

Microsoft Windows 7

8 – The Recycle Bin



THE RECYCLE BIN

In Focus

In Windows 7 you can delete items, such as files and folders, when they are no longer needed. When you delete items, however, they are not deleted permanently, but placed into the **Recycle Bin**. The Recycle Bin acts as a 'holding bay' for deleted items until you are ready to delete them permanently. Deleted items can be recovered from the Recycle Bin if required, but there are exceptions.

In this booklet we will show you how to:

- gain an understanding of the Recycle Bin
- create basic text files in Notepad
- move files to the Recycle Bin
- restore items from the Recycle Bin
- empty the Recycle Bin.

UNDERSTANDING THE RECYCLE BIN

Imagine that you've just spent all day working away to produce an important budget, report or article. You've finally finished and have decided to clean up unnecessary items, but in one of those

late-afternoon moments when you are not thinking right, you accidentally delete the file or the folder that contains the file. Never fear, for the **Recycle Bin** is here!

The Purpose Of The Recycle Bin


The **Recycle Bin** acts a 'holding bay' for deleted items, such as files and folders (and even shortcuts!). When you delete a file or folder, it is not deleted from your computer permanently. Instead, Windows 7 places the deleted items into the Recycle Bin. For these files, it's a bit like being in limbo, really. The deleted files will remain in the Recycle Bin until you decide that they're no longer needed, at which point you can choose to delete them permanently.



The point of the Recycle Bin is that you can recover deleted items should you suddenly realise that you've deleted that most important document, picture or folder by mistake.

The Recycle Bin sits on your desktop, and can also be accessed via the **Desktop** favourite in **Windows Explorer**.

How The Recycle Bin Works

Deleting files and folders permanently requires a bit of effort on the computer's part. So, rather than go through the process of deleting a file or folder every time you press  on your keyboard, Windows 7 moves them into the Recycle Bin instead.

The Recycle Bin occupies a predetermined amount of storage space on your computer's hard disk (which can be adjusted). As that storage space is used up, items in the Recycle Bin are purged. This means that the Recycle Bin will start to overwrite the earliest deleted items with the more recently-deleted items to create the space needed to hold them.

How often items are purged will depend on the allocated storage space for the Recycle Bin, how often you delete items, and the size of the files you delete.

The Advantage Of The Recycle Bin

The obvious advantage of the Recycle Bin is the ability to recover deleted items. There is a time limit, however, depending on how long ago you deleted the item, and whether the item has been purged to make room for more recently-deleted items.

The Disadvantage Of The Recycle Bin

Often you'll find it necessary to delete unwanted files and folders because you are running out of space on your computer. However, using the normal delete operations—where data is placed in the **Recycle Bin**—will have absolutely no impact on the storage space on your computer. This is because, as mentioned above, the data isn't deleted; it's only flagged for removal but technically it's still taking up space on your hard disk.

To recover storage space on your computer you must actually *empty* out the **Recycle Bin**; this will then mark the space occupied by flagged items as free to be used and give you back more storage space.

Note: It's also important to note that if you're deleting files and folders from a network drive or folder, these items will not be placed into the Recycle Bin. Rather, they will be deleted permanently, so be careful. This is because the Recycle Bin is stored on your computer's *local* hard disk. If you've discovered that you have deleted files in error from a network drive or folder, contact your network or systems administrator, as they may be able to recover the deleted files.


