

## VISTA LESSON 29

### REMOVE/RESTORE YOUR RECYCLE BIN

Some Vista users don't like desktop shortcuts of any kind, while some have so many it's hard to see the wallpaper (desktop background.)

One shortcut icon you can remove and restore easily is the Recycle Bin. Here's how it's done.

Right-click on the Recycle Bin and then press the Delete key, or choose Delete from the drop-down menu. You'll get a window that wants you to confirm that you want to delete the Recycle Bin Icon. Click Yes and you're done. That was easy.

To restore the Recycle Bin, right click on the desktop and then click on personalize. Now click on Change Desktop Icons, located near the top left of your screen. This is where you can choose which icons you want to see on your Desktop. Just click in the box next to Recycle Bin to restore that icon to your Desktop.

While you are there, you can click next to Control Panel to place a Control Panel icon on your Desktop.

Click OK, close out, and your done.

