

The Safety Net Has Holes

Do not rely on the Recycle Bin to protect you.



In this exercise we will create then delete a shortcut from the desktop. Next we will look in the recycle bin and restore the shortcut. Finally, we will delete the shortcut without sending it to the recycle bin.

To create a desktop shortcut, right-click on the desktop - select New | Shortcut and type `C:\WINDOWS\SOL.EXE` in the command line. (This assumes that your computer is loaded to the default locations.)

Exploring the wastebasket's contents.

You can look at the contents of the recycle bin by double-clicking on the wastebasket icon on the desktop. Alternately, you could right-click on the wastebasket and select either Open or Explore to view its contents.

If there are any items in the wastebasket which you don't want to permanently delete, or if you find items which were accidentally deleted, you can click on the file or folder name, right-click and select restore. Alternately, you can select Restore from the File menu.

Emptying the wastebasket

If you wish to permanently delete all items in the wastebasket, right-click on the recycle bin. Select "Empty Recycle Bin" from the File menu drop down list.



Once the recycle bin is emptied, the deleted items can NEVER be recovered

Until the Recycle bin is emptied the storage space is not reclaimed.

Items which you delete from the hard drives on your computer aren't really deleted until you empty the recycle bin. Once you have deleted an item, you can no longer access it from its original location, but it is not permanently deleted from the hard drive.

After deleting an object, the object is transferred to the recycle bin. **It is, however, still taking up storage space.** This is why you are allowed to restore objects. You won't be able to use this storage space until after you empty the recycle bin. Remember this step if you are deleting objects to increase your storage space.

Delete the SOL.EXE shortcut from the desktop

Drag the shortcut icon over the wastebasket and "drop it" in the basket by releasing the mouse button, or right-click and select delete from the pop-up menu.

Double-click the recycle bin to open it. Minimize the recycle bin so that you can see the contents of the recycle bin and the desktop at the same time. Right-click on the Solitaire shortcut and select Restore. Using this you can recover a single item from the recycle bin. You could also have dragged the shortcut from the recycle bin back to the desktop.

Saving yourself a housekeeping step.

In this step we will delete the shortcut permanently without sending it to the recycle bin. This is useful when you are absolutely sure that you want to permanently delete an item and don't want to go through the extra step of emptying the wastebasket.

Press and hold the SHIFT key before starting the delete operation. Right-click on the shortcut and select delete. Look in the recycle bin and verify that it never went into the recycle bin. Note: In the next step the delete message makes no mention of the Recycle Bin.

Deleting items from removable media

Use Windows Explorer or My Computer and minimize the view to show the contents of A:\ and the Recycle Bin icon on the desktop. Select the SOL.EXE shortcut from A: and drag it to the recycle bin. Note: When the file is over the recycle bin, the '+' indicating a copy will disappear. Drop the shortcut into the wastebasket. Inspect the contents of the recycle bin and note that the shortcut is not in the bin.

Take note: Items from removable media like floppy disks, tape drives, Zip and Jazz disks never get sent to the recycle bin.