

Computer Maintenance Procedures-Vista

Backup Your Computer

Start – Control Panel

System and Maintenance – Backup your computer

Backup files to CD-DVD-External Hard Drive-Thumb Drive
Select “Change Settings” Then Change Backup Settings

System Restore (Helps you restore your System Files to an earlier time)

In Left Panel

Vista sets automatic Restore points

Select Repair Windows using System Restore

Use if you are having problems with Vista or software you recently installed

Select Create a Restore Point.

Use before installing new software or new hardware

Install or Uninstall Software

Place Software CD or DVD in Disk Drive

If PC is set for auto run and it is on the CD/DVD it will start the installation.

You can read the files on the CD/DVD and click on setup.exe or auto run

You can uninstall software by selecting

Start-Control Panel-Programs-Uninstall a program

Scroll down list of installed programs until you find the one you want to delete

Click to highlight and then click on Uninstall at top

If the software also includes an uninstall feature you can

Select Start-All Programs and scroll down to the program you wish to delete

Click on program name and uninstall in the dropdown.

Keyboarding

See list of keyboard shortcuts. (Press keys in sequence)

Vista

Defrag disk – Runs automatically

Anti Virus Schedule updates and when to run program

Windows Defender Schedule updates and run schedule

CCleaner Run at least once a week. Can be downloaded from www.piriform.com
Use for deleting Temp files only
UAC User Account Control
Windows Update Automatic updating

Control Panel- Security-Windows Update