

## System Format and Recovery

Format and Recovery of your computers hard drive. **This will wipe every file off the hard drive** and then reinstall the operating system and the programs and files that were on it from the factory. You must reinstall other programs you had as well as add your personal data back to the computer.

1. Be sure to copy to CDs all pictures, data files, etc. that are important to you because they will no longer be on the computer after a Format and Recovery.
2. Now put the CD that came with the computer that is labelled SYSTEM RECOVERY into the CD-ROM drive and Restart your computer. (or Restart the computer and click the keys it tells you to click for RECOVERY. Usually F10 or F11) IT should come up and ask if you wish to reinstall the Operating System Application or do a Format and REcovery. Select Format and Recovery, also called a destructive Recovery. Recovery of System only is a non-destructive Recovery.

After that, it's a matter of following directions given.

3. When the Format is finished, it will reinstall the programs and then it will restart the computer. And it will tell you that Format and Recovery is Complete.
4. Now you're ready for the hard part...or time consuming part.
  - a. Reinstall the SP2 & SP3 by turning on Microsoft Updates and installing those.
  - b. Re- Install your AOL, be sure to select Current Member and not New Member. Your address book should be there. IF your Favorites are not, then use the CD you made to Replace Favorites by again clicking Favorites...Manage...and selecting the 2nd option.
  - c. Go to [www.microsoft.com](http://www.microsoft.com) and download the critical updates and any other updates that you want to have or may have downloaded before such as Windows Media Player, MSoffice updates, etc.
  - d. Install any programs that you got and installed after buying the computer.
  - e. Uninstall any anti-virus program that came as a trial version with the computer by going to Control Panel and clicking Add/Remove Programs.
  - f. Install your preferred anti-virus program anti-spyware program or programs and **update them. Must be online to update.**
  - g. Using the CDs you made before wiping the hard drive, drag and drop any files you wish to put back into your computer. You may need to create some folders for some of these as the folders you created were probably wiped out.

You should be back in business when all the above is finished. Be sure to print this before doing the Format and REcovery. REMEMBER there will be **NO FILES** left on the hard drive after Formatting the hard drive and only those that were on the hard drive when it came from the factory will be replaced.

Note: Some Computers come with more than 1 Recovery Disks. IF that is the case with you, read your manual. But if you have one that says System Recovery, put it in and it will tell you after that when to put in the others. (Some Computers have 2 Recovery disks. One that is for System Recovery ONLY (non-destructive as it only reinstalls the Operating System) and a 2<sup>nd</sup> one that will be labeled Format and Recovery (destructive Recovery as it formats the whole hard drive removing everything and then reinstalls the OS and other programs that came on that computer from the factory.)

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