

## **Recycle Bin Resized**

Generally the size allotted to your recycle bin depends upon the size of your hard drive. Usually 10% of the hard drive is set aside for the recycle bin, but this can be changed if you feel you need more, or if you have a very large hard drive, consider reducing the 10% to 5% or 1%.

1. Rightclick the Recycle Bin icon on your desktop.
2. Click Properties.
3. Move the slider to the left to reduce the size allocated to the Recycle Bin or move it to the right to increase the size allocated to the Recycle Bin.
4. Click Apply and Ok

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