

Chapter 16

Windows Accessories Menu—Computer Tune Up, Recovery and Security

Key Terms

Disk Cleanup is a Windows program that allows you to remove unnecessary files for various Windows areas.

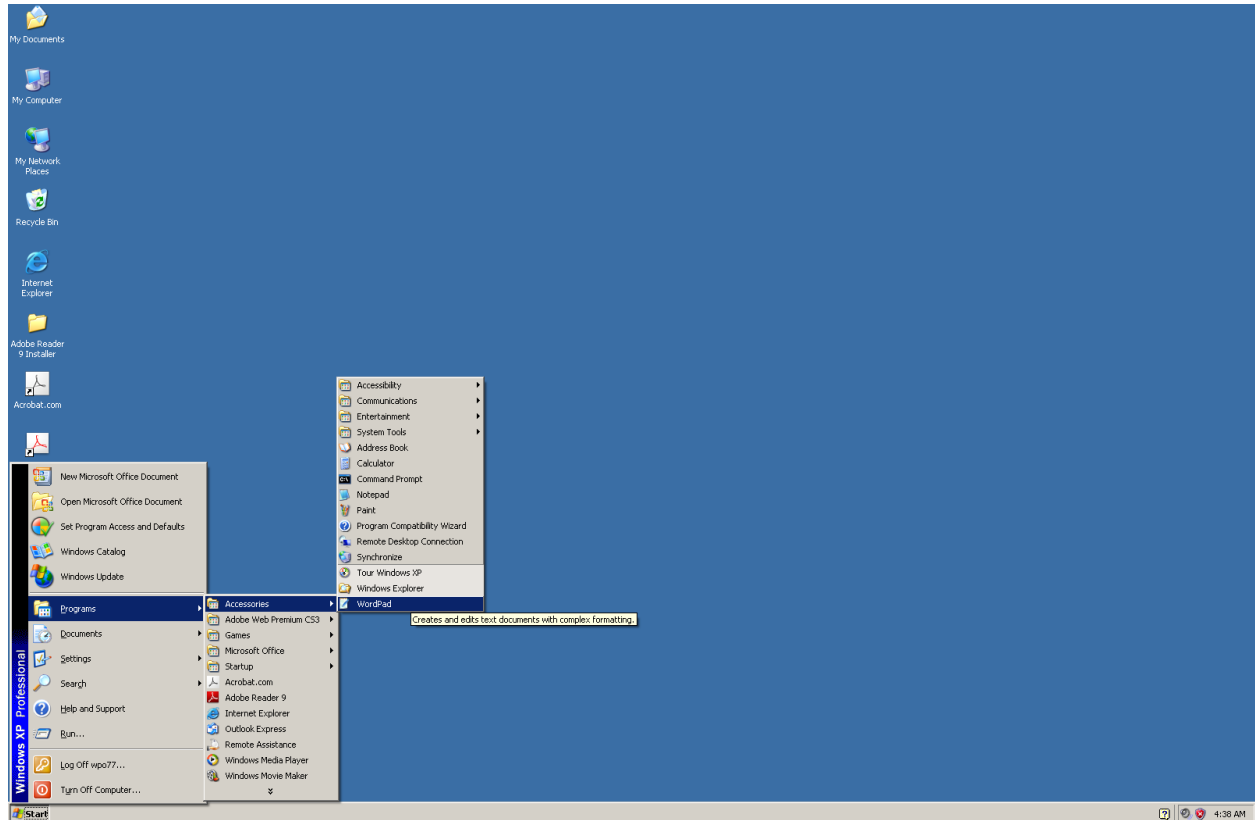
Disk Defragmenter is a Windows program that takes files that are out of order on the hard drive, puts them in order, making the hard drive run faster.

System Information Gives you information about what kind of computer and operating system you have. It tells about how you are connected to the internet. There are sub areas that tell about your computer hardware, memory, and many other items.

