

Managing PC Recovery Settings and Functions

The programs and files supplied by Microsoft to make your computer operate are referred to as the **system**. The files which are created by you during your use of your computer are known as **user** files. Historically, the backing up and restoring of damaged or lost system and user files was performed by a backup program.

Now PC's are purchased with the Windows system already installed and ready to use. This means that the backup and restore of the system files should be done using the Windows Control Panel. The backup of your user PC files are the only files that you should be relying on a backup program for.

The Windows install process also makes a backup set of files on your PC and establishes a **restore point**. This document discusses using the **control panel** to restore (recover) the Windows system.

The following three topics will be reviewed:

1. Recovery in Appendix A
2. Restore points in Appendix B
3. Creating a recovery disk in Appendix C

Note: As PC's improve, their ability to start in adverse situations can permit you to restore your PC to a previous restore point. Therefore a recovery disk would not be needed. Only if the PC cannot start might a recovery disk jump start the PC.

Recovery

Two common situations wherein a recovery is warranted are:

- An attack by a virus has corrupted a system file. Your PC generates an error or blocks you.
- An update (upgrade) or installation disturbs a program you use.

The remedy is to recover the system to a previously established restore point. When your PC is first started that date is established as a restore point. When Windows upgrades or updates are done that may create restore points on each of those occasions. Lastly, you can manually create your own restore point (see Appendix B).

Restore Points

When you are restoring a system, the process will ask you which restore point it should use. Typically, you would choose a restore point date prior to the day on which you first noticed the malfunction. Or if you like the last day you remember that everything was working well.

The recovery process will recovery all the system files as of that date. Therefore, it is important that if you had manually installed something then you should also create a restore point for that. (Unless that process told you it was creating a restore point). In any event you can use the control panel restore point process to review the dates that it has restore points for.

The system recovery process should not effect your use files. Nor will it recover missing or corrupted user files. Use a backup process to save and protect your user files. That topic is not covered in this document.

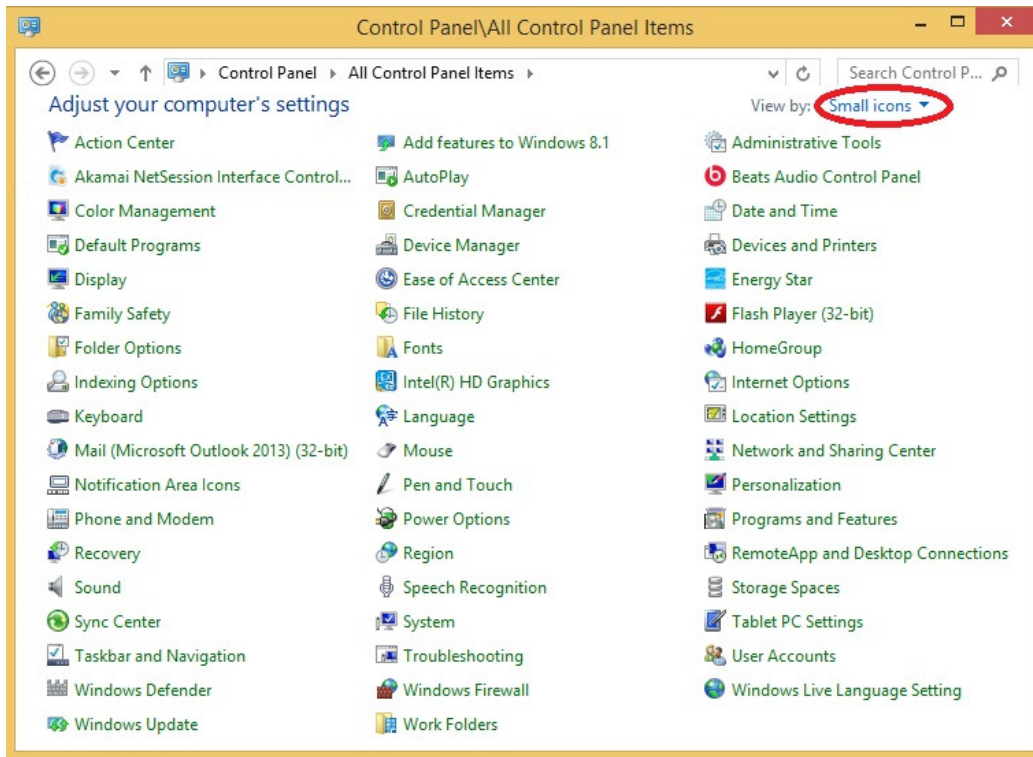
Create Recovery Disk

If the PC hard disk cannot be accessed during start, then if a recovery disk is available it can be used to start the PC. This function is how you make that disk.

