

Deleting and Restoring Files

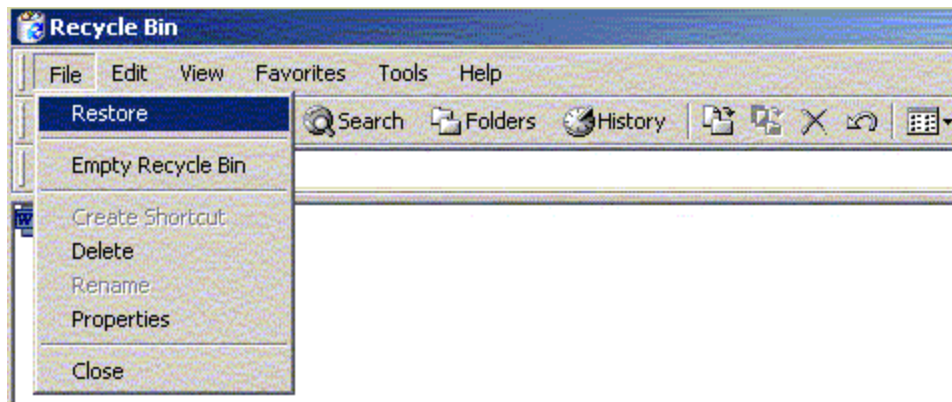
1. Click on the **Recycle Bin**, on the desktop.

Note: This is done by double clicking the left mouse button.

2. If you cannot see the **Recycle Bin** icon on your desktop, resize, move or close any other open windows you currently have running.
3. Any file deleted off the hard drive while in windows will first go to the **Recycle Bin** first and then you can empty the **Recycle Bin** to finally fully delete the files.

Note: Anything deleted from a Floppy disk drive will NOT go to the Recycle Bin, it is lost forever once deleted.

4. To restore a file that you deleted first left click on the file and then click **File** on the **Recycle Bin** menu bar, and then click **Restore**.



5. To empty the **Recycle Bin** click on the **File** menu, and then click **Empty Recycle bin**.