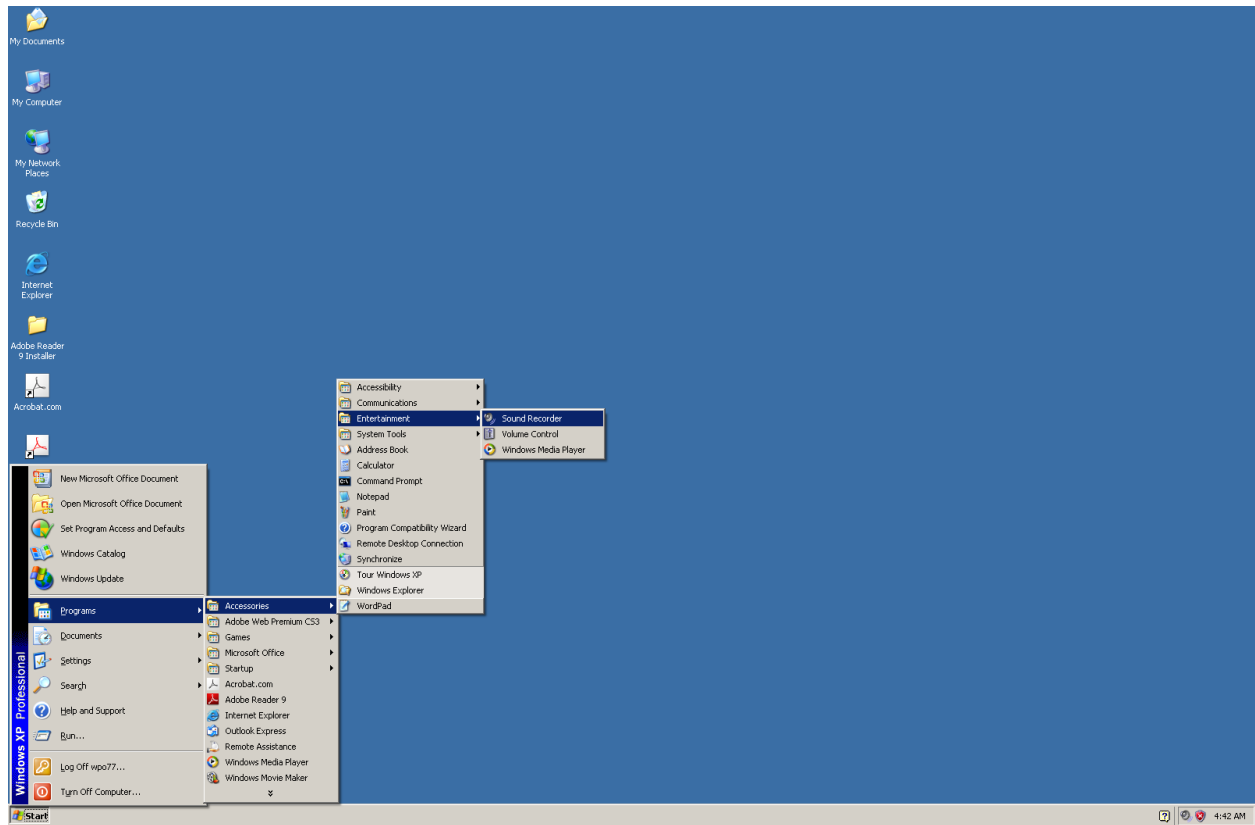
System Restore allows you to create a “Restore Point” for your computer. This is valuable because there may be times when you install a program and your computer does not correctly work, and you cannot fix it by uninstalling the program. System Restore lets you take your computer back to an earlier “Restore Point” that you created, thereby restoring your computer to a working condition.