Appendix A.

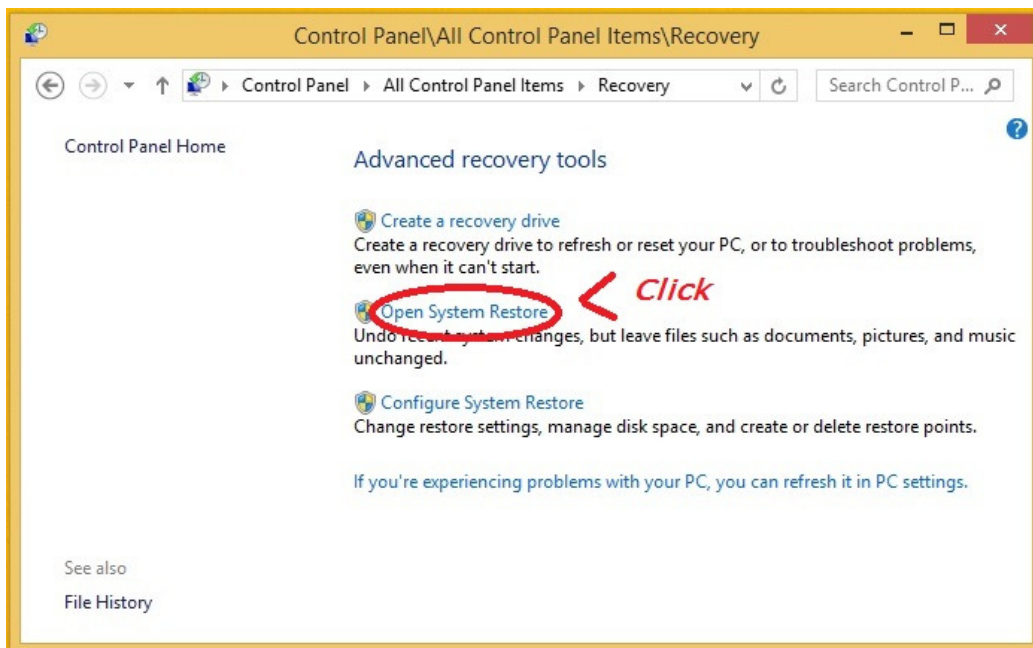
Recovery of the PC. This section applies when you can start the PC but need to restore to a prior date and time.

Launch the Control Panel:

