

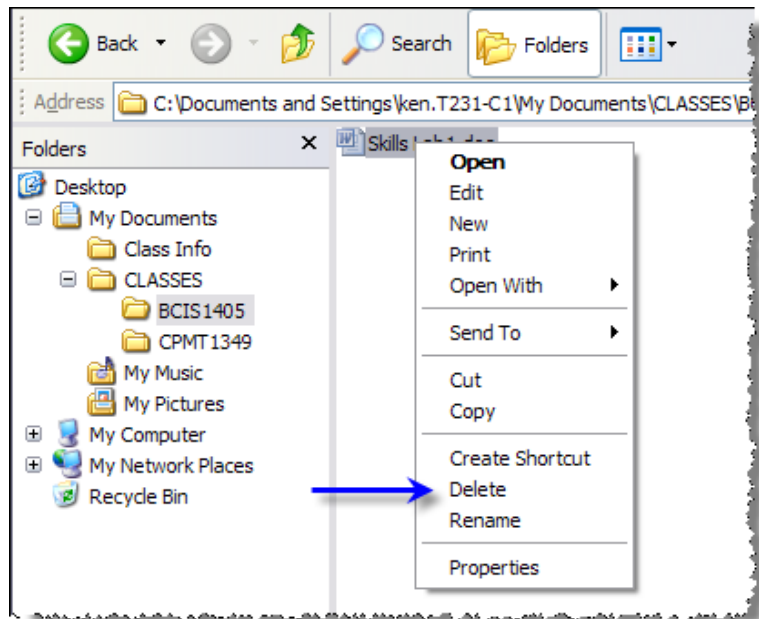
# 15 Minute Seminar

## Windows Explorer - Deleting and Restoring Files

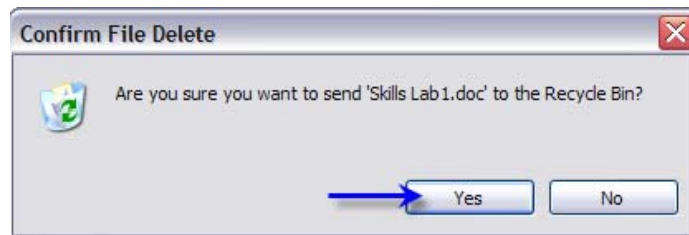
In the previous 15 Minute Seminar we discussed how to copy and move files and folders. This last seminar on file management will discuss how to get rid of file and folders that you no longer want to store on your hard drive using Windows Explorer's **delete** function. This process is very simple and utilizes the "right-click" skills you learned in the previous 15 Minute Seminar. Again lets use an example to illustrate how to perform this process. In addition we will also discuss how you restore a file that you delete by mistake.

Let's suppose that you now want to delete the file that you just copied into the BCIS1405 folder in the last 15 Minute Seminar. The file's name is **Skills Lab1.doc**. Here's what you do:

1. Use Windows Explorer to browse to the BCIS1405 folder that us under My Documents and **Right-click** on the Skills Lab1.doc file and select **Delete** from the menu



2. Now click on Yes to confirm the deletion.



## Restoring (Undeleting) Files

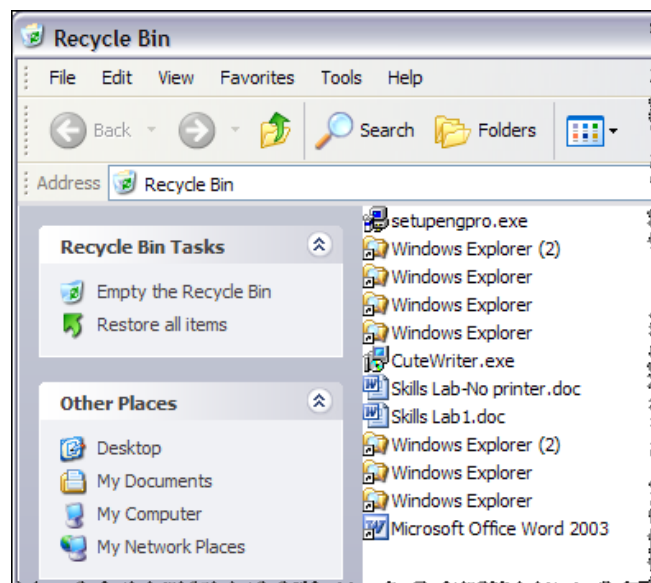
If you make a mistake, as most of us have, and accidentally delete the wrong file, you can actually restore that file and completely undo the deletion. Your ability to perform this miraculous action is based on a Windows feature known as the **Recycle Bin**. An icon for the Recycle Bin appears on your computer's desktop. It is like a file and folder trash can. Your deleted files are not permanently deleted until you empty the Recycle Bin.



