

How to Create a Restore Point


Computer Owners' Forum Meeting 2016-04-18

A Windows “**Restore Point**” is a representation of a stored state of your computer's system files (a snapshot). You can use a **restore point** to restore your computer's system files to an earlier point in time. It's a way to *Undo* system changes to your computer without affecting your personal files, such as e-mail, documents, or photos.

Using *System Restore* is very useful when encountering faulty drivers that destabilize your system or after installing dodgy applications that have a negative impact on your computing experience.

Please read all the instructions before you begin to make any changes to your PC.

Although the Procedures Listed Below
were Created on a
Windows 7 PC, They Apply to All
Windows Operating Systems.

Step #	Commands (All click commands are assumed to be “Left Click” unless told otherwise.)	
1.	Click on the Start Button:	 A screenshot of a Windows 7 desktop environment. The Start button, which is a circular icon with the Windows logo, is visible in the bottom-left corner of the taskbar. To the right of the Start button, three application icons are pinned to the taskbar: Internet Explorer (blue 'e' logo), Firefox (orange and blue globe logo), and Google Chrome (multi-colored circular logo). The desktop background is a solid light blue color.

2.

Click on Control Panel:



3a.

What does your Control Panel look like? If by Category, click on "System and Security".

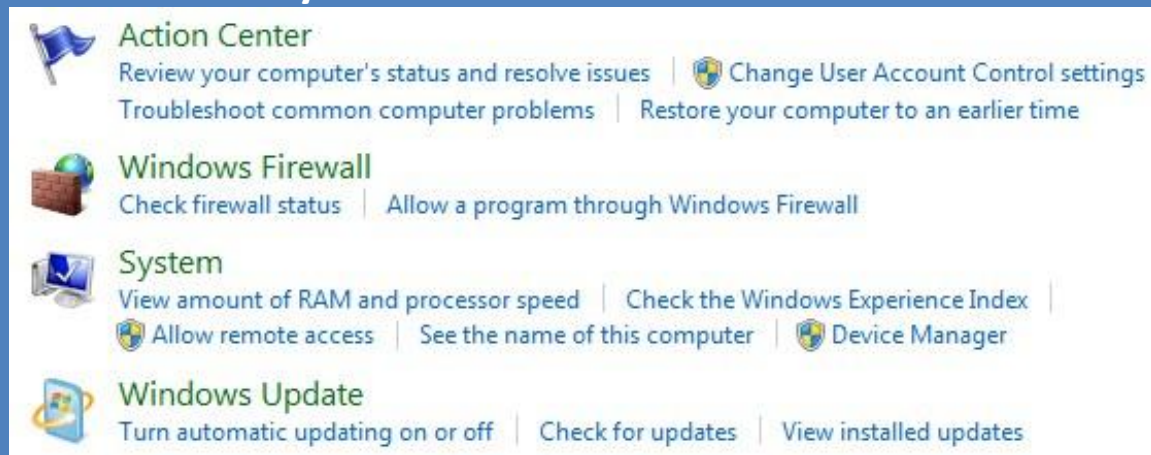






Adjust your computer's settings View by:

-  **System and Security**
Review your computer's status
Back up your computer
Find and fix problems
-  **User Accounts and Family Safety**
Add or remove user accounts
Set up parental controls for any user
-  **Network and Internet**
View network status and tasks
Choose homegroup and sharing options
-  **Appearance and Personalization**
Change the theme
Change desktop background
Adjust screen resolution
-  **Hardware and Sound**
View devices and printers
Add a device
-  **Clock, Language, and Region**
Change keyboards or other input methods
-  **Programs**
Uninstall a program
-  **Ease of Access**
Let Windows suggest settings
Optimize visual display

3b.