Windows XP Accessories Menu

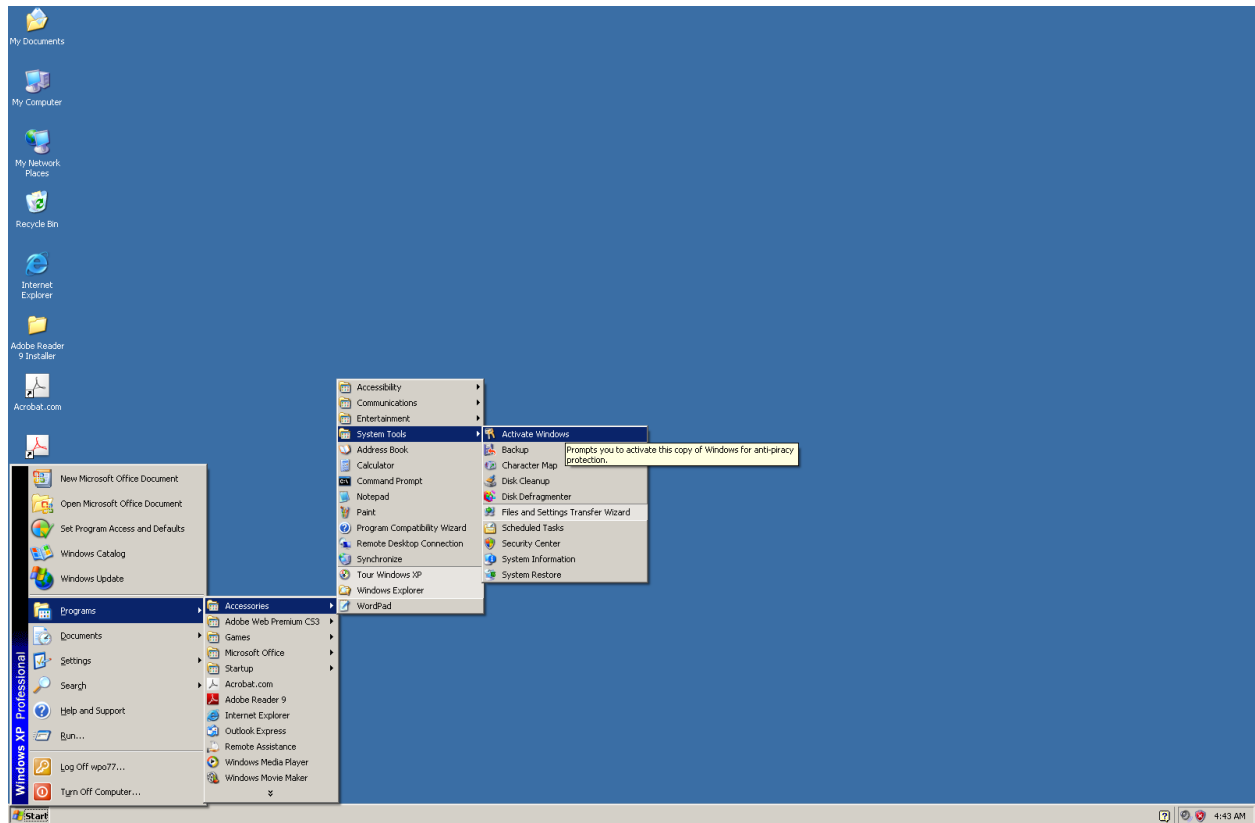
If you are using Windows XP, you can go to the Accessories menu by tapping the Windows (Start) Key one time, tapping the letter “p” for “Programs,” right arrow one time, tap the letter “a” until you hear or see “Accessories,” and then tap the right arrow key one time. You will be able to down arrow through this menu to hear items such as “Notepad, WordPad and Calculator.” You will hear sub menus for items such as “Entertainment, Communications and System Tools.”



Down arrow to the “Entertainment” sub menu and tap the right arrow key one time.
Down arrow and you will hear or see “Sound Recorder, Volume Control and Windows Media Player.



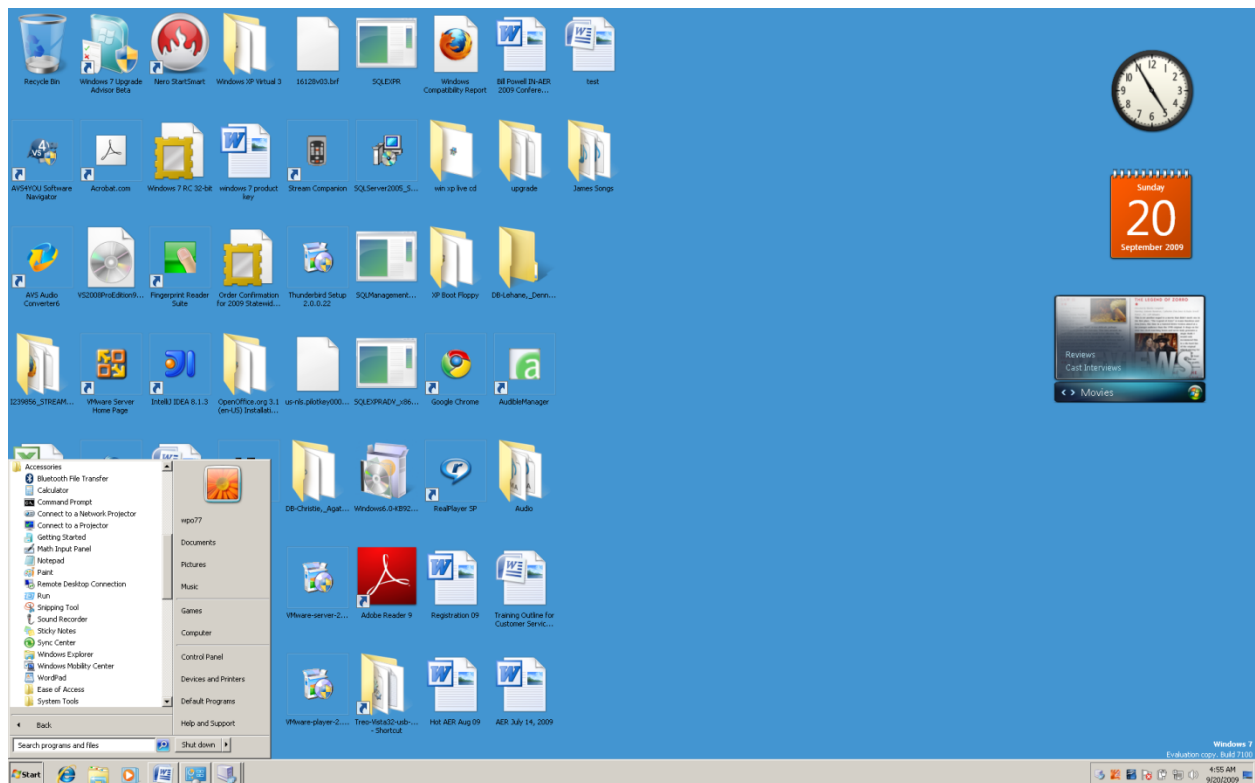
Tap the left arrow one time to close the “Entertainment” sub menu, down arrow one time to the “System Tools” sub menu and tap the right arrow key one time to open it. Down arrow and you will hear or see menu items such as “Disk Cleanup, Disk Defragmenter, System Information and System Restore.” There are a number of other items on the “System Tools” sub menu that are not covered in this book.