CREATING SOME SAMPLE FILES

When you delete items from your computer (such as files and folders) using the normal deletion processes in Windows 7, they are placed into the **Recycle Bin** until you decide to delete them

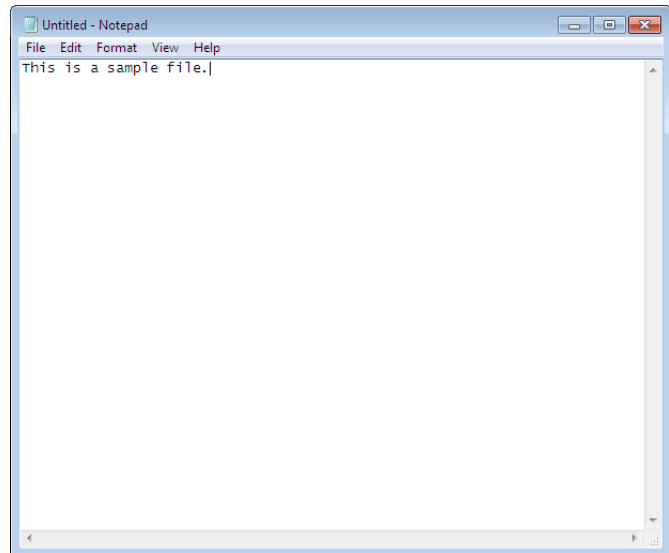
permanently. To demonstrate how this process works, you will create some basic sample files in Windows' text-editing program, **Notepad**.

Try This Yourself:

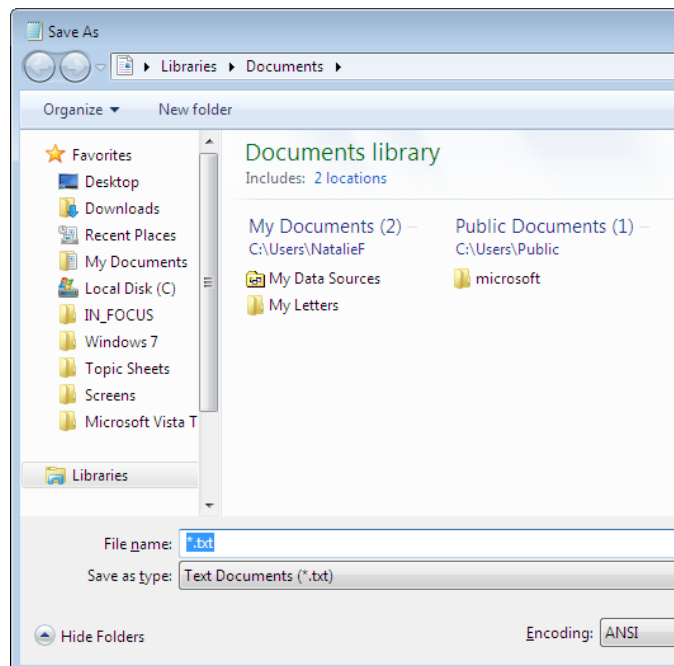
Before starting this exercise ensure you are viewing the desktop...

- 1** Select **Start > All Programs > Accessories > Notepad** to open the **Notepad** program
- 2** Type **This is a sample file**.
- 3** Select **File > Save** to display the **Save As** dialog box
- 4** Type **Sample File 1** in **File name** and click on **[Save]** to save the file
You will now save the same file with a different name...
- 5** Select **File > Save As** to display the **Save As** dialog box
- 6** Type **Sample File 2** in **File name** and click on **[Save]** to create another file
- 7** Repeat steps **5** and **6** to create and save the following files: **Sample File 3, Sample File 4, Sample File 5** and **Sample File 6**
- 8** Click on **close**  to exit **Notepad**

2



3



For Your Reference...

To save a file for the first time:

1. Select **File > Save**
2. Navigate to the required save location (if required)
3. Type a name in **File name** and click on **[Save]**

Handy to Know...

- **Notepad** is a basic text-editing program used mainly to create, edit and view text files. Text files are recognisable by the **.txt** file extension. To format text, such as applying font styles and colours to text, use either **WordPad** or **Microsoft Word**.


