptying the Recycle Bin.
4. Close the Recycle Bin.

Alternatively, right-click the Recycle Bin and choose Empty Recycle Bin from the Shortcut menu.

To delete selected objects from the Recycle Bin, do this:

1. Open the Recycle Bin.
2. Select the objects to be deleted.
3. Click the Delete button on the toolbar, or press the **Delete** key on the keyboard.
4. A dialog box appears, asking whether you really want to delete these objects. Click Yes.

2. Recovering Objects from the Recycle Bin

To recover an object from the Recycle Bin, do this:

1. Open the Recycle Bin.
2. Select the object(s) you want to recover.
3. Click the File menu and choose Restore.

Alternatively, click Restore the selected items from the right click popup menu.

Note: The object returns to the folder it was deleted from—the address given in the Original Location column of the Details view. If the object is a folder, all of its contents return with it.

3. Resizing the Recycle Bin

By default, the maximum size of the Recycle Bin on any hard disk is 10 percent of the size of the drive. For example, a 1 GB hard disk has a maximum Recycle Bin size of 100 MB. If you delete an object that causes the Recycle Bin to exceed this size, Windows warns you with an error message. But you can resize the Recycle Bin as per your working.

To resize the Recycle bin, do this:

1. Right-click the Recycle Bin icon on the desktop and choose Properties from the context menu; or, select the Recycle Bin in Folder or Windows Explorer window and click the Properties button. The Properties dialog box appears.
2. The Properties dialog box contains a General tab, and a tab for each hard disk on your system. To change the maximum size setting for all the hard drives together, set the new maximum size of the Recycle Bin. Then click OK. Skip the remaining steps.

4. Bypassing the Recycle Bin

If you want to delete a file or a folder without it to the Recycle Bin, press and hold down **Shift** key when you select **Delete**. But there way in Windows to recover a deleted file to been deleted from the Recycle Bin.

Exercise:

1: What is the Recycle Bin?

2: How to restore deleted file form recycle bin?

2: How to bypassing the recycle bin for permanent delete?