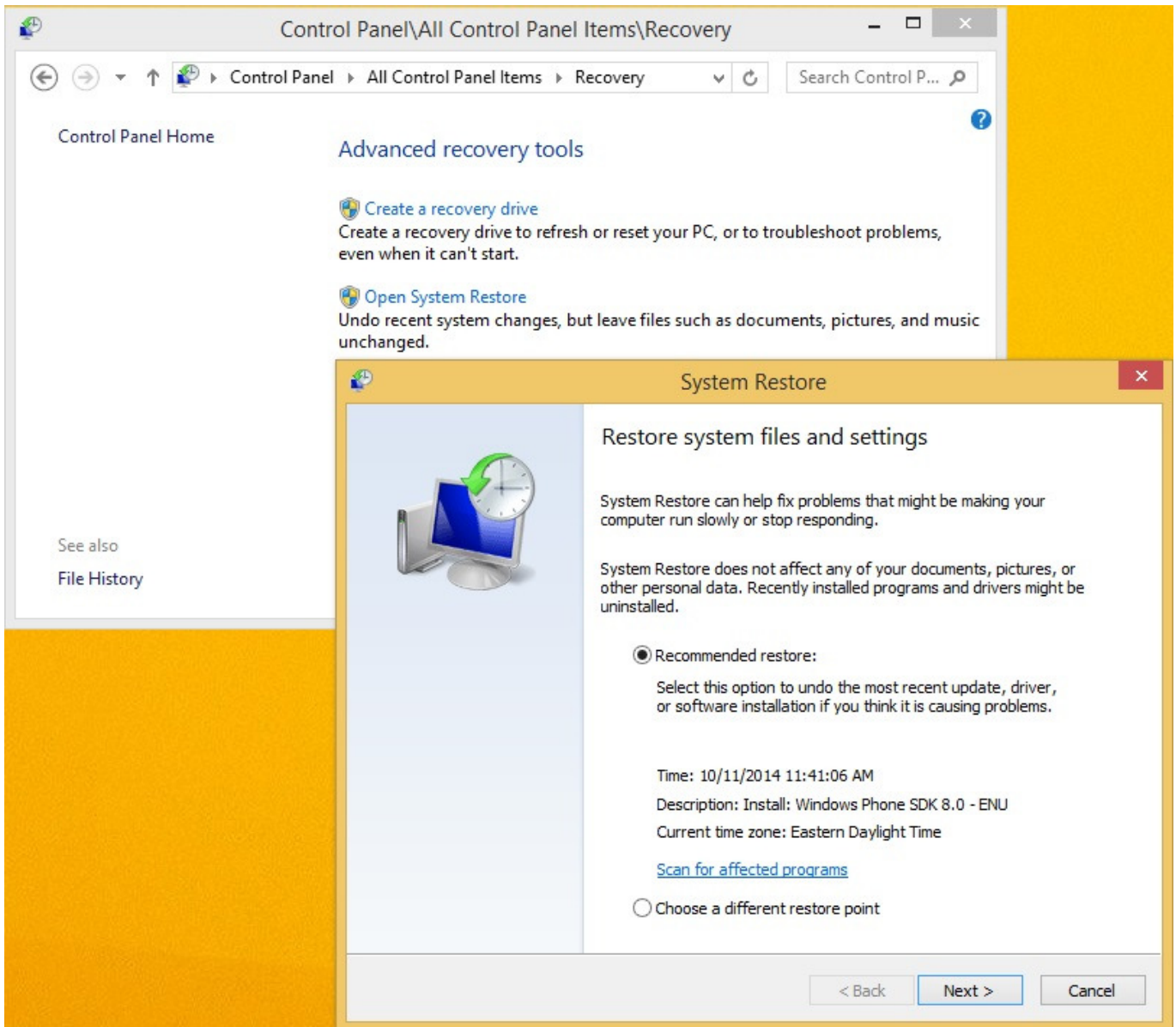


Click on:  Recovery

To display this panel:



Which should display the System Restore window as follows:



This wizard will guide you through the process. Follow the instructions until completed.

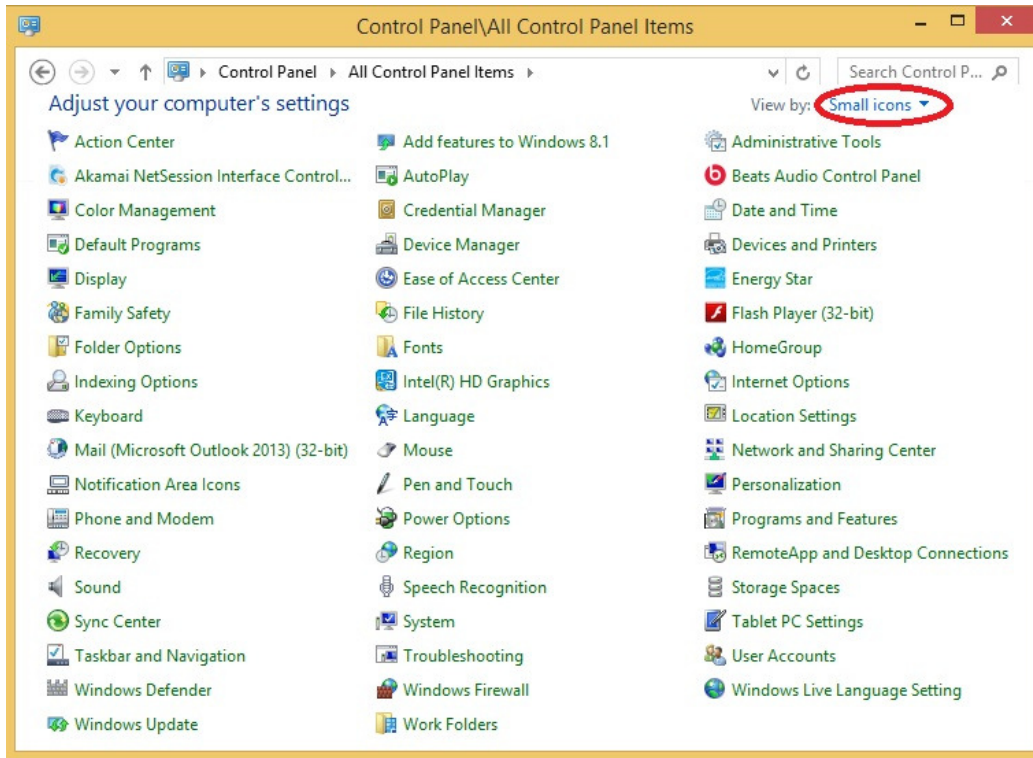
The process is set to undo the last update of the PC system. If this agrees with the date you think is needed then proceed by clicking the NEXT button. Since the last change may not be the problem, then perhaps you want to restore to an earlier date. So you click the radio button **Choose a different restore point** then click NEXT.