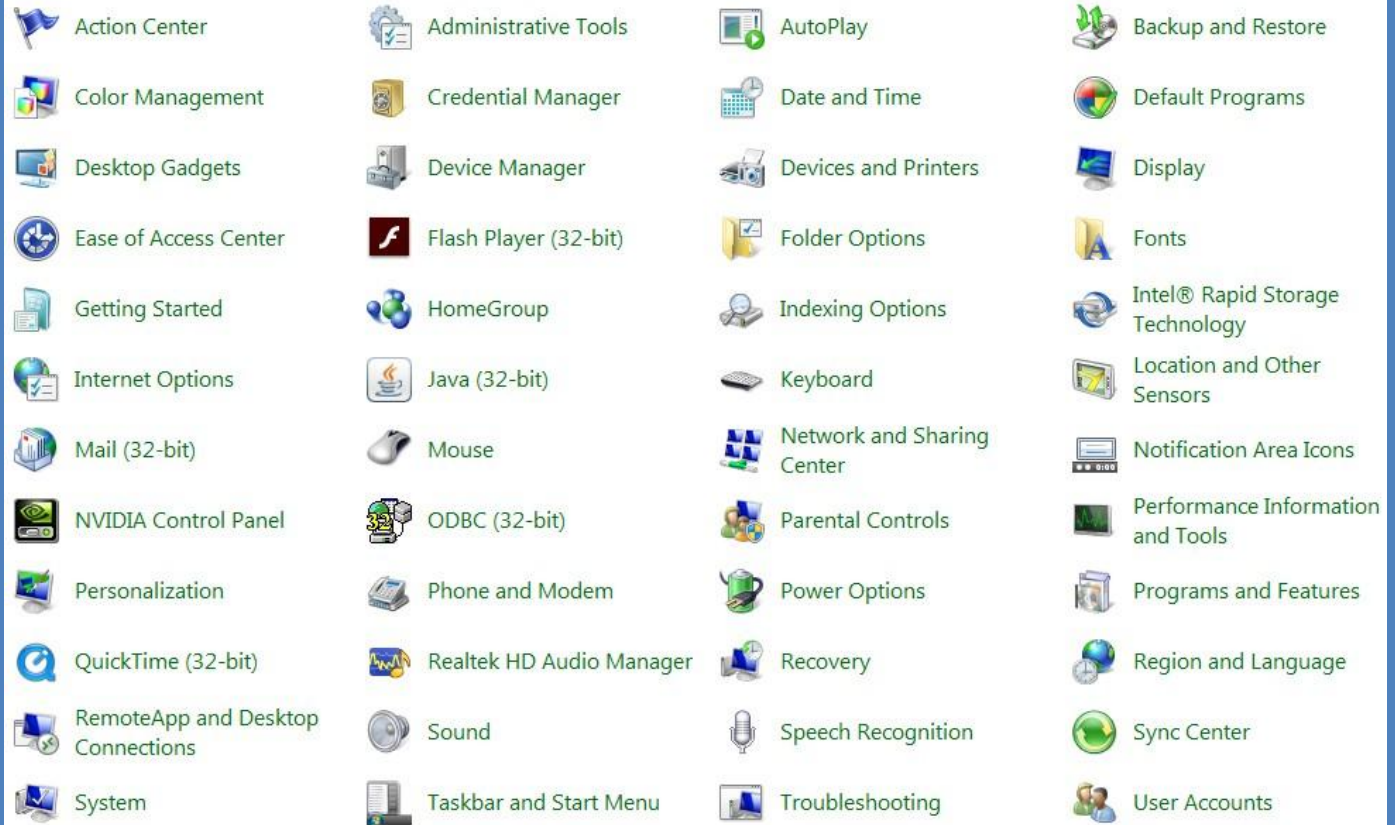
Then click on "System".



-  **Action Center**
Review your computer's status and resolve issues | Change User Account Control settings
Troubleshoot common computer problems | Restore your computer to an earlier time
-  **Windows Firewall**
Check firewall status | Allow a program through Windows Firewall
-  **System**
View amount of RAM and processor speed | Check the Windows Experience Index
Allow remote access | See the name of this computer | Device Manager
-  **Windows Update**
Turn automatic updating on or off | Check for updates | View installed updates

3c.

