

## 1.26: Assignment- Empty the Recycle Bin

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For this assignment, you will empty your Recycle Bin. Follow the directions, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

If you have a Mac, substitute “Trash” for “Recycle Bin” in the instructions (except for naming your screenshot).

### Instructions

1. Open the Recycle Bin (or equivalent) by double-clicking the icon on the desktop (or using any other method discussed in the Deleting Files section of [Organizing Files and Folders](#)).
2. Check the Recycle Bin to see if there are any files you wish to keep. If so, restore those files.
3. Empty the Recycle Bin using the methods discussed in [Organizing Files and Folders](#).
4. Open the Snipping tool by using one of the methods discussed in the [Snips and Screenshots page](#).
5. Take a rectangular or a window snip of the Recycle Bin window.
6. Save the snip as **BA132\_LastName\_RecycleBin.png**, replacing “LastName” with your own last name. (Example: BA132\_Hywater\_RecycleBin.png)
7. Submit your image in your course online.

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