


# Lesson 31


## TRASH AWAY Emptying the Recycle Bin

You can create more space on your computer by permanently removing all the files from the Recycle Bin.


### FOR WINDOWS 7 USERS:

#### Emptying the Recycle Bin

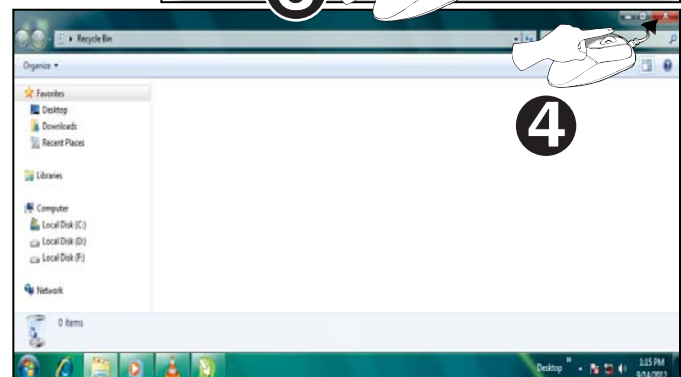
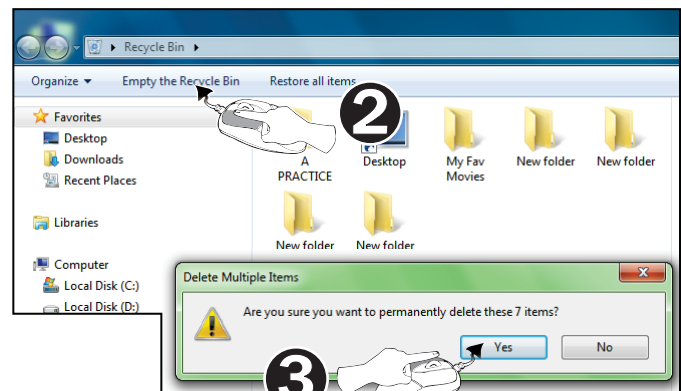
1. To display all the files that you have deleted, move the mouse  over **Recycle Bin** and then quickly press the left button twice.

2. Move the mouse  over **Empty Recycle Bin** located at the menu bar and then press the left button.

The Delete Multiple Items dialog box appears.






3. Move the mouse  over **Yes** and then press the left button.

4. To close the **Recycle Bin** window, move the mouse 



## FOR WINDOWS 8 USERS:

### Emptying the Recycle Bin

1. To display all the files that you have deleted, move the mouse  over **Recycle Bin** and then quickly press the left button twice.
2. Move the mouse  over **Empty Recycle Bin** and then press the left button.
3. To permanently delete all the files, move the mouse  over **Yes** and then press the left button.
4. To close the **Recycle Bin** window, move the mouse  over  and then press the left button.

