

Intermediate Vista

Lesson 4

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Lesson 4 — Downloading/Installing/Uninstalling

Introduction

In this lesson we will cover how to download, install and uninstall programs that you obtain from the Internet. Bear in mind that much the same procedures apply to programs that you may purchase on CDs. With CDs you simply insert them into your CD drive and then follow the on-screen instructions similar to the instructions that appear once you download a new program and click on “Run.”

CAUTION — It is critical that you only install programs that come from a trusted source. You can easily install a virus if you “run” a program from an unverified source.

Image (Photo) Viewer Program

Although Vista comes with a picture viewer program there are others that are more useful. A handy program that not only displays images but allows you to manipulate them in many ways is IrfanView — a free program that may be downloaded from the Internet and installed on your computer.

New Browser Program

Vista comes with the Internet Browser program called Internet Explorer. However, there are other browser programs available such as Firefox, Opera, etc. These can be downloaded from the Internet and installed on your computer if desired. They all work much the same, but each one has its own unique features. Firefox is perhaps the most popular these days and this lesson will use that program as an example.

Adobe Acrobat Reader

You may have had the experience of browsing the Internet and attempting to view a so-called PDF file. (This would be a file with the .pdf extension, and it stands for Portable Document Format.) The PDF format is an invention of the Adobe company as a way of distributing files that any user may view as long as they download and install the free Adobe Acrobat Reader program. This scheme avoids the problem of communicating with users that have different (or no) compatible software packages on their computers with which to view the files. For example, one user might use an expensive computer aided drawing (CAD) program to generate a drawing and send it to another user. If the second user doesn't have that CAD program, they cannot view the file.

The Adobe Company solved this problem by first creating Adobe Acrobat, a computer program that can take the CAD (or most other) file and convert it to the PDF format. This is a relatively expensive program for users that want to distribute PDF files. However, Adobe offers the Reader program for free, so that any user can then view files distributed in the PDF format. You will find many PDF files on various web pages on the Internet, and you need the Reader installed on your computer to view them. Most likely you already have it installed as it is part of the installation of your lesson files.

Drivers & Similar Files

Drivers are small programs that are necessary for the computer to communicate with external devices such as printers or scanners, or other

peripheral equipment. At some point you may need a driver. A typical example has been users that bought a new Vista computer or upgraded to Vista, and they find out that the original printer driver is not compatible with Vista, or perhaps the driver has been corrupted.

Thus, you may need to download and install a new driver. This usually cures the problem. Most printer vendors have a web site where you can click on “Support” or “Downloads” or “Driver” or a similar link and then proceed to obtain an appropriate driver for your printer and your operating system.

Exercise 4 — Download, Install & Uninstall

Download and Install

This exercise will demonstrate the process of downloading and installing programs from the Internet. These instructions are current at the time of publishing these lessons; however, web pages are subject to change by their authors at any time so you may experience some differences from the text below. Remind your instructor to log on with the Administrator account so you can install programs.

Downloading Files

On occasion you may want to download a file from the Internet to your computer. Examples would include music, videos or even computer programs. One caution — be sure you are downloading from a trusted source. The following example will download a very handy and free image viewing program that you can install on your computer at home. Just follow these instructions. Open Internet Explorer and enter irfanview.com in the address bar. This should take you to the Irfanview home page.

In the blue Download box on the right side of the page click on IrfanView to open the next page. Click on Download Now. In the next pop-up window click on Run and wait for the file to download. At the security warning click again on Run. In the User Account Control window click on Allow. Unselect the “..thumbnails..” box and select All Users. Then click Next on the next two windows. At the Setup window check the following boxes: BMP, GIF, JPG, JP2 and TIFF. Then click Next. At the next window uncheck both Google boxes and then keep following instructions to install IrfanView.

Free Anti-Virus Program

If you do not have an anti-virus program on your home computer, we highly recommend that you use the above procedure to download and install a free version of AVG (for home use only). Go to <http://free.grisoft.com/doc/1>. On the left side click on Download. Follow the instructions to download and install the software. Vista may display a popup(s) requesting your permission to run the program, so give it the necessary permission. If a popup appears asking whether to Run or Save, click on Run.

CAUTION — if you already have an anti-virus program on your computer, be sure to uninstall it before installing AVG.

The Firefox Browser

Proceed as follows:

1. Open Internet Explorer. In the Address bar enter www.firefox.com
2. Click on “Download Firefox – Free” and follow the instructions.
3. Follow the instructions for installing the Firefox browser program. When finished close Internet Explorer and return to the desktop.
4. You should now have a new Firefox icon on your desktop. Double click to open Firefox.
5. If Firefox does not start up with a Google home page, enter www.google.com in the Address Bar and press Enter. Then go to Tools | Options, select the General tab and click on “Use Current.” That will set your home page to Google.

Adobe Reader

To download and install the Adobe Reader program:

1. If you continue to use the Firefox browser, then click on Tools | Options and select the “Download” icon in the left pane. Set the option to Save all download files on the Desktop.
2. Go to <http://www.adobe.com/products/acrobat/readstep2.html>.
3. Uncheck the Google Toolbar option if you don't want it then click on “Download Now” and follow instructions. When finished you may be asked

to restart your computer. You should then find a new Adobe Reader Installation icon on the Desktop.

4. DO NOT run the Adobe installation program on your student computer, as we already have it installed.

Printer Drivers

The following is a typical example of downloading a printer driver from the Hewlett Packard (HP) web site.

1. Open a browser program and go to <http://www.hp.com/>.
2. Scan the HP home page, find and click on “Software and driver downloads.” It can usually be found along the right edge of the web page.
3. Enter “Deskjet 5550” as in the illustration and then click on the double chevrons (>>) to the right of text entry box.
4. The next page will present a list of the many different operating systems for which you may want a driver. This includes both Windows and MacIntosh products. Click on Windows Vista.
5. The next page presents several options for downloading driver and other software for the selected printer. However, at this stage we will terminate the exercise, so close your browser program. At home you would proceed with the download and follow installation instructions.

Uninstall Programs

For whatever reason, you may want to uninstall a program, and in this example we will uninstall the Firefox browser.

1. Make sure that the Firefox browser program is closed, then click on Start | Control Panel and under the “Programs” category select “Uninstall Programs”. (There may be a slight pause while the list is generated.)
2. Scroll down to “Mozilla Firefox,” right-click and select Uninstall.
3. Close the window.

Cleaning up an Uninstall

Sometimes the uninstall process does not completely remove every related file and folder. You can verify this as follows.

1. Open Computer and then open the Vista drive folder. Open the Program Files folder. If a message comes up indicating that these files are hidden click on the “unhide” option.
2. Scroll down the list of program folders and see if there remains one named “Mozilla Firefox.” Here may be some residual files and folders that failed to get uninstalled.
3. If the folder exists, highlight it and delete it.

You may find this with other programs that you uninstall.

Homework

- ÿ Review Lesson 4.
- ÿ Try downloading and installing a new computer program such as IrfanView or Acrobat Reader. If they already reside on your computer you might try uninstalling one of them and then reinstalling the latest version.
- ÿ Read Lesson 5.