Tap the left arrow key one time and then down arrow to hear “Accessories” menu items such as “WordPad, Notepad, Paint, Calculator Windows Explorer (Windows File Explorer).”

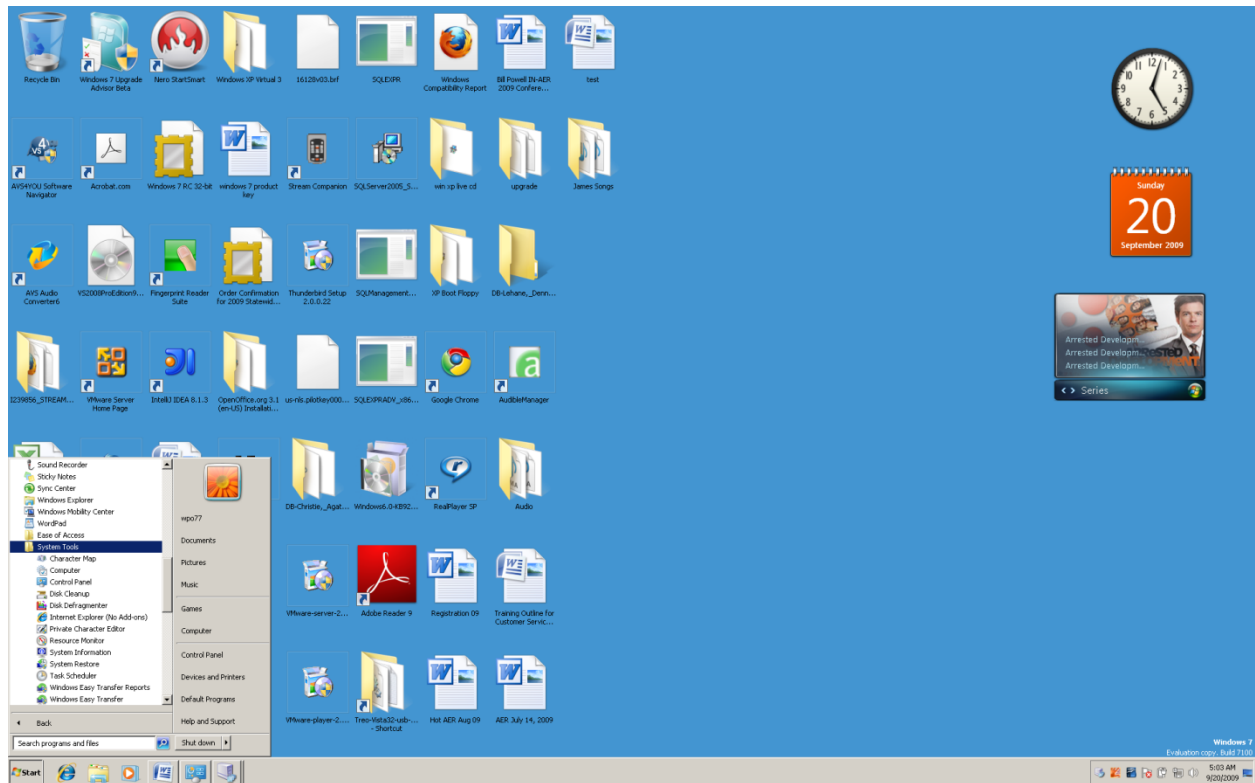
Windows 7 Accessories Menu

If you are using Windows 7 tap the Windows (Start) Key one time. Up arrow one time. Down arrow a few times and then tap the letter “a” until you hear or see “Accessories.” Tap the right arrow key one time and the Windows 7 “Accessories” menu will appear. This menu has many of the same items that are found in the Windows XP “Accessories” menu, with the addition of a few new items.



