

Unit 9. Adding or removing programs (I)

In addition to the *operating system*, computers have other programs installed. If one of them is not useful anymore and we want to delete it, Windows has the *Adding or removing programs* tool, because a program cannot be uninstalled by simply deleting the files manually, due to that when a program is installed Windows creates notes on the *Windows Register*.

The **Windows Register** is a file where the current configuration of the system is saved, the hardware, software and the different user configurations.

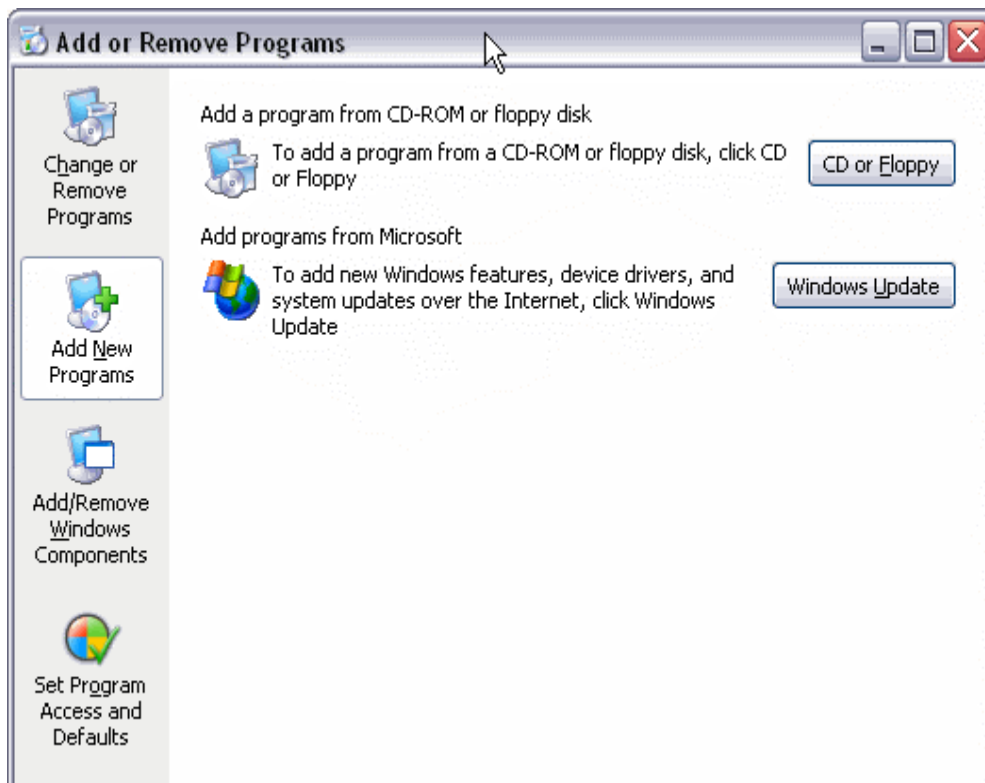
If we only delete the files linked to the program, the records that Windows created on the *Register* are not removed, so an inconsistency can occur. If we don't know how to handle the *Windows Register* we shouldn't delete notes because we could create an inconsistency, which in some cases may be fatal.

● An important change that emerges as a consequence of the new user system is that to install or uninstall programs a user has to have sufficient authorization. Only the users that belong to the group **System Manager** can do so.

Adding New Programs

Click on the **Start** button and choose **Control Panel**

Click on **Add or Remove Programs** option, a window will display with the three basic options shown on the left side of the picture as it appears below. Then click on **Add New Programs**.



1. - Adding programs from a CD-ROM or floppy. If the program we want to install is on a CD-ROM or on a floppy we will click on the **CD or Floppy** button and a screen will appear prompting us to introduce the CD or floppy in the corresponding drive.

From that moment the assistant will guide us during the installation process. Normally it will ask us questions regarding where the program is to be installed, we recommend to accept the folder that it suggests.

