

## Add/Remove Programs Seminar

### Description:

Add/Remove program is a detailed comprehensive description of how to **install** and **uninstall** software in your computer.

1-Before you install any software or program you would learn:

How to check your computer hardware and software.

Where to keep and preserve your software **Product ID # and Serial #**.

How to **disable** temporarily the active **programs in systray** and taskbar.

Read the short form of Software manual.

How to check the software for **virus**.

How to download software or program from **INTERNET** and where to put the downloaded software and how to check it for **virus**. We also demonstrate how to download **Adobe Acrobat Reader** and **WinZip** and how to use it.

How to **Remove Screen Saver**.

How to **disable** the **Anti-Virus** program just before installing the software.

2-The detailed and correct way of **installing** purchased software or downloaded software. We also going to show you how to download the drivers for a hardware such as sound cards, printers or modems.

3-Three different and correct ways to **uninstall or remove** software or program from your computer

**Lets get started**. Know your computer system. You will need to be aware of your **processor speed**, which **operating system** you are running, the amount of **RAM** you have installed and the amount of hard **disk space** you have free.

Your computer should have a video card, mouse, printer and CD-ROM drive that will support the software that's on the market. This will be shown in the classroom or Lab.

You just bought a new program. Check the box for the **System Requirements**. This should indicate that it is designed for an **IBM** compatible. If it says it requires a **Macintosh** then you need a **MAC** machine. The System Requirements will also list the minimum requirements for the above items...**RAM**, free hard disk **space** etc.

If you have a choice between buying a program on floppies or a **CD-ROM** chose the CD-ROM. CD's are easier to store, virus check and usually easier to install.

**You've got it home now what?**

Before you install the software there are a few items that need to be addressed.

Save your [product ID or Serial number](#). You may not be able to reinstall your software if you forget your Product ID. Keep the **ID#** and **SN#** in a safe place.

Make sure there are [no programs running](#) in the background. [Look at the right side](#) of your Task Bar, do you see one or more programs listed there? If so **close** or **disable** them.

Do you use a [screen saver](#)? If so you need to turn it off, temporarily. Go to START, SETTINGS, CONTROL PANEL and select **DISPLAY**. Click on the SCREEN SAVER tab, use the drop down menu that lists all of the Screen Savers, [select NONE](#) and click APPLY and then OK. Close the CONTROL PANEL.

You may want to [check](#) your new **software** for **Virus**. This is also true for **downloaded software**.

At this point you should be back at your DESKTOP. Use **CONTROL-ALT-DELETE keys** to bring up the **CLOSE PROGRAM** window. Close each of the programs that you see here, **except SYSTRAY and EXPLORER**, by highlighting it and clicking on **END TASK**. This is true in **Windows 95, 98 and ME**. Some programs are stubborn and you may have to do this more than once to close them. If instead of the program closing you get an error message that says the program is not responding **click** on the END TASK button in this window. This should finally close it.

In **Windows XP** by pressing on **Ctrl Alt Delete keys** a **Task Manager** Window will appear. There are several tabs on the top of this window. The left upper tab is **applications**. Click on it and the programs which are currently running appear. You can click **end task** on the lower corner to close that program.

***No we are not ready yet!!***

Now open the box of software and **READ THE MANUAL** at least the **short version** of the Manual. Pay particular attention to the section concerning the installation. It might include some instructions that are not covered here. While you have the manual in your hand you might want to see if there are any uninstall instructions.

If the program is on floppies check them for identification. They should be numbered in sequence, for example, 1 of 5, 2 of 5 etc. If they are only numbered 1, 2, 3 etc. it's a good idea to add "of 5" to each disk. This way in the future if they

become separated you'll know how many disks are in the set.

Last step.... bet you thought we'd never get there.

**Virus scan** each of the floppies or if the program is on a CD virus scan the CD. Some Software's starts automatically for installation. Please close your software and check your it for Virus.

**Disable** your **Anti-virus program** before installing any software. This will be demonstrated in the classroom.

## **NOW WE'RE READY!**

### **Add/Remove Programs**

There are several ways to install commercial software, we are going to use the "Add/Remove Programs" icon in the **Control Panel**. To access it go to START, SETTINGS, CONTROL PANEL and select ADD/REMOVE PROGRAMS. You will see on the **top three tabs**. (Windows 95,98 and Me). **IN WINDOWS XP THERE ARE FOUR ICONS ON THE LEFT SIDE AND EACH ICON OPENS TO A MENU LIKE ABOVE TABS**. This will be demonstrated when using **Windows XP**.

In **Windows 95,98 and Me** Click on the Install tab, insert the first floppy disk or CD-ROM then click on Next. **IN WINDOWS XP YOU HAVE OPTIONS TO INSTALL FROM FLOPPY OR CD AND TO LOG ON WINDOWS UPDATE SITE**.