One difference between the two versions of the “Accessories” menu is that in Windows XP the sub menus are at the top, while in Windows 7 the sub menus are at the bottom of the Accessories menu. The other difference is the “System Tools” is the only sub menu item that is in both Windows XP and in Windows 7. Items such as the “Sound Recorder” are not in an “Entertainment” sub menu in Windows 7—they are in the main “Accessories” menu. You will need to use your down and up arrow keys to explore the Accessories menu.

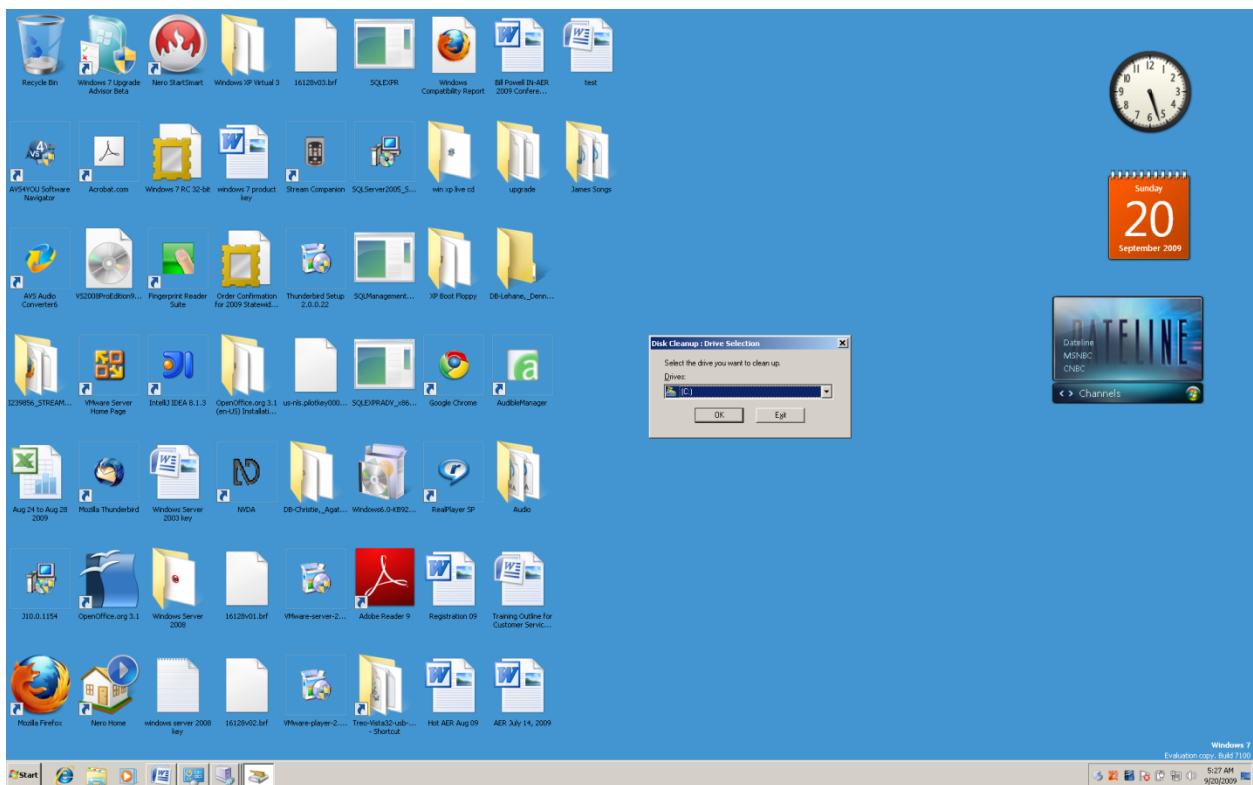
In the “System Tools” sub menu you will find items such as “Disk Cleanup, Disk Defragmenter, Control Panel, Computer (Windows File Explorer), System Information and System Restore.”



