

LESSON 176

INSIDE INFO ON RECYCLE BIN

When you delete files, Windows stores them in a special place on your hard drive. The files can be restored by double-clicking on the Recycle Bin icon on your Desktop, right-clicking on the file you want to bring back and then clicking on restore. The size of the Recycle Bin is set to 10%, but that is 10% of the available hard disk space. I have suggested that you reduce that 10% default to 1% by right clicking on the Recycle Bin, clicking on Properties and then dragging the sliding pointer left to 1%.

Windows has a quirk that I want you to be aware of. You can bypass the Recycle Bin by holding down the Shift key while you delete. The quirk is that if the file you delete is larger than the available space in the Recycle Bin, Windows will simply delete the file and you can't recover it.

If the file you want to delete is large, and you're not sure you want to really delete it, I have a solution. Right-click on My Computer and left-click on Explore. Double-click on the Icon (located on the left side of your screen) that represents the drive you will be working with. In most cases that will be the C drive.

Right-click anywhere in right pane (Explore provides a 2 pane display) and select New. Click on Folder. A new folder will appear with the words New Folder highlighted. Type "Hold for Now" and press the Enter button. Now you can use Explore to drag and drop large files into the Hold For Now folder. If you decide to delete files stored in that folder, double-click on it in the Explore view, right-click on that particular file and then just click on Delete. Confirm by clicking on Yes.

