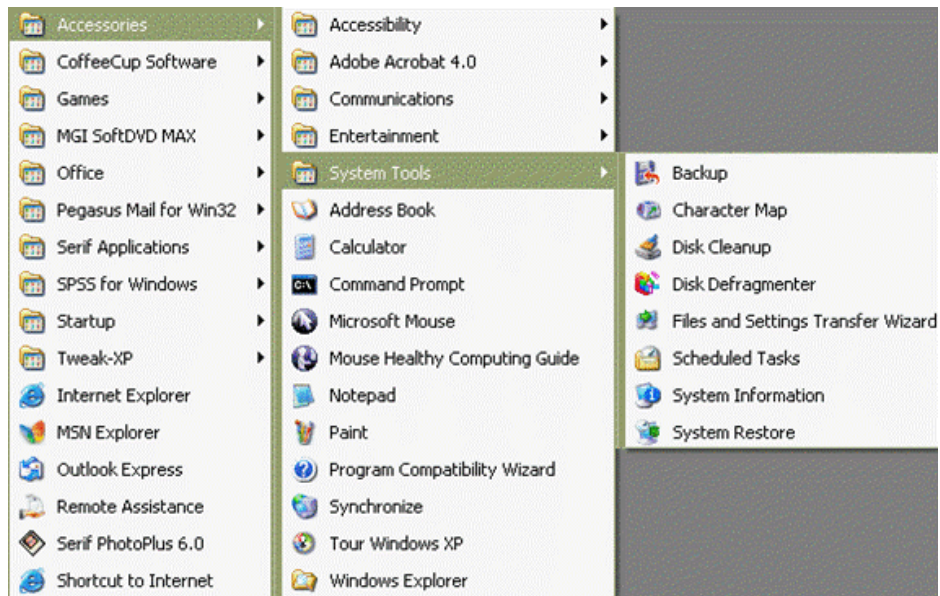




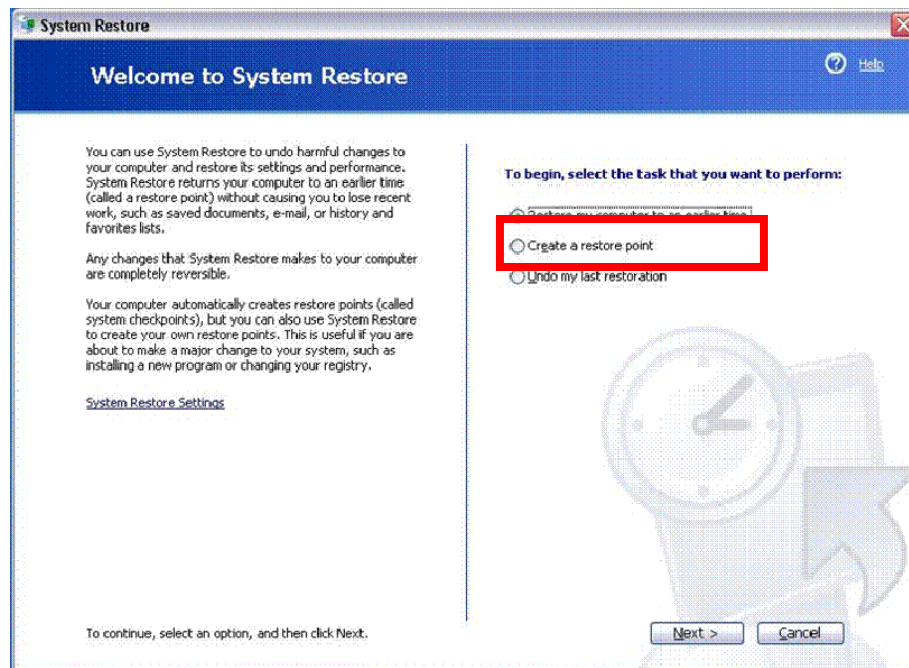
## How to Use the Windows Restore Point Feature Instruction Sheet