It can also ask us what options of the program we want to install, for example, if we want a traditional installation, minimal, or complete

This is one way to install a program from a CD, but in the majority of the cases it is not necessary, it is easier and quicker to just put the CD in and let the program in the CD drive do it automatically. The result is the same and we will save ourselves having to reach this screen to *Add new programs*.

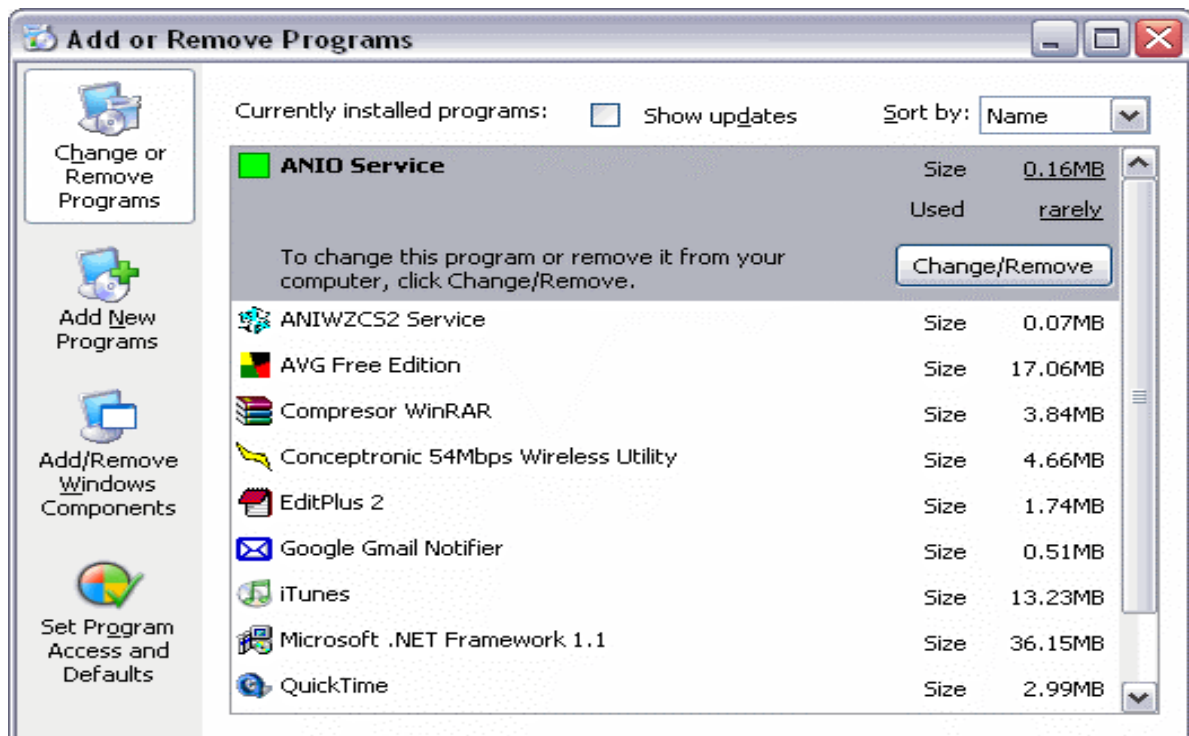
In some cases the manufacturer has not provided an installation program and we need to install it manually from here.

2.- Adding programs from Microsoft. If what we want is to add or update a new Microsoft component we need to click on **Add programs from Microsoft**, this will cause the system to connect us to the appropriate web page through the Internet.

On this page we are informed of the updates that are available to download. Normally we will find updates related to three main subjects: security problems, Windows updates, and driver updates.

We need to determine which updates we want to install on our computer according to our configuration and what we use it for. In most cases it is recommendable to install the security updates since they will protect us from viruses. The viruses show the security flaws of Windows, Microsoft fixes these flaws and places on its page the needed updates. If you do not have an internet connection you will not be able to use this update system.

