

Windows XP CREATE A RESTORE POINT

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System Restore is a component of Windows XP Home Edition that you can use to restore your computer to a previous state, if a problem occurs, without losing your personal data files (such as documents, browsing history, drawings, favorites, or e-mail). It monitors changes to the system and some application files, and it automatically creates easily identified restore points. These restore points allow you to revert the system to a previous time. They are created daily and at the time of significant system events (such as when an application or driver is installed). You can also create and name your own restore points at any time.

NOTE: Restoring your computer does not affect or change your personal data files. It is a good idea to back up your data files periodically. For example, you might copy your data files to removable media, such as a writable compact disc, once a week.

CREATE A RESTORE POINT

1. Open System Restore by either selecting Start > All Programs > Accessories > System Tools > System Restore or double-clicking on System Restore in your WEEKLY Maintenance folder.

2. Create a Restore Point
(**Figure 1**):

❶ Click on “Create a Restore Point.”

❷ Click on “Next” button.

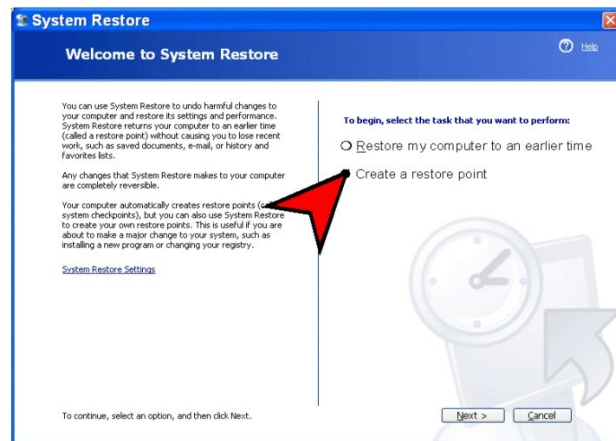


Figure 1

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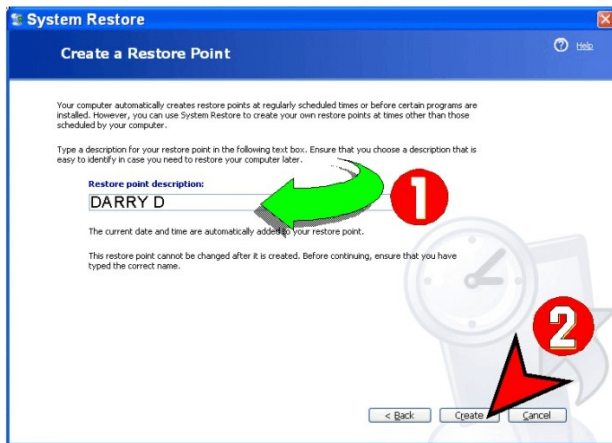


Figure 2

3. Give your Point a name
(**Figure 2**):

❶ Type the title. I recommend using your name as a part of the Weekly Maintenance procedures or something like “BEFORE Word-Perfect Install” and “AFTER Word-Perfect Install” when installing a program.

❷ Click the “Create” button.

4. The results of your efforts appear (**Figure 3**). Click on the “Close” button.

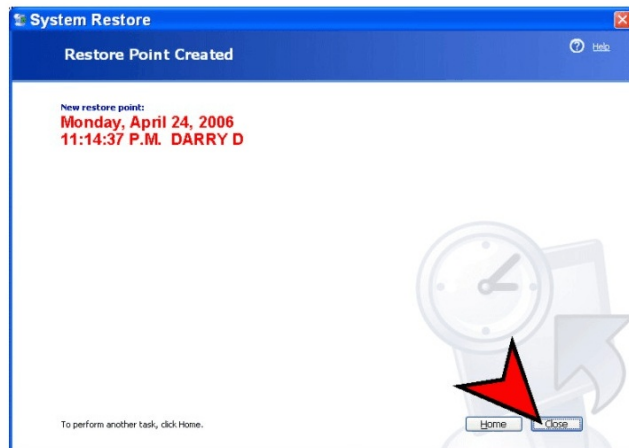


Figure 3