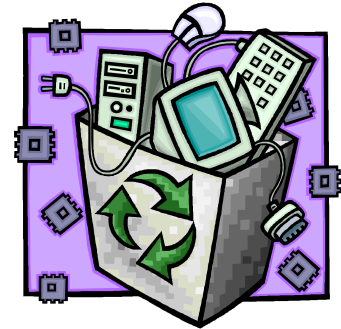


File Maintenance – Part 3

Recycle Bin

When you delete files from your computer hard drive, the items do not actually go away just yet. The files go into the Recycle Bin – unless you or someone else who set up your computer has changed the default action.

While these items are in your Recycle Bin, they still count towards the total used space on your hard drive. When you need to reclaim space on your hard drive, remember to also delete the files from the Recycle Bin after deleting them from the original location.



Periodically, you should review the contents of the Recycle Bin, even if you aren't in need of additional disk space. How often you review and clean out the Recycle Bin on your computer will depend on how frequently you are deleting files. If you don't delete files frequently, then reviewing the contents once a month should be sufficient. If you are deleting files almost daily due to your work, then review the contents at least once a week.

The Recycle Bin should not be used as a storage location. If you think you might still need the file at a later date, save it to an actual storage location – an external hard drive, a cd, or a dvd.

Word of note – files deleted from network drives (also known sometimes at work as shared drives) or from removable drives (floppy drives, thumb drives, flash drives, writable cd drives, dvd drives, etc) do not go into the Recycle Bin. Deleting files from these locations results in the permanent deletion of the files.

About The Author

Marie Rice is the founder and editor of PartOfTheWhole.com - wellness for body, mind, and spirit. She enjoys helping others reach their goals. When she's not online, Marie's spending time with her family, gardening, doing crafts, or **most likely** – reading a book!