SENDING FILES TO THE RECYCLE BIN

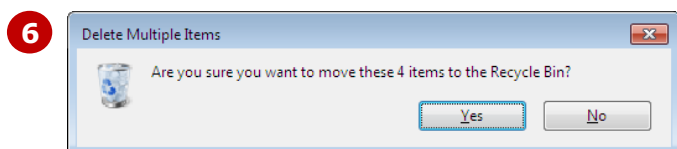
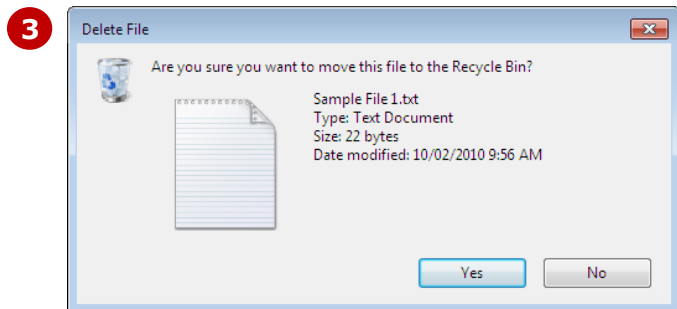
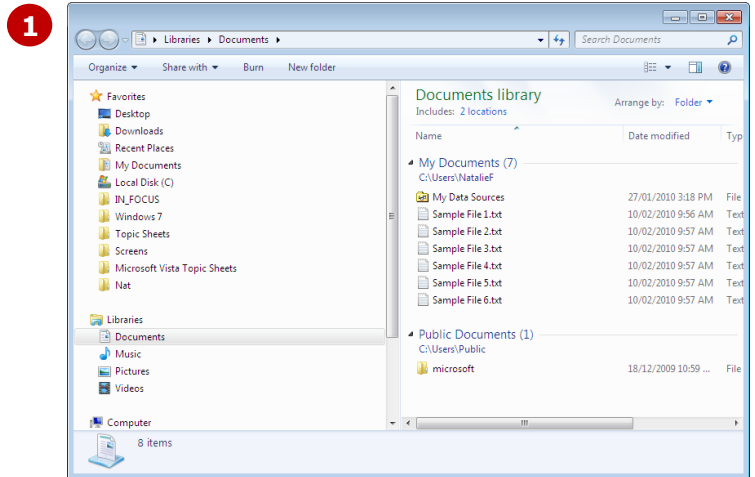
When you delete items in Windows Explorer, you are asked to confirm the deletion before they are sent to the **Recycle Bin**. This helps to ensure that you indeed want to delete that file or folder.

You will delete several of the sample files you created previously. There are multiple ways to delete files and folders in Windows Explorer.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

- 1** Select **Start > Documents** to display the contents of the **Documents** library in **Windows Explorer**
- 2** Right-click on **Sample File 1** in the right pane to display a shortcut menu
- 3** Select **Delete**
You will now need to confirm that you want to delete the file and move it to the Recycle Bin...
- 4** Click on **[Yes]** to delete the file
- 5** Click on **Sample File 3** in the right pane, hold down **Shift** and click on **Sample File 6** to select the four files
- 6** Press **Del**
Again you will need to confirm that you want to move the files to the Recycle Bin...
- 7** Click on **[Yes]** to delete the files
The only sample file that remains will be Sample File 2...
- 8** Click on **close**  to close **Windows Explorer**



For Your Reference...

To send files to the **Recycle Bin**:

1. Click on the file or files to select them
2. Press **Del** and click on **[Yes]**

Handy to Know...

- You can bypass the **Recycle Bin** altogether when deleting files. Hold down **Shift** and press **Del** to delete selected files permanently. This can be useful for confidential files. If you use this method, however, items cannot be recovered.

RESTORING FILES FROM THE RECYCLE BIN

Items that you have deleted and moved to the Recycle Bin can be **restored**. This is the real advantage of the Recycle Bin. When you restore deleted items, they are

moved back to the same location from which they were deleted. You will restore some of the sample files you deleted earlier.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

- 1 Double-click on the **Recycle Bin** icon on the desktop to open the **Recycle Bin**

The sample files you deleted earlier are listed in the right pane, as well as any other deleted items...