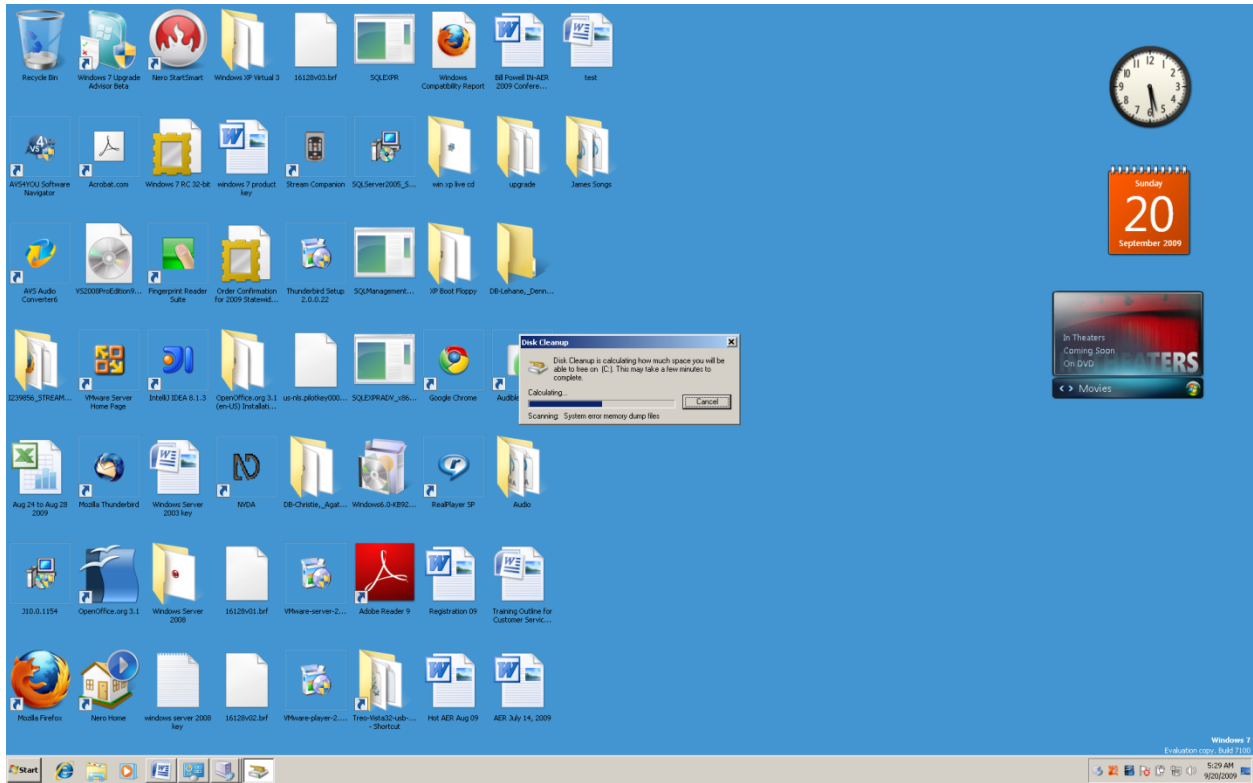
Left arrow one time and then use your up arrow to hear or see main “Accessories” items such as “Notepad, WordPad, Calculator,” and many others.

Disk Cleanup

As you use your computer items such as deleted files, parts of deleted files, internet related items, memory dump files and other types of things can begin to slow down your computer. Windows has a method for deleting all of these kinds of files. Go into the Accessories menu, then into the System Tools sub menu. Down arrow to “Disk Cleanup,” and tap the Enter Key one time. The Disk Cleanup acts much the same in Windows XP and Windows 7. The first thing you will be asked to do is select the drive you want to clean. We will arrow to “C” and tap the Enter Key one time. Tap until you hear or see “(C:).” We will clean drive C. If you want a different drive use your down or up arrow key to find that drive.