Modifying or removing programs



Click on the **Start** button and choose **Control Panel**

Click on **Add or Remove Programs** option, a window will display with the three basic options shown on the left side of the picture as it appears below. Then click on **Change or Remove Programs**.

The *Modify or delete programs* option is shown on the upper left corner because it is the option that is most often used. On this screen the installed programs in our computer are displayed

To select the program we want to change or remove we have to click on it. On the image above *ANIO Service* appears highlighted. Now we can do two things with this program: modify its installation or delete it.

To do this, we have two buttons, **Change** and **Remove**. Although normally only one button will appear, **Change/Remove**.

The normal thing is to delete the program since modifying a program is usually done within the program, not from this screen.

In fact, the majority of the programs only allow for the option *Delete*.

If we click **Change/Remove** we will begin the process of uninstalling the selected program. This process can vary slightly depending on the program at hand and at times we will be in a process specific to that program. Other times Windows will take care of the uninstalling process, but in general it is a simple process that only requires us to answer a few confirmation questions.

Automatic update

The process of updating through Windows Update can be a bit long, which is why Microsoft has created an automatic update system. Basically this system consists in alerting the user if there are available updates each time the computer is turned on. In this case a message next to the task bar will appear and if the user wants, the download process can start. The download process is done on a different plane so that the user can continue working on other things.

When the downloads have finished the user is informed so that they can be checked and if any of the downloaded updates are to be installed the installation can begin.

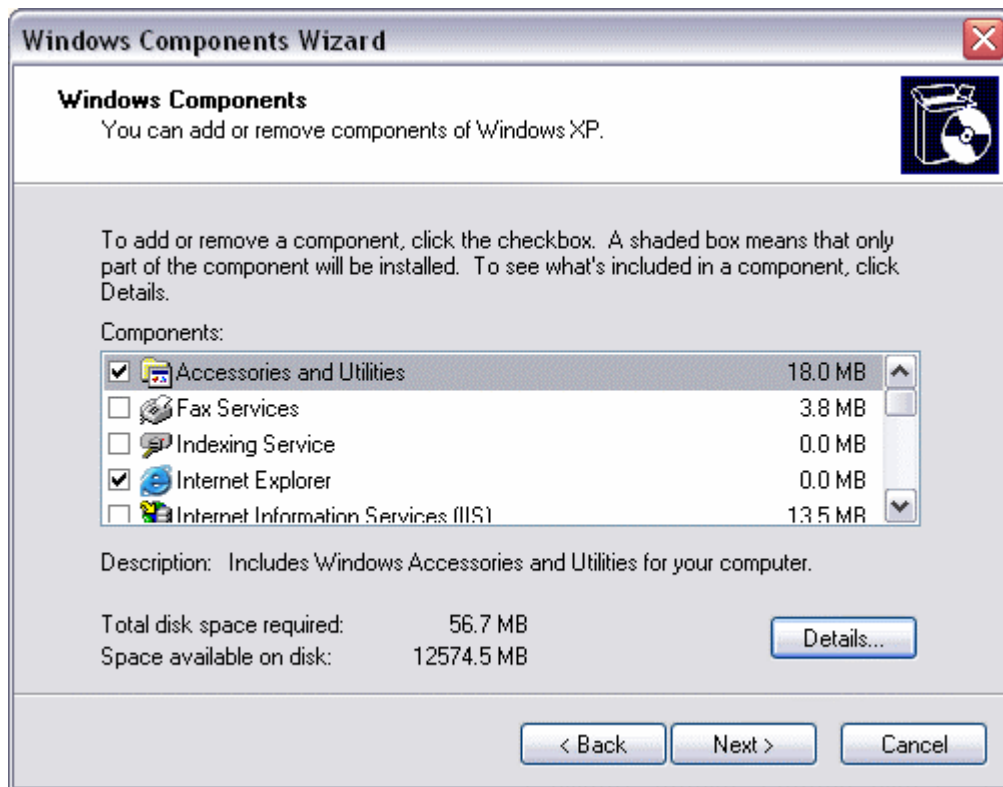
Unit 9. Adding or deleting software (II)

Adding Windows XP components

We can modify the components installed in Windows XP either because we do not need them and we want to delete them to free up space on the hard disk or because we want to install a component that was not installed before.