The remainder of the process is not shown here. Typically in wizards you click NEXT until a finished (completed) message. If the next button is grayed (meaning you cannot click it) then check to see if there are any questions on that window requiring an answer.

Appendix B

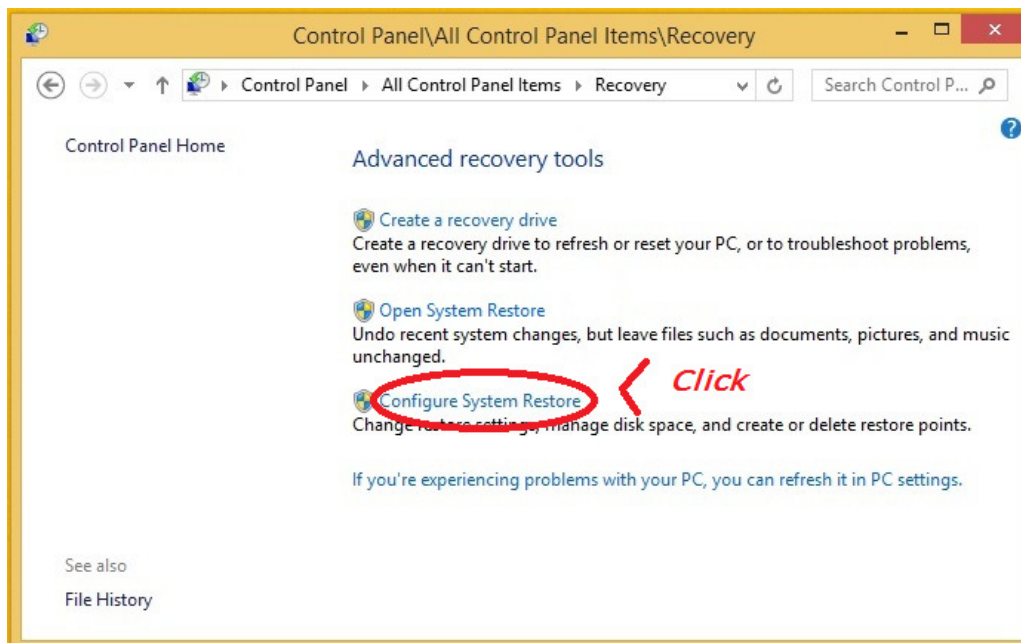
Follow this section when you want to create a restore point. Other management of restore points can be done in the section as well. However, they are not documented here.

