

## **PLACE A “CREATE RESTORE POINT” ICON ON YOUR DESKTOP FOR SAFETY**

Before you begin troubleshooting a problem or installing new software, it's always a good idea to set a restore point using Windows System Restore. You will find that it's handy to create a shortcut to System Restore on your Desktop because it helps you remember to run it before you make any changes to your computer.

To add **Create Restore Point** to your Desktop:

1. From the Search Box near the left side of the Taskbar, type *Control Panel*.
2. Click on the Control Panel icon that appears at the top of the column.
3. If necessary, click on *View by: Large icons*
4. Right-click on **System**, then click on *Create shortcut*. Click yes. This action will place a shortcut on your Desktop.
5. From the Desktop, right-click on the System icon and rename it **Create Restore Point**.
6. Double-click on the newly-created Create Restore Point icon.
7. From the left column, click on *System Protection*.
8. Click on the *Create* button.
9. Briefly describe your restore point. The date and time will be automatically affixed to the about-to-be-created restore point.
10. Finally, click on **Create** and a restore point will be automatically created.
11. Now you can install your software with confidence that if things go awry, you can go back to a time when things were working.