To do this click on the **Start** button and choose **Control Panel**

Click on **Add or Remove Programs** option, a window will display with the three basic options shown on the left side of the picture, then click on **Add/Remove Windows Components**.



You can see a list of the components available. From this list check the component you want to install or maintain. If you do not want to install all the options of a component, click **Details** and choose the ones you want.

If any of the components appears with a shaded slot, this means that not all of the options of this component are selected, and consequently the complete component will not be installed.

If you want to remove a component that is installed simply uncheck the box.

Once the components that you want to install are selected Click **Next** and then on **Finish**.

Beneath the list of components we have the **total hard disk space needed** to install the new components that we select, and last of all, the **total hard disk space available**.

This information can be very useful, especially if we are tight on disk space, because this will keep us from trying to install components that will not fit.

You can see a list of the components available. From this list check the component you want to install or maintain. If you do not want to install all the options of a component, click **Details** and choose the ones you want.

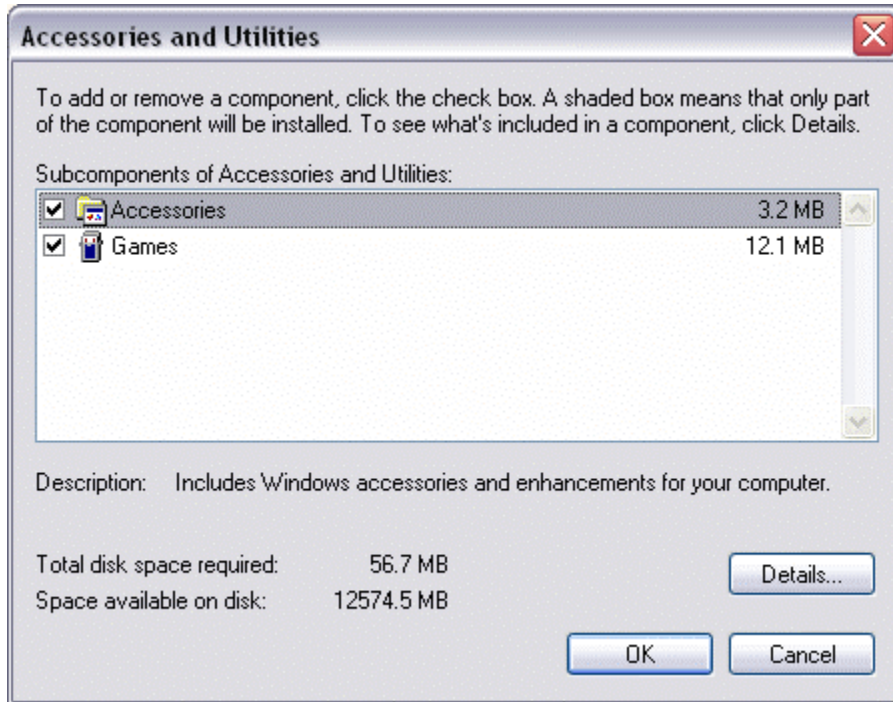
If any of the components appears with a shaded slot, this means that not all of the options of this component are selected, and consequently the complete component will not be installed.

If you want to remove a component that is installed simply uncheck the box.

Once the components that you want to install are selected Click **Next** and then on **Finish**.

Beneath the list of components we have the **total hard disk space needed** to install the new components that we select, and last of all, the **total hard disk space available**.

This information can be very useful, especially if we are tight on disk space, because this will keep us from trying to install components that will not fit.



This is an example of the window that will appear if you select the component **Accessories and utilities** and you click on **Details...**, and then you can select one accessory and see its details.

This is an example of the window that will appear if you select the component **Accessories and utilities** and you click on **Details**, then you can select one accessory and see its details.