



Coffee Break

Question on Software or Operating system.

Reduce the size of the Recycle Bin.

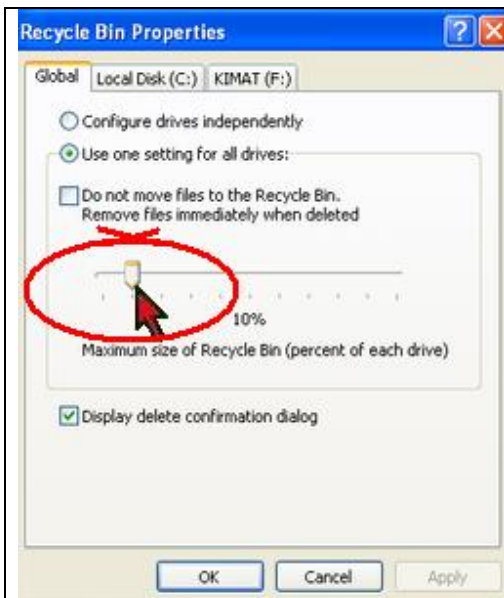
By default, the Recycle Bin is set to occupy 10% of your hard drive. With hard drives now in excess 400GB, this means you could be wasting up to 40GB of space with files you have deleted. To cut the size of this temporary store for deleted items, right-click the Recycle Bin icon on the desktop and select Properties. Move the slider to the left to reduce the size and click OK when you're happy with the new setting. Unless you tend to be careless when deleting files, you will probably find that just 1% of your hard drive is sufficient space.



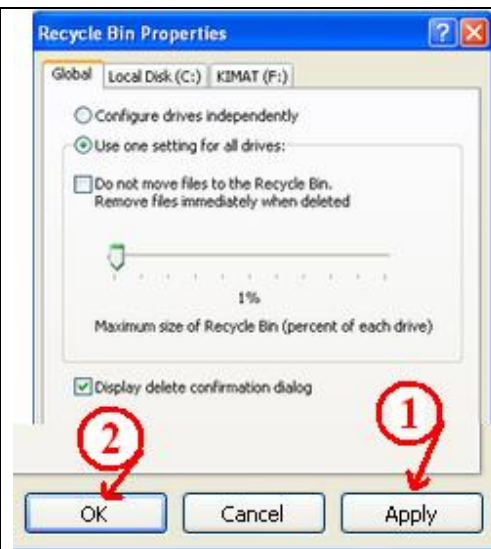
Right-click the Recycle Bin icon on the desktop.



Left click Properties.



Move the slider to the left to reduce the size.



Left click [Apply] the [OK]