### Create A Restore Point

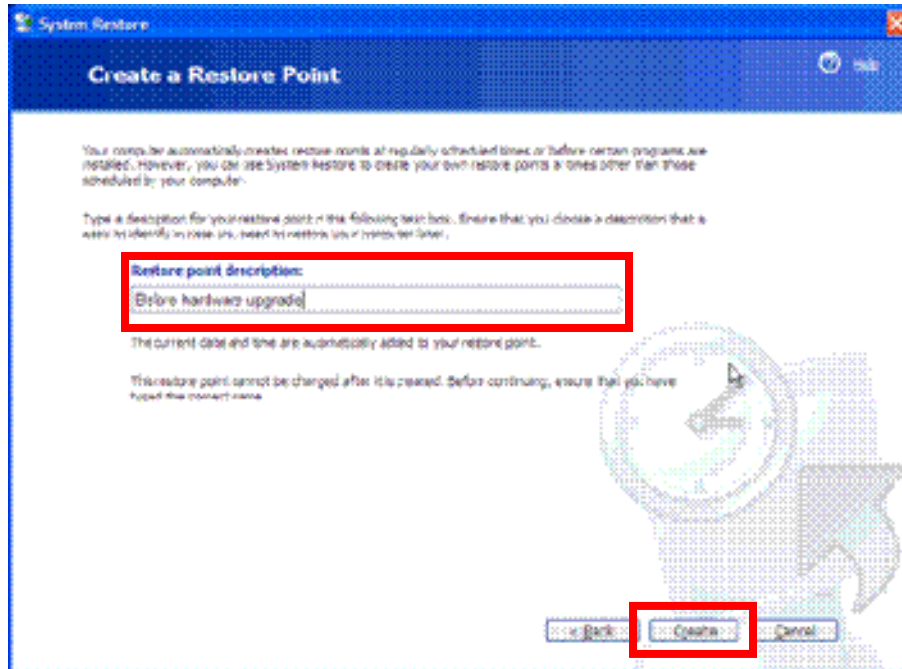
1. In order to manually create a Restore Point, go to Start then Programs then Accessories then System Tools, and finally to System Restore.



2. Once the System Restore tool opens, you will check the Create Restore Point radio-dial, and then click the Next button.



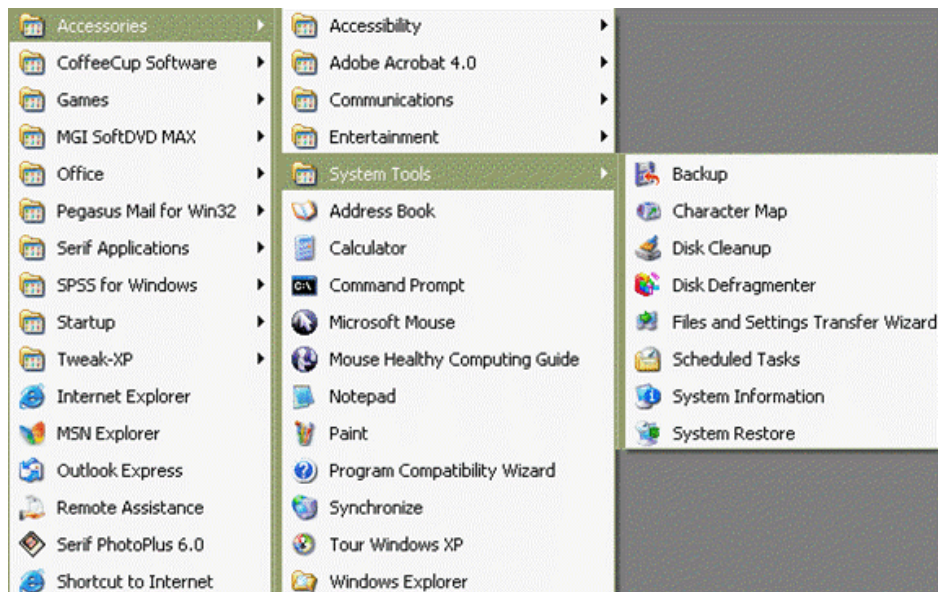
3. On this screen, you will be given a chance to name the restore point. Name it something that will help you remember why you created it. For example, say you are going to install the latest version of *Doom*. Name your restore point "Pre Doom Installation." Now at any time you can restore your computer back to that specific time *before* you installed *Doom*!