To show you how to do this, let's continue our previous example and suppose that we deleted the Skills Lab 1.doc file by mistake and want to restore it.

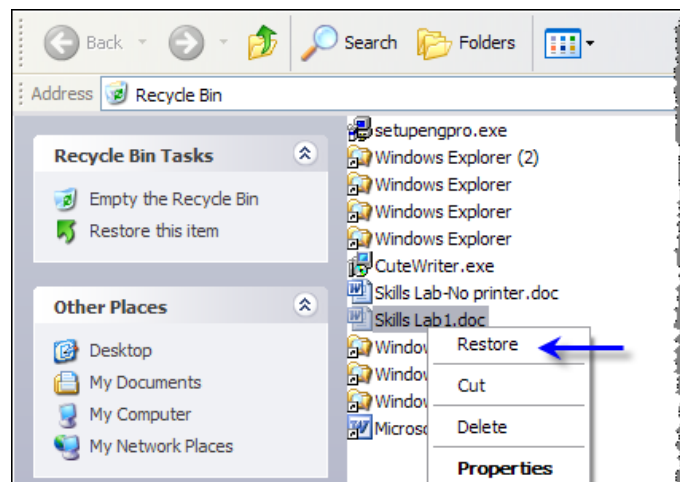
1. **Double-click** on the **Recycle Bin** icon on your desktop to open the Recycle Bin.

What you see are all the files that you have deleted from your hard drive, but that have not yet been removed completely from your hard drive.



2. **Right-click** on the **Skills Lab 1.doc** file that you want to restore and select **Restore** from the menu.

The file will be restored to its previous folder location on your hard drive.

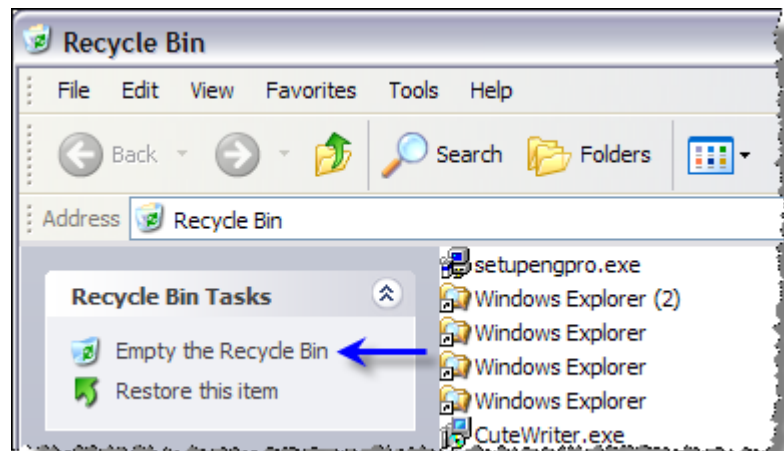


## Clearing the Recycle Bin

It is a good idea to periodically clear your Recycle Bin especially if you want to make sure a file containing secure information is completely deleted or if you are running low on disk space and want to free up the space taken up by files stored in your Recycle Bin. This is a simple process as shown below.

1. Open the Recycle Bin by double-clicking on the Recycle Bin icon on your desktop and then click on [Empty the Recycle Bin](#).

**Note:** You can also just right-click on the Recycle Bin icon and select Empty Recycle Bin from the menu.



2. Click **Yes** when you are asked to confirm this action and your Recycle Bin will be cleared.

You will, in effect, have emptied your file trash can. None of the files that were in the Recycle Bin will be recoverable.

You can also [remove individual files](#) from the Recycle Bin by right-clicking on the file and selecting delete.

