

RTAC Computer Safety Workshop ‘How To’ Information.

NOTE: These instructions are based upon having the default/unmodified system installation.

How to change the background on the desktop:

Windows 7 – Right click on any clear space on the desktop and choose ‘Personalize’. Toward the bottom there is a link to ‘Desktop background color’. Click that and select your desired color.

Windows XP – Right click on any clear space on the desktop and choose ‘Properties’ and finally choose a color (lower right).
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How to find out if your browser is up to date:

Internet Explorer – In Windows 7 click ‘Help’ and ‘About’ and make sure the ‘Install New Versions Automatically’ is checked. In Windows XP look at the date given (probably 2009).

FireFox – Click ‘Help’ and then ‘About’. If FireFox is not up to date, it should install the latest version automatically.
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How to remove extra Toolbars:

In both Internet Explorer and FireFox, click on ‘View’ then ‘Toolbars’ and uncheck all but the ‘Menu Bar’ (and any ONE other if you are used to using one of the alternate toolbars).
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How to do a Backup/Restore:

Windows 8 – On any empty space on the Start Screen Type ‘Backup/Restore’ and follow the instructions.

Windows 7 – Click ‘Start’ then ‘Control Panel’ (on right). When that opens, pick ‘Backup your computer’ and follow the on-screen instructions.

Windows XP – Click ‘Start’ then ‘Control Panel’ (on right). From there, pick ‘Perform Maintenance’ and then ‘Back up your data’ and follow the on-screen instructions.
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How to create a Restore Point:

Windows 8 – On any empty space on the Start Screen Type ‘Backup/Restore’ and follow the instructions.

Windows 7 – Click ‘Start’ then ‘Control Panel’ (on right) then type ‘create a restore point’ in the search box on the upper right. One of the choices should be to ‘Create a Restore Point’ – click it. In the box that appears, click ‘Create’ (near the bottom) and add a comment (anything is ok).

Windows XP – Click ‘Start’ then ‘Control Panel’ (on right). From there, pick ‘Perform Maintenance’ and pick ‘System Restore’ from the upper left box (under ‘See Also’).