

NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

Restore a Deleted File from the Recycle Bin or Trash

A file you deleted by accident is often still recoverable. Windows keeps deleted files in the Recycle Bin, and Mac keeps them in the Trash, until you empty it yourself. This guide shows how to find and restore a deleted file on both.

Why it's probably **recoverable**

Deleting a file doesn't erase it right away.

It goes to a holding area first

Windows uses the Recycle Bin,
Mac uses the Trash.

Nothing's lost until it's emptied

The file just sits there until you
empty it yourself.

Restoring takes seconds

A right-click puts it right back
where it came from.

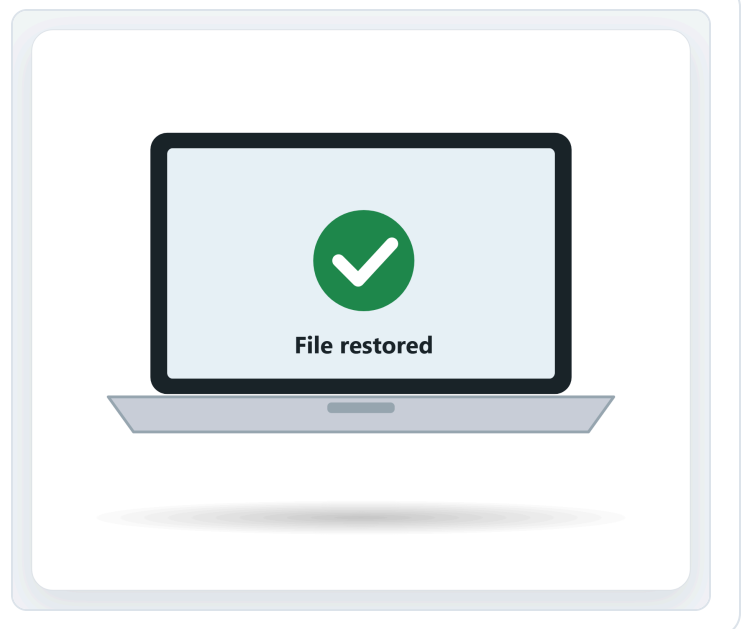
Restore a deleted file, step by step

RESTORE A FILE**Deleted a file by mistake?**

It's probably still sitting right in the Recycle Bin or
Trash, waiting to come back.

WHAT TO DO

We're Naples Computers, helping Naples
families recover files since 1993.



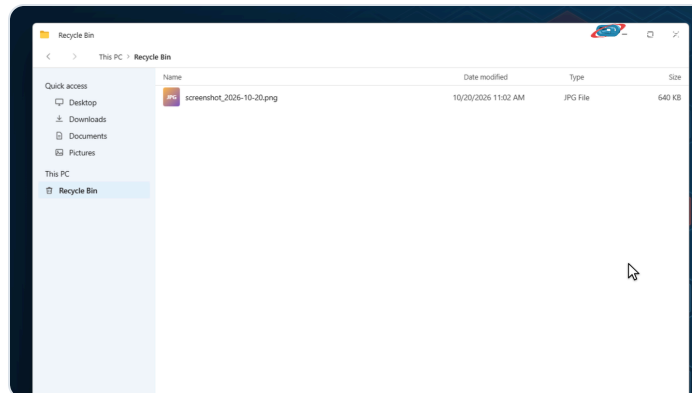
WINDOWS

1 Windows: restore from the Recycle Bin

Open File Explorer, then click Recycle Bin in the sidebar.

WHAT TO DO

Right click the file, then choose Restore. It goes right back to where it was.



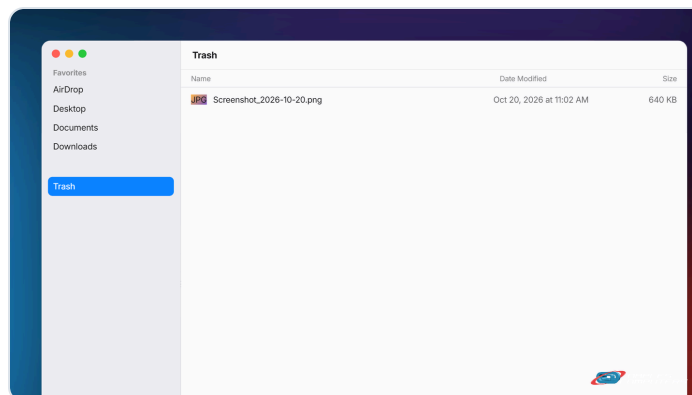
MAC

2 Mac: restore from the Trash

Open Finder, then click Trash in the sidebar.

WHAT TO DO

Right click the file, then choose Put Back. It returns to its original folder.



A few tips

- ☐ Check before you empty it
Once the Recycle Bin or Trash is emptied, those files are much harder to recover
- ☐ External drives and network folders skip it
Files deleted from a USB drive or a shared network folder usually don't land there
- ☐ Already emptied it? Call us before trying more
Recovery tools exist, but using the drive first can make things worse

Recap: restore a deleted file

- ☐ Windows: File Explorer, Recycle Bin
- ☐ Mac: Finder, Trash
- ☐ Right click the file, choose Restore or Put Back
- ☐ Check before you empty the Recycle Bin or Trash
- ☐ Already emptied it? Call Naples Computers first

Files deleted from a USB drive or a shared network folder usually skip the Recycle Bin or Trash entirely, so check those locations carefully before deleting anything from them.



Can't find a deleted file?

Call 239-513-1960

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