Launch the Control Panel:

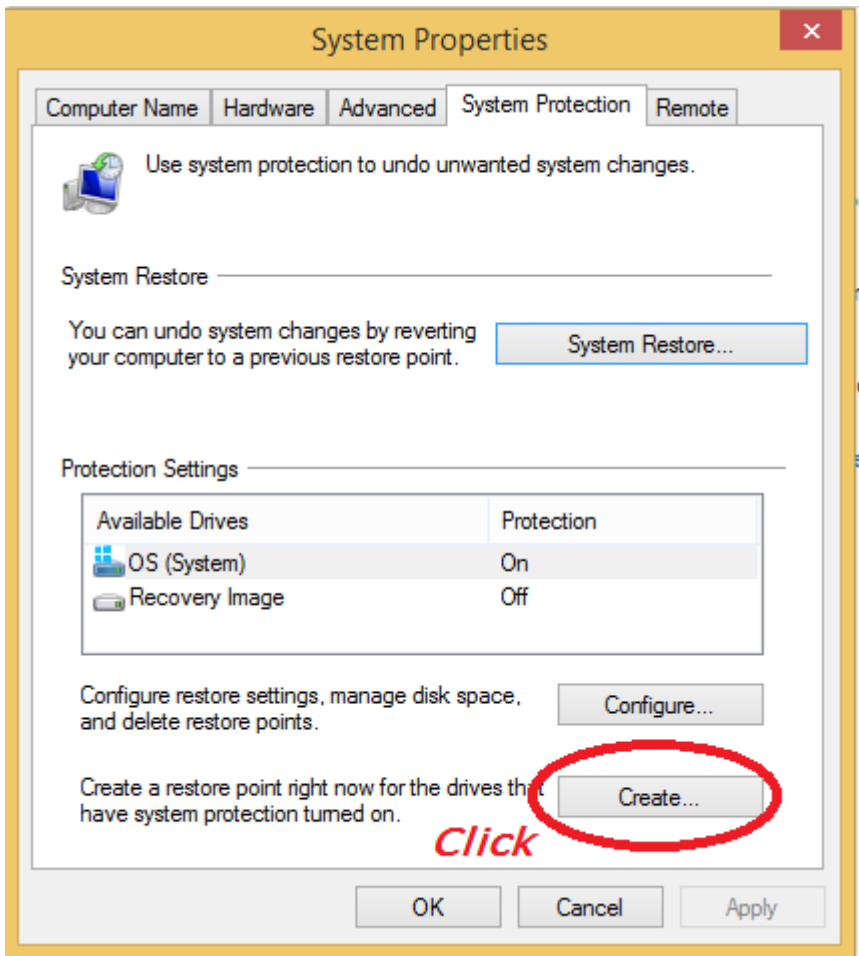


Click on:  Recovery

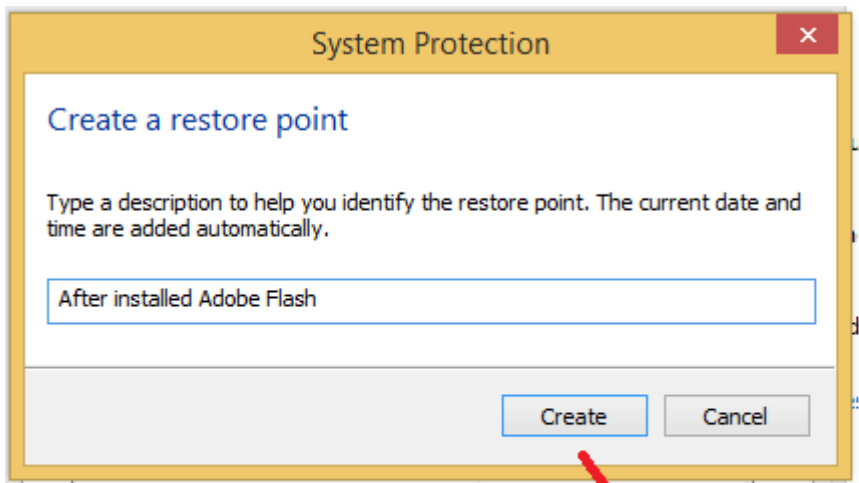
To display this panel:



Which should display the System Properties window as follows:



Which should display the System Protection window as follows:



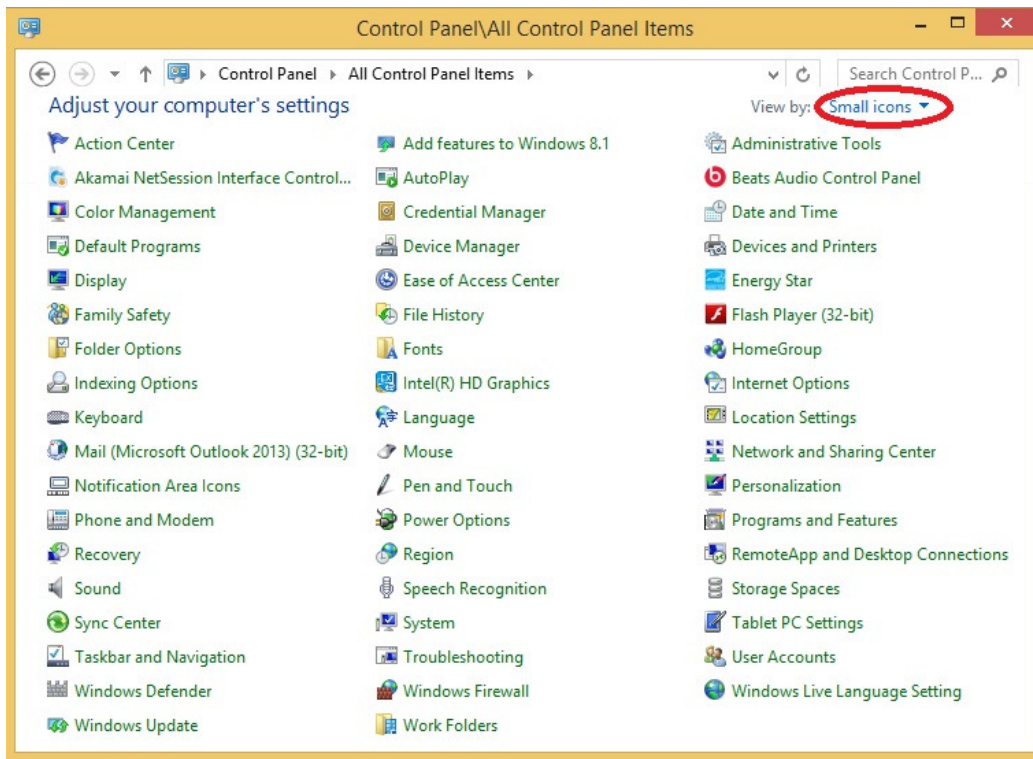
First enter a description for your point

then click Create

This will establish documented restore points. When you use the system recovery function these points will be displayed as points with which you can restore to.

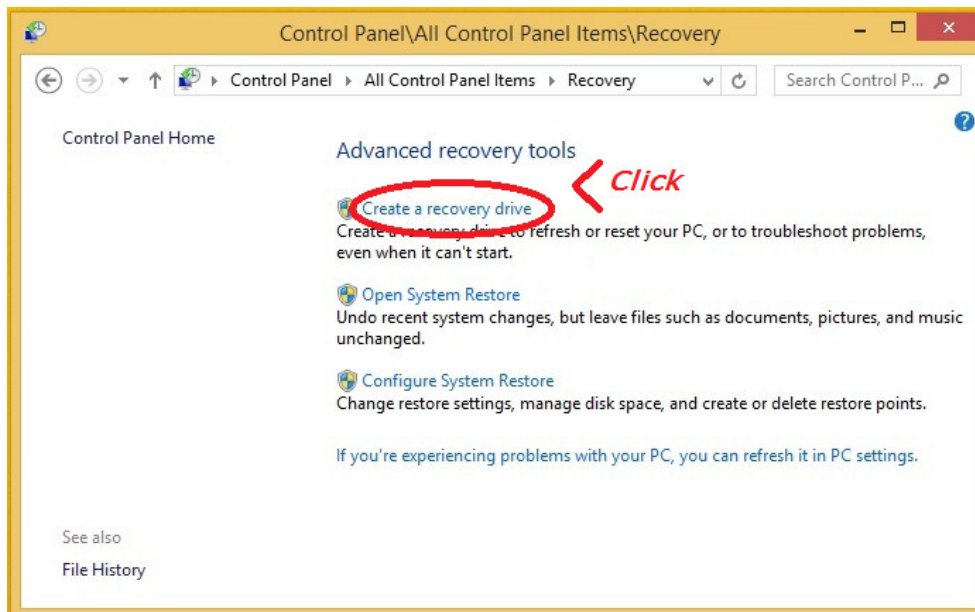
Appendix C

Launch the Control Panel:



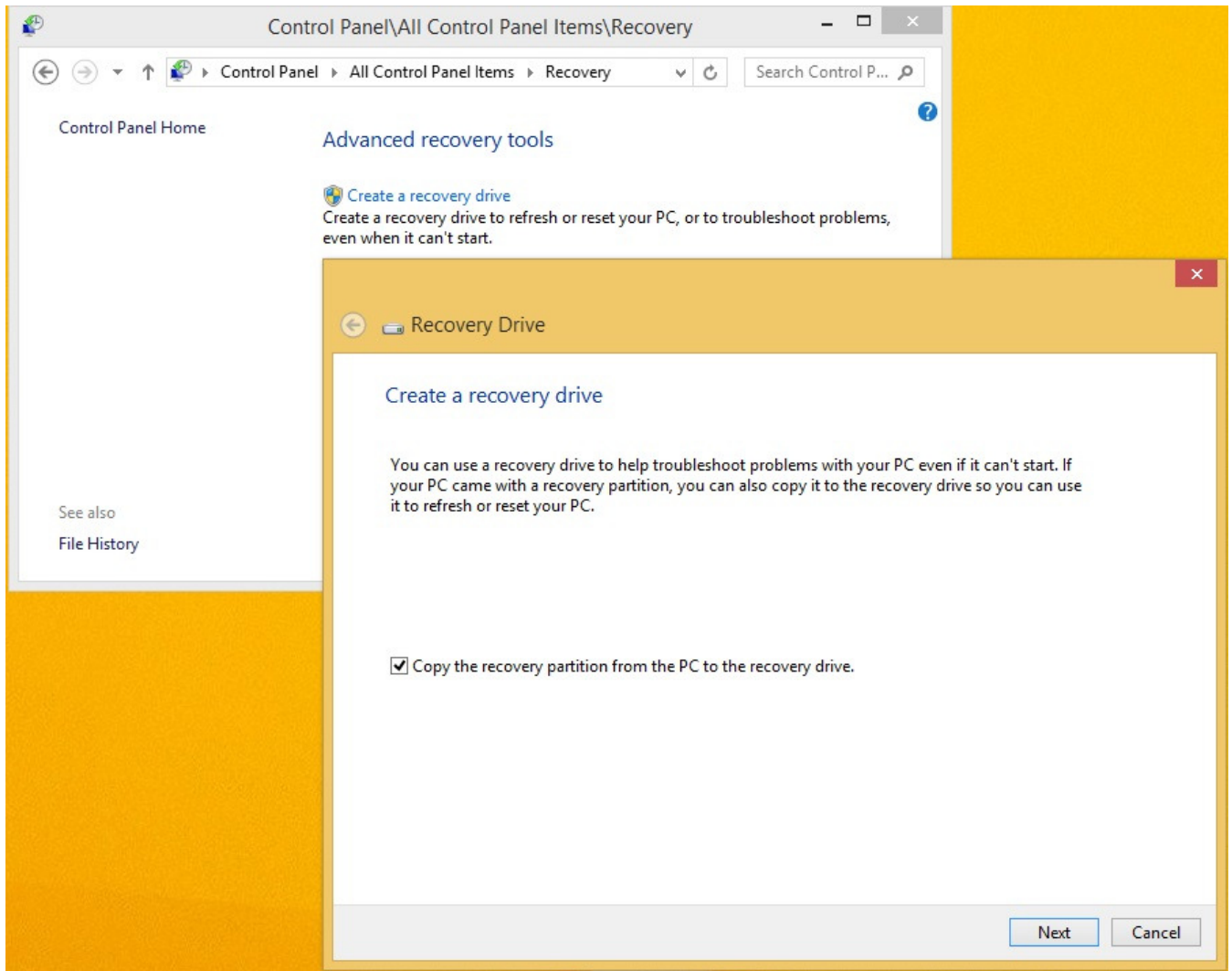
Click on:  Recovery

To display this panel:



Which should display the Recovery Drive window as follows:

Have a removable storage device ready because this wizard will direct you to use it. The wizard will copy your PC's recovery image to this. Typically this is a disk. If you put the recovery on a disk then that disk should be in the PC on starting it. The PC should detect the disk and attempt the recovery.



The remainder of the process is not shown here. Typically in wizards you click NEXT until a finished (completed) message. If the next button is grayed (meaning you cannot click it) then check to see if there are any questions on that window requiring an answer.