Things You Need to Know About the Recycle Bin

1. By default, Windows places the recycle bin on your Desktop and it cannot be removed using conventional (right-click, then delete) means. However, you can make it disappear by going to **Settings,** then **Personalization** > **Themes** > **Desktop icon settings.** Uncheck **Recycle Bin**, then **Apply.** To return the Recycle Bin to the Desktop, simply follow the steps above and checkmark the Recycle Bin.

2. When you **restore** a folder or file from the Recycle Bin, it will be returned to its original location, even if the original location no longer exists. This can be a challenge to your file management skills. *Generally, it's better to simply drag the object from the Recycle Bin to the Desktop where it is easy to find.*

3. The Recycle Bin has no bottom. If the Recycle Bin is at capacity, placing a file in the Bin will cause the oldest file at the bottom to be flushed out. Originally, the Recycle Bin started out to be 10% of a hard drive's capacity. Now there is a method for the user to adjust the capacity of the Recycle Bin, certainly an irrelevant issue with today's huge hard drives. To adjust the Recycle Bin's capacity: **right-click** on the Recycle Bin, then go to **Properties**. This screen will let you adjust the size of the Bin.

4. By default, Windows will ask you to confirm every decision to send a file to the Recycle Bin. This is an extra step that most users don't want to take. When you are in the Bin's Properties screen, you will want to uncheck the **Display delete confirmation dialogue** box. (see below)

5. If you have total confidence in what you discard and under no circumstances will ever want them restored, you may wish to check the **Don't move files to the recycle bin. Remove files immediately when deleted.**

6. What happens if we decide to empty the Recycle Bin? When we emptied the Bin, what we deleted is actually not the file. You just lose the access of the file from the system. The space occupied by deleted files is marked as "available to reuse", so the deleted files remain physically intact on the drive until they are overwritten by other files. The files will be only deleted when they are overwritten by new files.