- 2 Click on **Sample File 1** to select it, and then click on **[Restore this item]** in the toolbar

The file disappears from the Recycle Bin and is restored to the Documents library...

- 3 Right-click on **Sample File 2** and select **Restore**


You will now view the restored files...

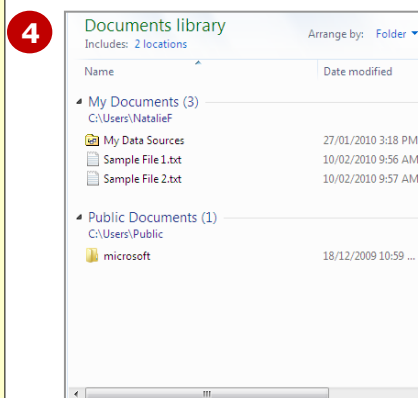
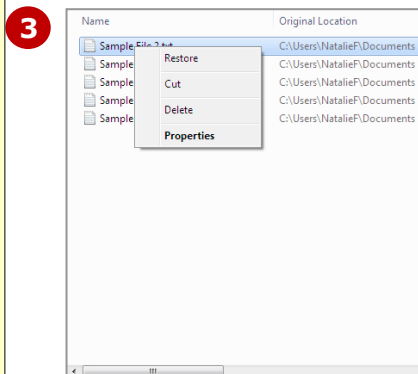
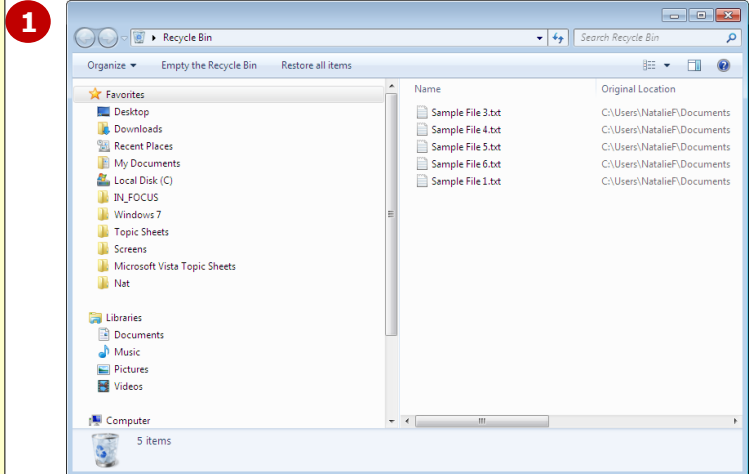
- 4 Click on **Documents** in the **Navigation** pane to see the restored items in the right pane

You will send them back to the Recycle Bin...

- 5 Click on **Sample File 1**, hold down **[Shift]** and click on **Sample File 2** to select the sample files

- 6 Press **[Del]** and click on **[Yes]** to delete the files

- 7 Click on **close**  to close **Windows Explorer**



For Your Reference...

To restore items from the **Recycle Bin**:

1. Double-click on the **Recycle Bin** icon on the desktop
2. Click on the item to restore and click on **[Restore this item]**

Handy to Know...

- Files and folders that you delete from a network drive are not placed into the Recycle Bin, but are deleted permanently—so beware! This is because the Recycle Bin is stored on your computer's *local* hard disk. Contact your systems administrator if you need to recover network files.