The install Wizard will scan the floppy drives and the CD-ROM drive looking for an installation file. When it finds one it will place the path command for the installation in the "**Command line for installation program**" box.

Click Finish and the computer does the rest for you. The installation program will lead you through the install process and ask you several questions. This is usually very straightforward and you can generally accept the defaults.

**If it wasn't able to find and insert the proper command line then do following (let's assume that we wanted to install a program called (**Winpoker**):**

If the system searches each drive and is unable to find the installation file the "Command line for program installation" box will be **blank**. Click the **Browse** button, this will bring up the **Browse** window with C: in the " Look in" slot. Click the arrow at the end of the slot. This will give you a drop-down menu, highlight

Floppy A and click it. **3½ Floppy A** appears in the "Look in" slot. Double-click on the Add\_Remove Programs folder and two folders will show, **Winpoker** and **CHESS**. Double-click on the **Winpoker** folder and the file **Setup.exe** will appear.

Double Click the **Setup.exe** file and **command line** for installation program appear.  
**A:\bdpw6.exe**

**Click Finish.**

**The Directory box shows where the program will be installed (do not make any changes but this is where you would make changes if you were not going to put it in a directory on the C: drive).**

Remember the word **BROWSE**.

The second tab labeled "**WINDOWS SETUP**" allows you to install **components of Windows** that were not installed by the manufacturer of your computer or are not installed by Windows during the initial installation.

To see which components are installed click on the Windows Setup tab. There is a list of all the components that can be installed and each component can have one or more sub-components. There is a box to the left of each component. If the box is **gray with a check** it means that some of the sub-components are installed. **White with a check** means all of the sub-components are installed. **White and blank** means nothing has been installed. The amount of hard disk space required to install each component is listed to the right of the description.

A single click on a description will highlight it and at the bottom of the window you will see what the component does and how many of the sub-components are installed. Clicking on Details will bring up a box that will show you what has been installed (the box to the left of the item will have a check in it).

### **Installing a Window component**

- 1) To add all of the sub-components of a component, click the check box and then click Apply.
- 2) To remove all of the sub-components of a component, clear the check box and then click Apply.
- 3) To add or remove some of the sub-components of a component, highlight the component name, and then click Details.

Check or clear the sub-components to be added or removed.

4) When you have finished selecting the sub-components to add or remove, click Apply

5) Click OK again.

If Windows 95 or 98 was originally installed using a CD-ROM or floppy disks, you will be prompted to insert one of the Windows installation disks or the CD.

If the manufacturer installed all of the necessary files on the hard drive the installation will take place without any additional action on your part.

**Additional important informations.**

1-**ENDITAll**. Download this Free Software. The easiest way to download this program go to the <http://www.yahoo.com>. Type **Enditall** and click search.

Scroll down to **Aptiva Toolbox** and click on **Enditall**. Download **ENDITALL.EXE**.

After download check it for **Virus** and then you can **Double-click** on the software and install it in your computer.

How to use **Enditall**: Double click on the Icon and click on **Enditall**. This will terminate all the running programs except **Systray** and **Explorer**.

You can also download the **Enditall.zip** file but you have to unzip the file to use it.

2-**Winzip**. To download **Winzip** go to the <http://www.winzip.com> and download the free evaluation version of **winzip**.

You can use the **Winzip** to **unzip** any downloaded **zipped file**.

3-**Downloading**. To download any program you have to learn where to download the program and how to find it.

I prefer a download directory like **Mydownload** files or simply **Download** directory. You can create your own **Download** directory. This will be **demonstrated** in the Seminar classroom. You can also download the files on your **desktop**.

Make a directory on your desktop and call it **DOWNLOADS**. This will be demonstrated.

Remember any downloaded file has to checked for **Virus** before opening.

## Uninstalling Software

There are four ways to uninstall software from your computer.

- 1) Use a **commercial uninstaller** such as McAfee Uninstaller, Norton CleanSweep, Cybermedia's UnInstaller or ISMI's WinDelete.
- 2) Use the **Software manufacturer's uninstall utility** which is installed when you install the program. It's something you don't have to think about as it is installed automatically and is listed as an icon under START - PROGRAMS- "Program name" where "Program name" is the title of the software you installed.
- 3) Use the Windows **Uninstall function** which is found in the **CONTROL PANEL** as part of the **ADD / REMOVE PROGRAMS**. This is the menu in the bottom. **IN WINDOWS XP YOU HAVE THE OPTION TO EITHER CHANGE THE PROGRAM OR REMOVE THE PROGRAM.**
- 4) Use **Windows Explorer** to delete the program folder. **END.**