

# Basic & Beyond SIG

Session #5

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## SYSTEM RESTORE

System Restore is intended to correct major boo-boos that have occurred on your computer. It restores Windows' system files to an earlier date when Windows was working properly. Let's take an example: you downloaded and installed a program, or a new driver that you found on the internet. The installation modified some of your Windows' system files, or Registry files. The installation requires you to reboot your computer and when Windows comes back up it just doesn't look right, or your computer may not work as it did before the download. This qualifies as a major boo-boo.

So, you go into System Restore and pick a date, for example yesterday, and you tell Windows to "roll back" to that point in time where your computer was functioning just fine. The system files that have been altered return to their earlier state and, Voilà, your computer is steady and working normally again.

The date you picked is called a Restore Point. Windows automatically makes one every 24 hours. It also makes one when you install a new program. Keep in mind, however, that System Restore only works on Windows system files. It does not affect your personal files, or program files. If a personal file becomes corrupted hopefully you have it backed up at another location and you can replace it. When it comes to program files that becomes corrupted you will probably have to reinstall the program to get it to function normally.

### ***Where do I find it and how do I use it?***

System Restore's "looks" vary depending on your version of Windows. But it is accessed the same way in Windows XP and Windows Vista. Click Start>>All Programs>>Accessories>>System Tools>>System Restore.

In Windows XP, select "Restore my computer to an earlier time." Click Next. You'll see a calendar. Bold dates have a restore point. Hi-lite one. Click Next>>Next and Windows will roll back.

In Windows Vista, you can select the recommended restore point, or pick your own. If you choose the latter, you'll get a table of restore points. By default, they go back five days. You can also choose to go back about two weeks, if you prefer. Click Next>>Finish and Windows will roll back.

### ***My system won't restore.***

If you don't have restore points, System Restore may be turned off. To enable it in Vista, click Start>>Control Panel. In the left pane, be sure you're in Classic View. Double-click System. Select "System protection" in the left pane. In the "Automatic restore points" box, select the drives that you want to create a Restore Point for. Click "Create".

To enable System Restore in XP, click Start>>Control Panel. Be sure you're in Classic View in the left pane. Double-click System. Select the System Restore tab. Be sure "Turn off System Restore on all drives" is NOT checked. If it is, uncheck it. Click APPLY and then click OK. Close Control Panel.

## ***Known Windows XP problem***

It is possible that XP will show Restore Points (darkened dates on the calendar) and when you select a date to restore to you get an error message that says Windows is unable to restore to this date. You try several other dates, all with the same error message. This was, and possibly still is, a quirk in the XP restore program. I suggest to all users that you go into SYSTEM RESTORE, turn it off, reboot your computer, turn System Restore back on and create a new Restore Point. Follow these simple steps:

- 1 – Go to Start > All Programs > Accessories > System Tools > System Restore
- 2 – On the System Restore welcome screen click “System Restore Settings” in the left panel.
- 3 - On the ensuing System Properties screen click on System Restore, if it is not already showing.
- 4 – Put a check mark in the “Turn Off System Restore” box, click Apply and click OK. Reboot your computer
- 5 – After to computer has rebooted go to Start > All Programs > Accessories > System Tools > System Restore

You will probably see a box that asks if you want to turn on System Restore now? Click “yes”. This will take you to the System Properties screen. Un-check the “Turn Off System Restore” box, click Apply and click OK.

- 6 – One last time go to Start > All Programs > Accessories > System Tools > System Restore
- 7 – On the Welcome to System Restore screen click on the “Create a restore point” radial button and click Next
- 8 – On the ensuing Create a Restore Point screen you can name your restore point if you care to. Click “Create”

At this point you will have a valid Restore Point set on your computer, which will be available in case of a boo-boo.

Keep in mind that some security programs (i.e. Norton & McAfee) may hinder System Restore. You may need to disable your anti-virus and firewall programs while creating a Restore Point. Also, it has been stated that a Restore Point will not be created if you have less than 50 MB of space available on your hard drive. If you are concerned about available disk space you can check the amount that you have by going to MyComputer, hi-lite it, then right click for a menu and click on Properties. You will get a visual & numerical presentation of the space available.

## **RECYCLE BIN**

Windows versions since Windows 95 all feature the Recycle Bin, the trash can icon on your Desktop that temporarily stores deleted files. The Recycle Bin is the place where a file goes when you delete it. Should you have second thoughts and want that file back you can simply click on the Recycle Bin to open it, find and hi-lite the file and then click “Restore this file”, located on the menu on the left side, or on the tool bar in Vista. Files stored in the Recycle Bin will remain there until the Recycle Bin becomes full at which time Windows will automatically begin deleting files to make room for new deletions. (By default, Windows makes the Recycle Bin 10% of whatever the hard disk capacity is.) Be aware, however, that files stored on a Thumb Drive which are deleted will not be sent to the Recycle Bin, and are forever lost.