EMPTYING THE RECYCLE BIN

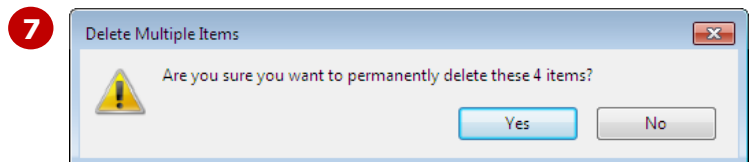
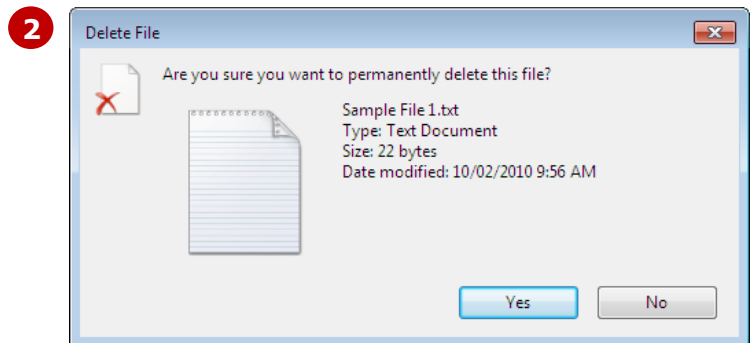
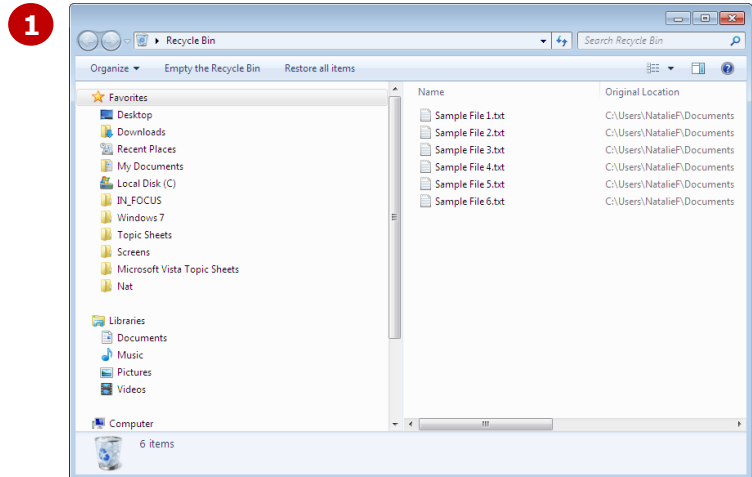
If you are deleting files and folders to recover some much-needed space on your computer's hard disk, you will also need to delete the items from the **Recycle Bin**. Deleting—or *emptying*—items from the

Recycle Bin tells Windows 7 to free the space currently occupied by the files. Items, once deleted from the Recycle Bin, cannot be recovered.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

- 1** Double-click on the **Recycle Bin** icon on the desktop to open the **Recycle Bin**
The sample files you deleted earlier are listed in the right pane, as well as any other deleted items...
- 2** Right-click on **Sample File 1** and select **Delete**
You will now be asked to confirm that you want to delete the file permanently ...
- 3** Click on **[Yes]**
- 4** Click on **Sample File 2** to select it, and press **Del**
- 5** Click on **[Yes]** to delete the file permanently
You can also empty the Recycle Bin completely ...
- 6** Click on **[Empty the Recycle Bin]** in the toolbar
- 7** Click on **[Yes]** to empty the **Recycle Bin** and delete all items permanently
- 8** Click on **close**  to close the **Recycle Bin**



For Your Reference...

To delete items from the **Recycle Bin** permanently:

1. Select the item or items and press **Del**
2. Click on **[Yes]**

To empty the **Recycle Bin**:

1. Click on **[Empty Recycle Bin]** in the toolbar
2. Click on **[Yes]**

Handy to Know...

- To check the hard disk space allocated to the Recycle Bin, you can right-click on the Recycle Bin icon on the desktop and select **Properties**. The **Recycle Bin Properties** dialog box shows the space available on the hard disk (C:), as well as the space allocated to the Recycle Bin.

CONCLUDING REMARKS

Congratulations!

You have now completed the **The Recycle Bin** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**