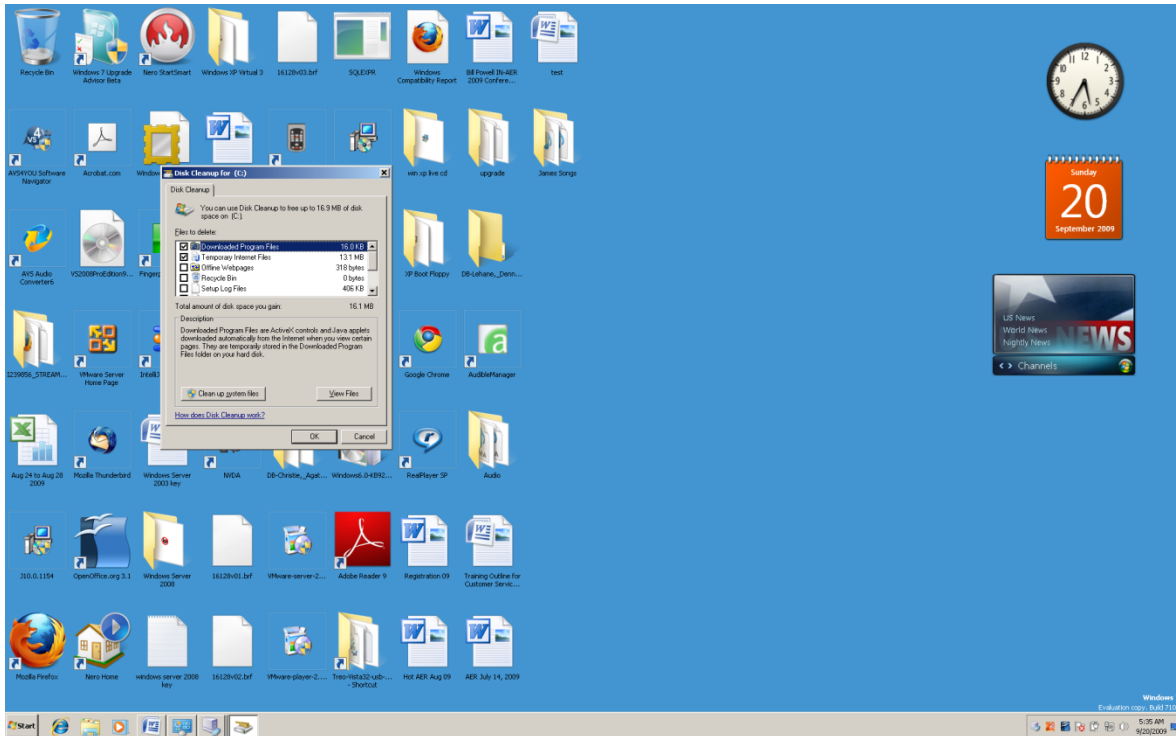


Tap the Enter Key one time and you will hear or see a box that indicates it is look at the files on your computer.