## **DOWNLOADS -- RUN OR SAVE ?**

If you are downloading a program and plan to use it you should click Run when the download box asks whether to Run or Save it. If you click Save the download will be saved to your hard drive, and more than likely in a “zipped” format. When you decide that you want to use the program you will have to go to the

location where it has been saved, open it and install it. Much easier to just click “Run” the first time around and have the program downloaded and installed all at one time. This also reduces the amount of space used on the hard drive prolonging the time when you will need to install a larger hard drive or forbid, buy a new computer.

## **ACTIVE X CONTROLS**

Occasionally you will log on to a website that says that it requires ActiveX controls to make the website function, or program run, and without ActiveX controls it will not continue.

**What is ActiveX ?** Microsoft defines ActiveX thusly: “Technology for creating interactive web content such as animation sequences, credit card transactions, or spreadsheet calculations. “

**Should I allow it to be downloaded to my computer ?** Again, “Microsoft says this: Maybe. You should be cautious about installing **ActiveX** controls, sometimes called **add-ons**, on your computer, even if they have a valid **digital signature**. While ActiveX controls can enhance web browsing, they might also pose a security risk, and it’s best to avoid using them if the webpage will work without them. However, some websites or tasks might require them, and if the content or task is important to you, you will have to decide whether to install the ActiveX control.”

## **POWERPOINT VIEWER -- EXCELL VIEWER -- WORD VIEWER**

If you do NOT have the Office 2007 suite on your computer you will not be able to open a document sent to you which has been created using a program in this suite (PowerPoint, Excell and Word 2007). Benevolent Microsoft has created three mini programs which will allow you to view a document sent to you which was created by the Office 2007 suite. You can download these programs for free from the Microsoft. Follow these steps:

1. Go to the Microsoft Download Center. Simply Google “Microsoft Download Center”. #1 under Popular Downloads is “Microsoft Office Compatibility Pack for Word, Excel and PowerPoint 2007 File Formats.”
2. If you have any version of MS Word, Excel or PowerPoint viewer on your computer be sure before you begin the download that you have installed all of the updates that are available for these programs.
3. Click “Download” on the blue bar, and follow any prompts that may appear.

## **EMAIL**

### ***Should I open an “attachment” or a “link” on a forwarded message ?***

In most cases it should be just fine to open an attachment, or click on a “link”. However, discretion is your best safeguard. If you know who sent the email, and you trust them, it should not be a problem. If you do not know the person who sent it, use caution. Consider the following eMail that I received:

***Hello!***

***The courier company was not able to deliver your parcel by your address.***

***Cause: Error in shipping address. You may pickup the parcel at our post office personally!***

**Please attention! The shipping label is attached to this e-mail. Please print this label to get this package at our post office.**

**Please do not reply to this e-mail, it is an unmonitored mailbox.**

**Thank you.**

**United Parcel Service.**

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**Viruses found in the attached files.**

**The file UPS\_invoice\_Nr5789.zip: Virus found FakeAlert. The attachment was moved to the Virus Vault.**

**Checked by AVG - [www.avg.com](http://www.avg.com)**

**Version: 9.0.730 / Virus Database: 270.14.150/2632 - Release Date: 01/19/10 00:34:00**

And, did you ever get an email where it has been forwarded a number of times and you have to keep clicking on the “attachment” before it finally opens? Sure, we all have. But, what if you, too, want to forward it on? As a courtesy to others forward the message, link, or attachment from the final one that you open. In other words, do not go back to the original message and forward it as that just adds another “layer” for forwards.

## **AD-AWARE**

Lavasoft ([www.lavasoft.com](http://www.lavasoft.com)) offers Ad-Aware Free and now supports version 8.2.0.0. If you have not yet downloaded the new version you should do so as the old version no longer protects you.

You do NOT download Ad-Aware directly from the Lavasoft website. You will be directed to a website that hosts the download (probably C/Net Download.com). This is perfectly normal and safe. Just follow the prompts, but be sure to click to download the free version. And, do NOT attempt this download if you are on dial-up internet, as it will take a loooong time.

## **INTERNET EXPLORER**

Internet Explorer 8 helps protect you from today’s threats, including malware and phishing, as well as emerging threats that can compromise your computer without your knowledge.

Have you ever opened a large number of tabs only to find yourself overwhelmed when you go back to review them? Internet Explorer 8 introduces Tab Groups, which make tabbed browsing easier. When one tab is opened from another, the new tab is placed next to the originating tab and color coded, so that you can quickly see which tabs have related content. If you close a tab that’s part of a group, another tab from the same group is displayed, enabling you to remain within the context of the current task rather than suddenly looking at an unrelated site.

By right-clicking on any tab, you can close the tab, close the tab group, or remove the tab from a group. From the same menu, you can refresh one or all tabs, open a new tab, reopen the last tab closed, or see a list of all recently closed tabs and reopen any or all of them.