What does your Control Panel look like? If by icons, click on "System".



4a.

When you click on “System” you will end up on the main system screen.

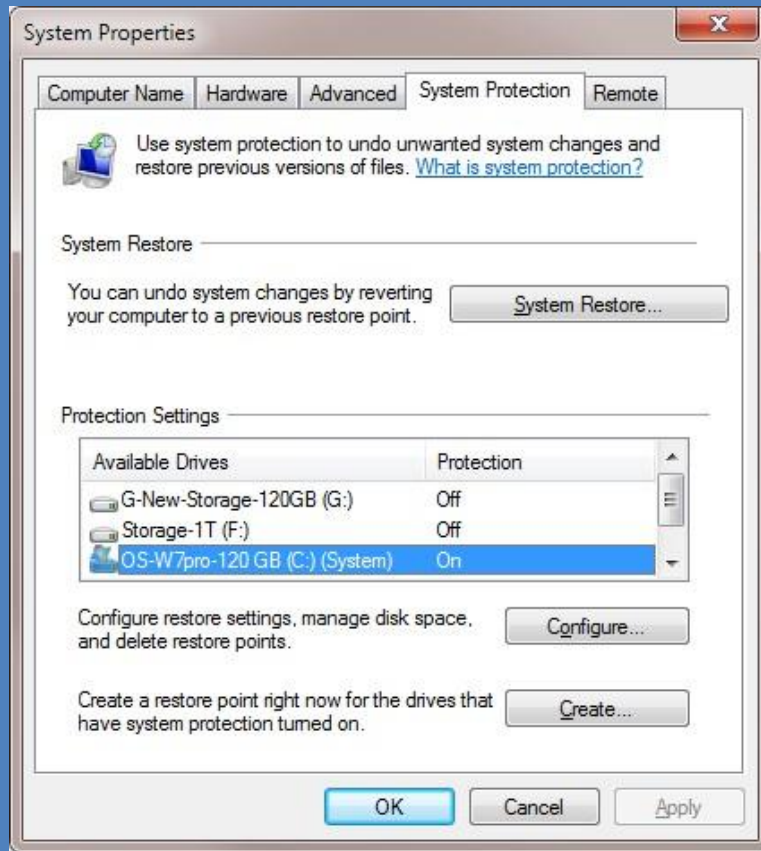


4b.

On the left side of the screen, click on “System protection”.

5a.

The “System Properties” Menu:



5b.

Make sure the “System Protection” tab is displayed.

5c.

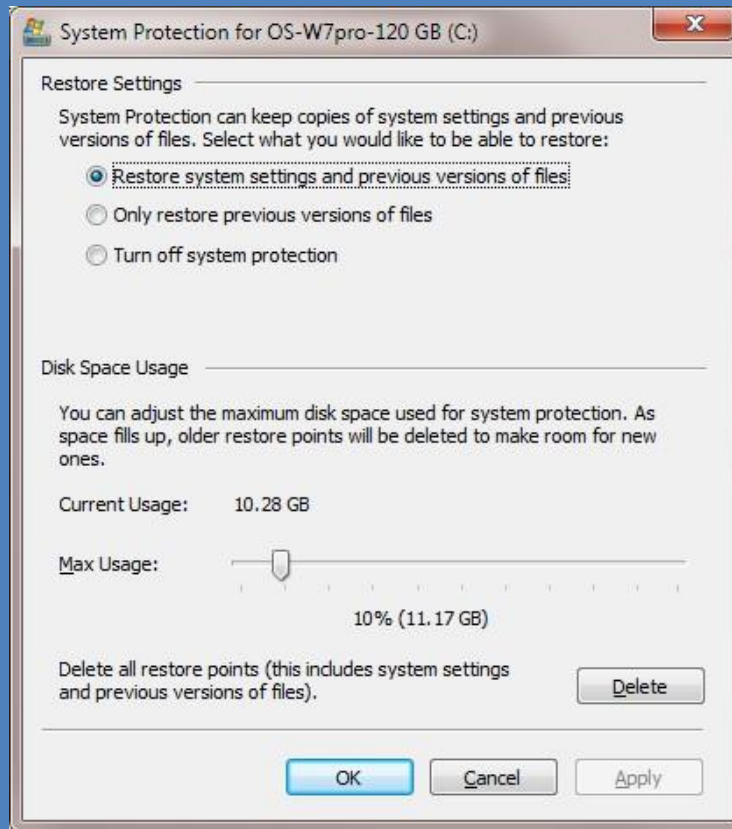
In the “Available Drives” column, click on the drive ending in “(System)”.

