

# Lancaster Senior Center

## Computer Tip No. 22

### The Recycle Bin

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You may want to delete some pictures or some of your Word files. The Recycle Bin is the thing to use.

The Recycle Bin **is not** the way to delete programs. The Install and Uninstall system should be used.

The Recycle Bin is a place on your hard drive. It is a buffer area for deleted files. Dragging files to the Recycle Bin will delete them. Deleting icons with the shortcut arrow will not delete the program, only the shortcut icon. Remember the shortcut icon only tell the computer where the program is located

If you accidentally delete a file by dragging it to the Recycle Bin, all is not lost. You can retrieve it by using the Restore Function. Because the Recycle Bin uses disk space, you should empty the bin regularly. Remember, once you empty the Recycle Bin, the files are gone.

There are a number of ways to select and drag Icons to the Recycle Bin. Use any of the methods shown below, and then drag them to the Recycle Bin

1. Click once on the icon
2. Hold down the Control Key and click the icons to be deleted
3. Drag a selection Box around several icons to select a group
4. To select neighboring Icons, click on the first, press and hold the shift key, and click on the last one in the group