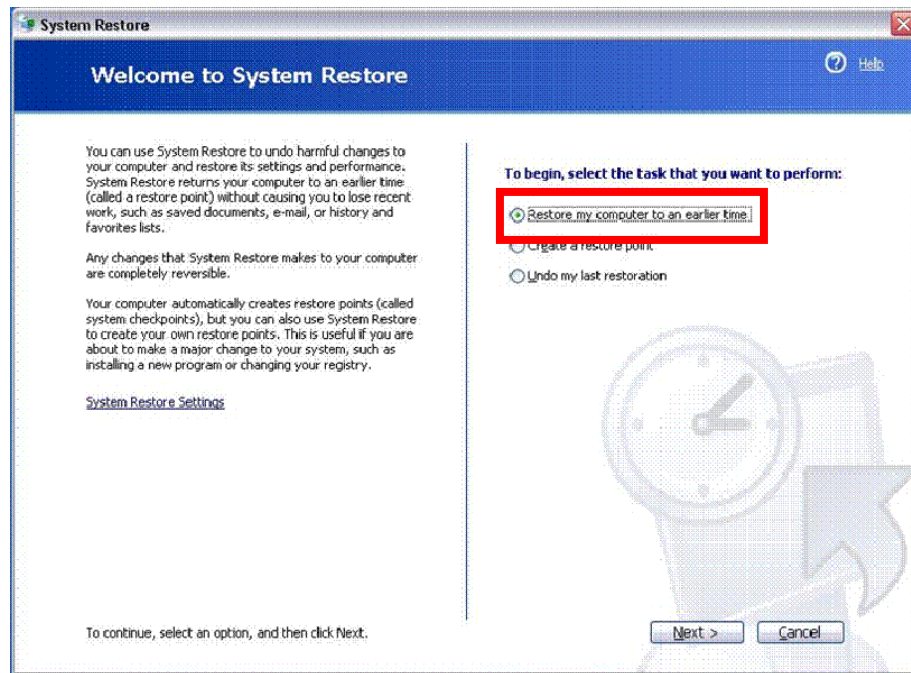
4. Now, click Create to make the Restore Point.

## Restoring Your System

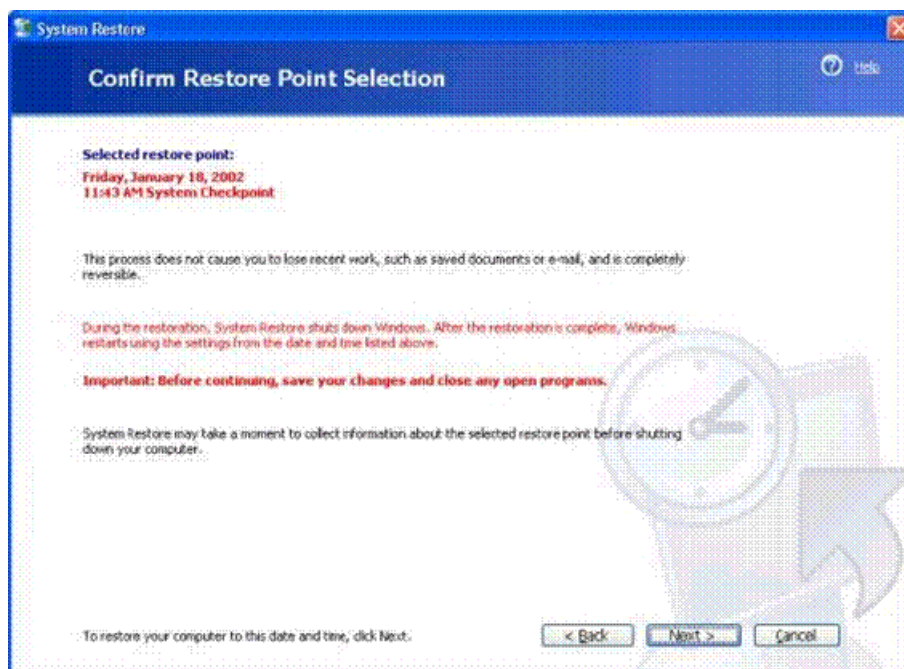
1. To restore your system to an earlier point using System Restore, go to Start then Programs then Accessories then System Tools then System Restore.



2. You will then be asked if you want to restore your system to an earlier time, click Next.



3. A calendar will appear listing restore points that you may choose from, choose one you are sure will be before the point where the problem occurred, and remember, no documents will be lost during the process, then click Next.
4. There is one last screen that will ask you to confirm that you want to restore your system back to the selected point, click Next.



## A Note About Viruses & System Restore

Unfortunately, System Restore does have its faults. Sometimes viruses can be stuck in the System Restore file, and will simply be restored with the rest of your files. If this happens, you will need to disable System Restore and then run your virus scanner to clean the files.

To disable System Restore, click on Start then Control Panel then System, then go to the System Restore tab and click "Turn off System Restore" (as shown in the box below), and then apply the settings. Once this is done, you may run your virus scanner, and then turn System Restore back on using the same steps.

