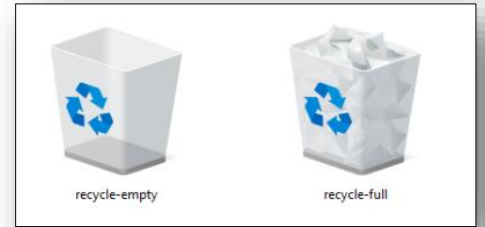


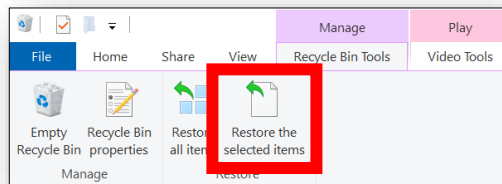
# How to Empty the Recycle Bin

These directions explain how to create additional storage space by emptying the Recycle Bin.

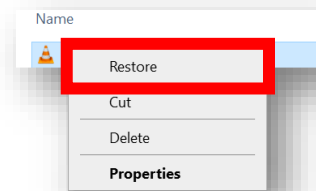
1. Locate the **Recycle Bin** on the desktop.  
*Note: If the bin is not visible type Recycle Bin in the Search box, or locate it using the Start Button.*
2. Double-click on the **bin** to open and verify that all files and folders are supposed to be permanently deleted.  
*Note: To undelete a file or folder, right-click and select Restore. You can also click Manage and select Restore the selected items.*



Recycle Bin Application

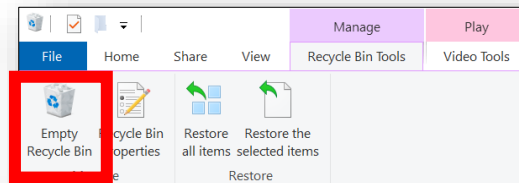


Files List

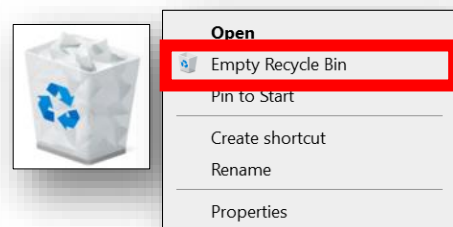


3. Remove the item(s) using one of the ways below:
  - a. Open the **Recycle Bin** and select **Empty Recycle Bin**.Or
  - b. Right-click on **Recycle bin icon** and select **Empty Recycle Bin**.

Recycle Bin Application



Desktop



4. The **Recycle Bin** will now appear empty.