5d.

Click on the “Configure” button just below the “Protection” column.

6a.

The “System Protection for (drive name)” Menu:



The (drive name) above will be replaced by the name of your system drive, usually “C:”.

Please read the items on this menu to better understand the settings.

6b.

Make sure the button is set for:

“Restore system settings and previous versions of files”.

6c.

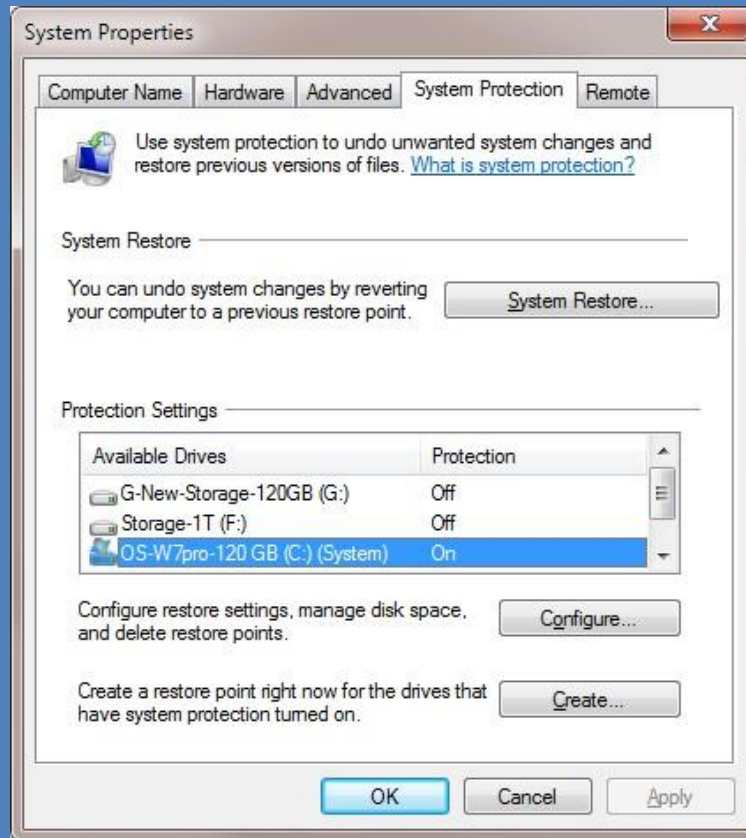
Under “Disk Space Usage” move the slider bar to give your system approximately 10 GB, between 1% and 10% “Max Usage”.

6d.

Never “Delete” old Restore Points.
Click “OK”.

7a.

