

Intermediate Windows XP

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 Windows XP comes with a picture viewer program there are others that prove 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

Windows XP 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 file 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 any 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.

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 XP computer or upgraded to XP, and they quickly find out that their printer driver is not compatible with XP, 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 the 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. Remind your instructor to log on with the Administrator account so you can install programs. The examples used below were current at the time of writing; however, web pages often get changed or updated so you may have to adjust accordingly.

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 — make 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

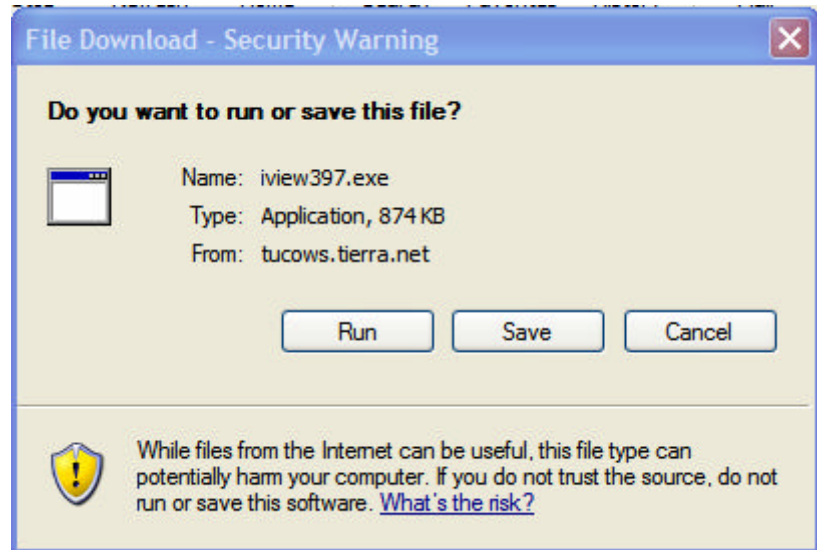
Internet Explorer and do a Google search for “IrfanView”. The first (or nearly first) result should be similar to the illustration.

Click on the link. (If the above doesn’t show up, then enter www.irfanview.com in the address bar and press Enter.) The IrfanView home page will be displayed. Find the “Download” link and click on it to display the download page. Pick a download site (the first one “Tucows” will work. Tucows is a web site that contains links to many downloadable program files.)

[IrfanView - one of the most popular viewers worldwide](#)
IrfanView ... one of the most popular viewers worldwide.
www.irfanview.com/ - 3k - [Cached](#) - [Similar pages](#)

Scroll down if necessary to the “Download now” line and click on the XP link. This will bring up the “Choose Location” page where you select a place to download from.

Scroll down to the USA section and pick TerraNet in San Diego or any other site in the U.S.A. This will bring up the File Download Security Warning. Internet Explorer has noted that you are



attempting to download an executable file (iview***.exe)¹. Such files can contain a virus or other malware, so you must be sure it is a reliable source.

NOTE: IrfanView is already installed on the classroom computers; however, if you were doing this at home you would click on Run to continue downloading and installing the program. Please click on Cancel, as we do not need to reinstall this program here.

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>. In the left hand pane click on AVG Anti-Virus Free, then scroll down to the bottom of the next page and click on Download free version. Follow the instructions to download and install the software.

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

¹ *** is the current version number.

2. Click on “Download Firefox – Free”
3. When the File Download — Security Warning window pops up, click on “Run.”
4. Follow the instructions for installing the Firefox browser program. When finished close Internet Explorer and return to the desktop.
5. You should now have a new Firefox icon on your desktop. Double click to open Firefox.
6. 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

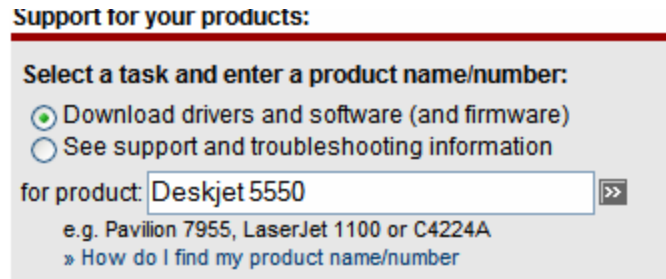
To download and install the Adobe Reader program:

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. Click on “Continue.” At the next page uncheck the Google Toolbar option if you don’t want it then click on “Download Adobe Reader.” At this point you may see a yellow band across the top of the web page with the message “To help your security ... Click here for options.” Go ahead, click and select “Download ... “. When the Security Warning dialog box pops up, click on Run then follow the installation instructions. This may take several minutes. When finished you will 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, as we already have it installed on most computers. Right-click on it and select Delete. However, if you are at your home computer you could then go to your desktop and click on the Adobe Reader icon to install the program. Once installed you can delete the installation icon.

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.”
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 XP.
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.



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 select “Add or Remove Programs”. (There may be a slight pause while the list is generated.)
2. Scroll down to “Mozilla Firefox” and click on it. Once it is selected a “Change/Remove” action button will appear in the lower right corner.
3. Click on Change/Remove and follow the instructions for removing Firefox.
4. Close the Add or Remove programs window.

Cleaning up an Uninstall

Unfortunately, it is quite common that the uninstall process does not always completely remove every related file and folder. You can verify this as follows.

1. Open My Computer and then open the C: 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 are 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.