

The Advanced Trash Can

How long will items stay in the Trash (and on your hard disk) if you don't "Empty trash..." ?

Essentially forever! You have to *choose* to empty the Trash and delete the items contained there.

How can you avoid the warning window when emptying the trash?

Press the option key while selecting "Empty trash..." in the Special menu. This is not a "permanent" fix.

To keep the warning from appearing every time you empty the trash:

1. Highlight the trash can.
2. Go to the File menu and select "Get Info..." (or press ⌘ I)
3. This will get you this dialog box:

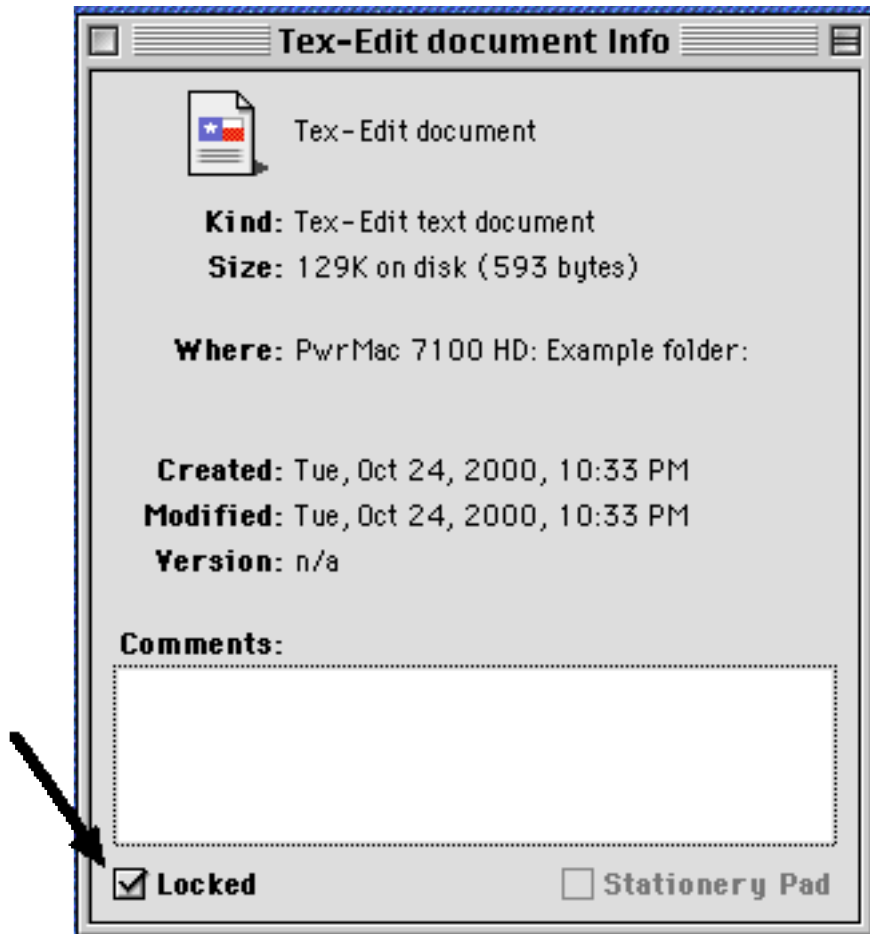


4. Click (remove the √) in the "Warn before emptying" box.
5. Close the window.

The Advanced Trash Can (continued)

How do you delete a file when you get an alert telling you that it is locked and the trash can't be emptied?

1. Open the Trash window.
2. Highlight the item.
3. Go to File and select "Get Info..." (or press **⌘I**)
You will get a window like this:



4. Click to remove the **l** in the "Locked" box.
5. Close the window.
6. Choose "Empty trash..." again.