The “System Properties” Menu:

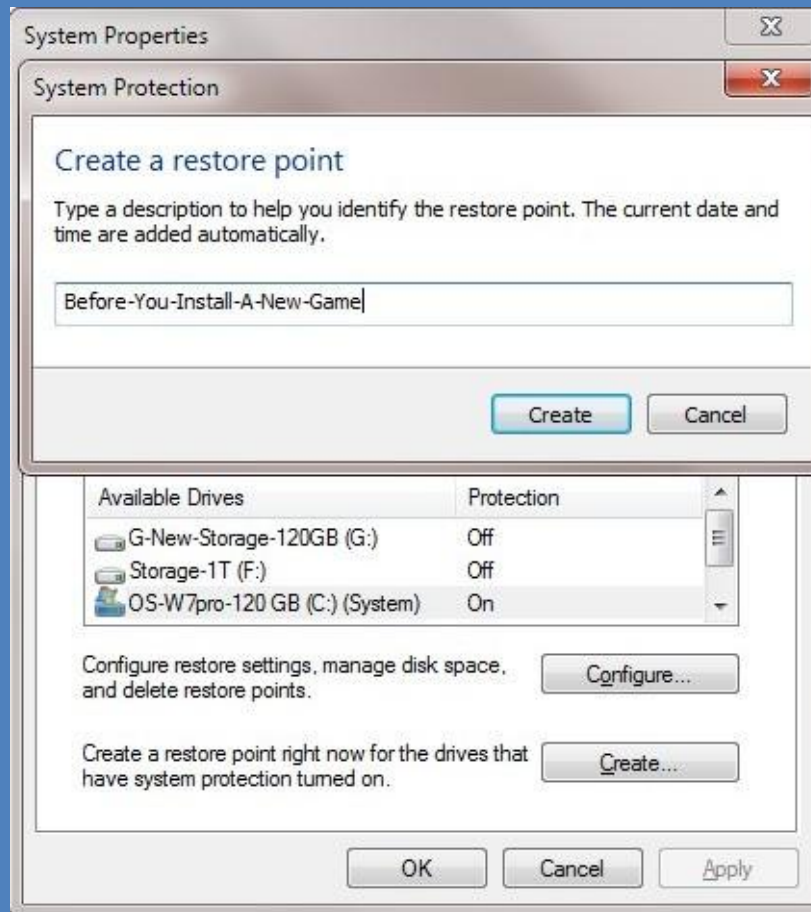


You will return here after clicking “OK” on the “System Protection” menu.

7b.

Create a manual “Restore Point” by clicking the “Create” button.

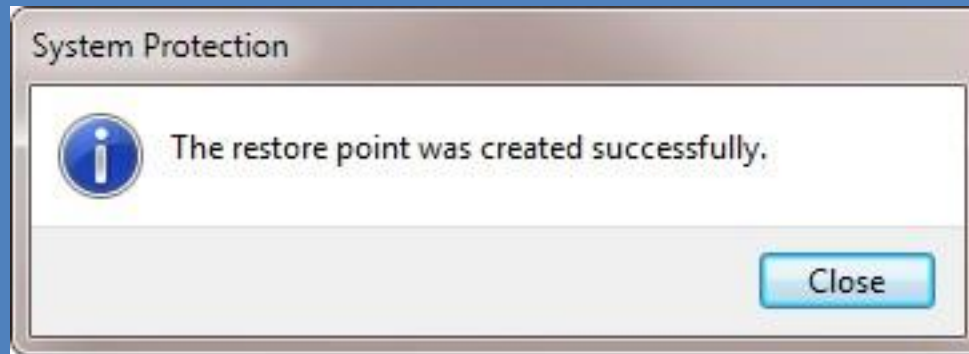
8a. The “System Properties” Menu:



8b. Enter a comment in the box provided.
Example: “Before-You-Install-A-New-Game”

8c. Click the “Create” button.

9a. The “System Properties” Menu:



After you click the “Create” button, it will take from 15 seconds to 2 minutes (on a slow computer) to process your request and save Your Restore Point.

9b. Click the “Close” button.

9c. Click the “OK” button to return to the Control Panel.

9d. Your Done!

For more information, go to web site:

<http://www.oakcg.org/Archive/System-Restore-FAQS.pdf>