

Macintosh Learning Center

--- Shell Weinberg

Third Floor, Southeast corner

Laguna Woods Village Community Center

Laguna Woods Town Centre

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: understanding the “Trash”

Many Mac users do not understand there are actually two different **Trash** systems available when operating most computers.

The most obvious one, of course, is the Trash represented by the **Trash icon** (*looks more like a trash basket than a trash can*), and is always shown on the Dock when using OS X.

This is regularly available to us when we are **operating within the OS**. When we want to erase or delete a file from our Hard Drive we can simply drag the file icon over the top of the Trash icon, it darkens indicating it is ready to receive the file, and then when we release the mouse button the file drops into the Trash. This changes the profile of the Trash icon from **empty** looking to **filled** looking... and this is a clue that will always tell us there is something inside the Trash.

Remember, items in the Trash are still taking memory space on the HD. When we give the **Empty Trash** command the final deletion is then accomplished.

So, this tells us that Trashing a file is really a **two-step process**. First, you must put the file into the Trash... next you must Empty Trash. If you think about it, this is no different then what we do at home. We will throw stuff into a trash basket... then eventually empty the full basket into a dumpster to permanently remove trash from the house.

This is good housekeeping at home... and good housekeeping for computer maintenance.

A couple helpful Trash related shortcuts:

When you want to put something in the Trash, **highlight** the file icon, then hold down the **control key**, place the arrow cursor over the

highlighted icon and then press the mouse button... a **contextual menu** will appear and you simply move cursor to select **Move to Trash**, then click the mouse button. Done.

Now, second step, move the arrow cursor over the Trash icon, **press & hold down** your mouse button for a few moments... up pops a menu, move cursor to select **Empty Trash**, release the mouse button. Done.

A quick word about salvaging something you may have put in Trash, then changed your mind, and now want to **take it out of the Trash**. The Trash is actually a Folder. To open this Folder **single click** on the Trash icon. When the window appears, just drag the icon out of the window and drop it onto the Desktop. Done.

Now let's talk about the other Trash system I mentioned earlier. This is separate and different and belongs to the **email program** you may be using. Myself, I use the Apple email program called **Mail**, which is available in all Mac computers running OS X. The following info will be useful when using Mail, however, other email programs should have similar delete functions.

When you have a typical Mail window open notice the **Delete button** on the Toolbar, see top of frame. Suppose you are viewing the contents of the **Inbox** and it is showing a list of messages.

This is what you do to **delete** a message... single click on the message line to **highlight** it, then single click on the Delete button. The message line will disappear. That line has been transferred to the Mail **Trash** folder. You can click on the Trash icon to confirm this.

This Mail Trash accumulates all the items you delete **within the Mail program**. *It is not connected to the Trash you see in the Dock.*

How to empty Mail Trash...

Manually, go to **Mailbox menu**, select **Erase Deleted Messages**, click on **In All Accounts**.

Automatically, go to **Mail menu**, select **Preferences**, click on **Accounts button**, click on **Mailbox Behaviors tab**, see **Trash settings**, click on the double arrows to see a menu, select **Quitting Mail**. Final deletes when you **Quit Mail**.