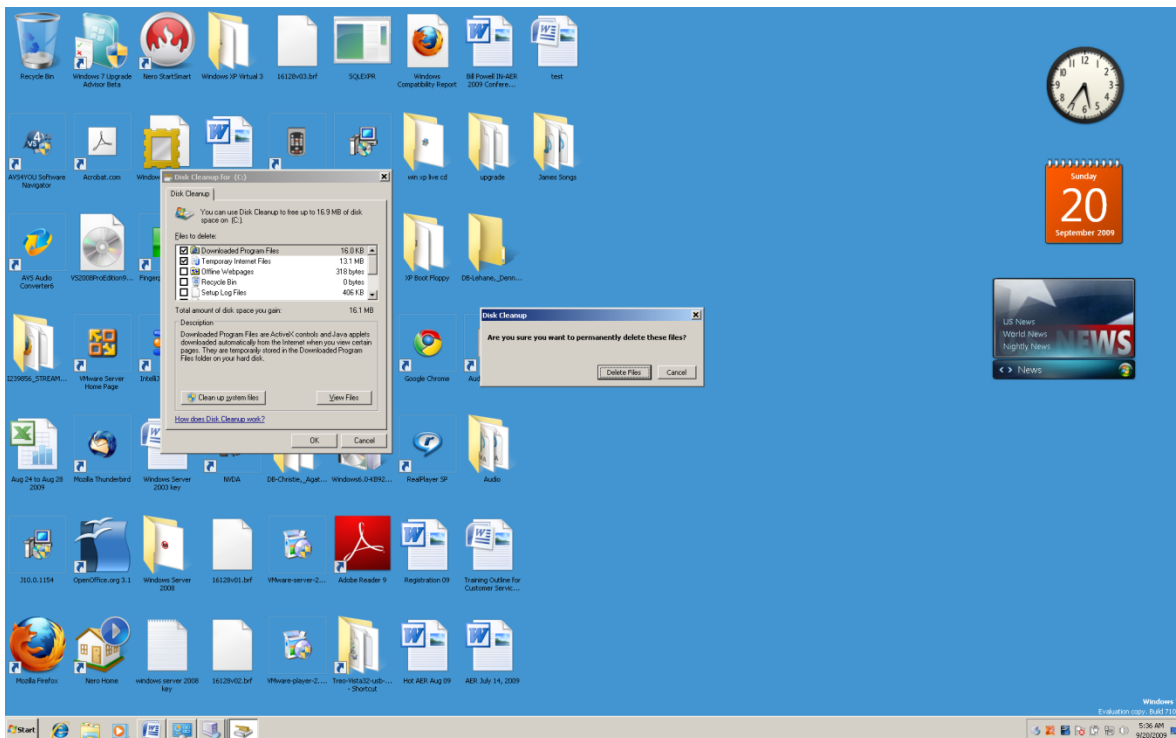


When Disk Cleanup has finished search your computer you will see a dialogue box called “Disk Cleanup” for the drive you selected. Use your down arrow key to go through the items in this combo box, using your spacebar to either check or on check the boxes for cleaning different types and areas of Windows Files. For example, there are items such as “Download Program Files, Temporary Internet Files, Offline Web Pages, Recycle Bin, Setup Log Files, Temporary Files, Thumbnails and System Archived Windows Error Reporting” checkboxes.

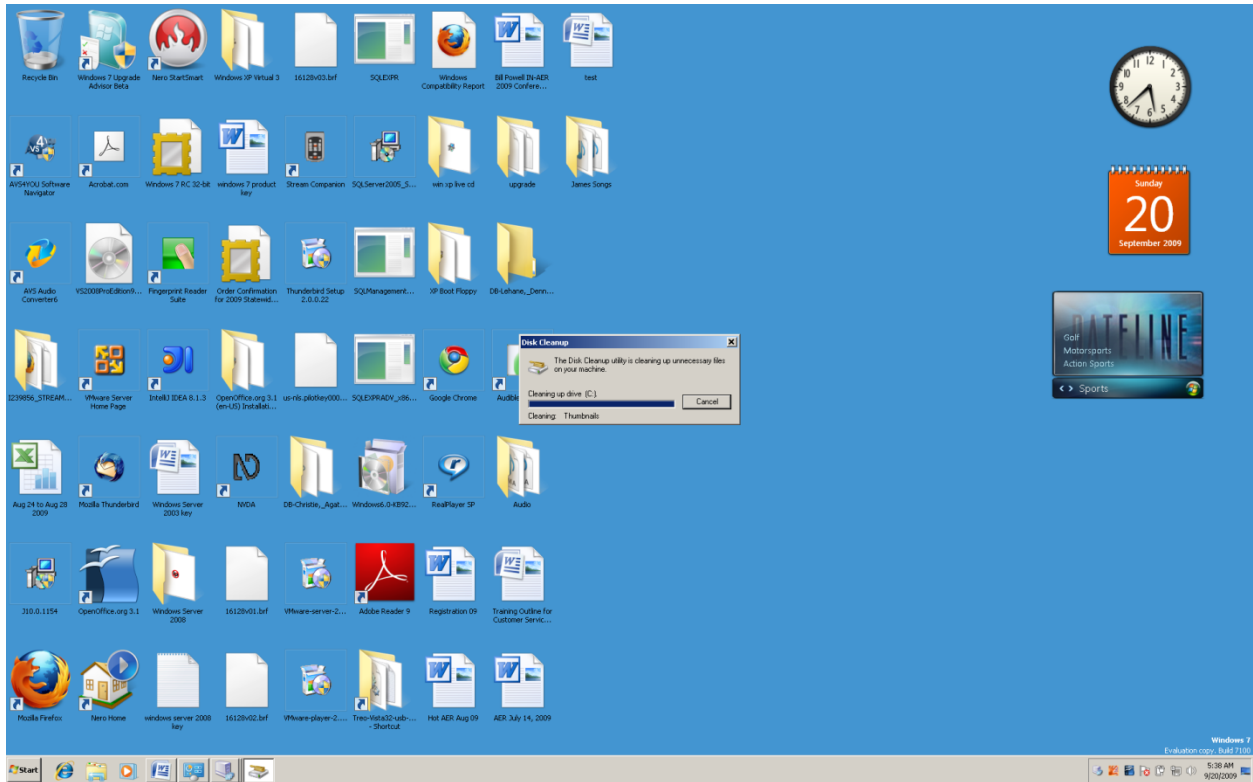
Check or uncheck the boxes you want and then tap the Enter Key one time.



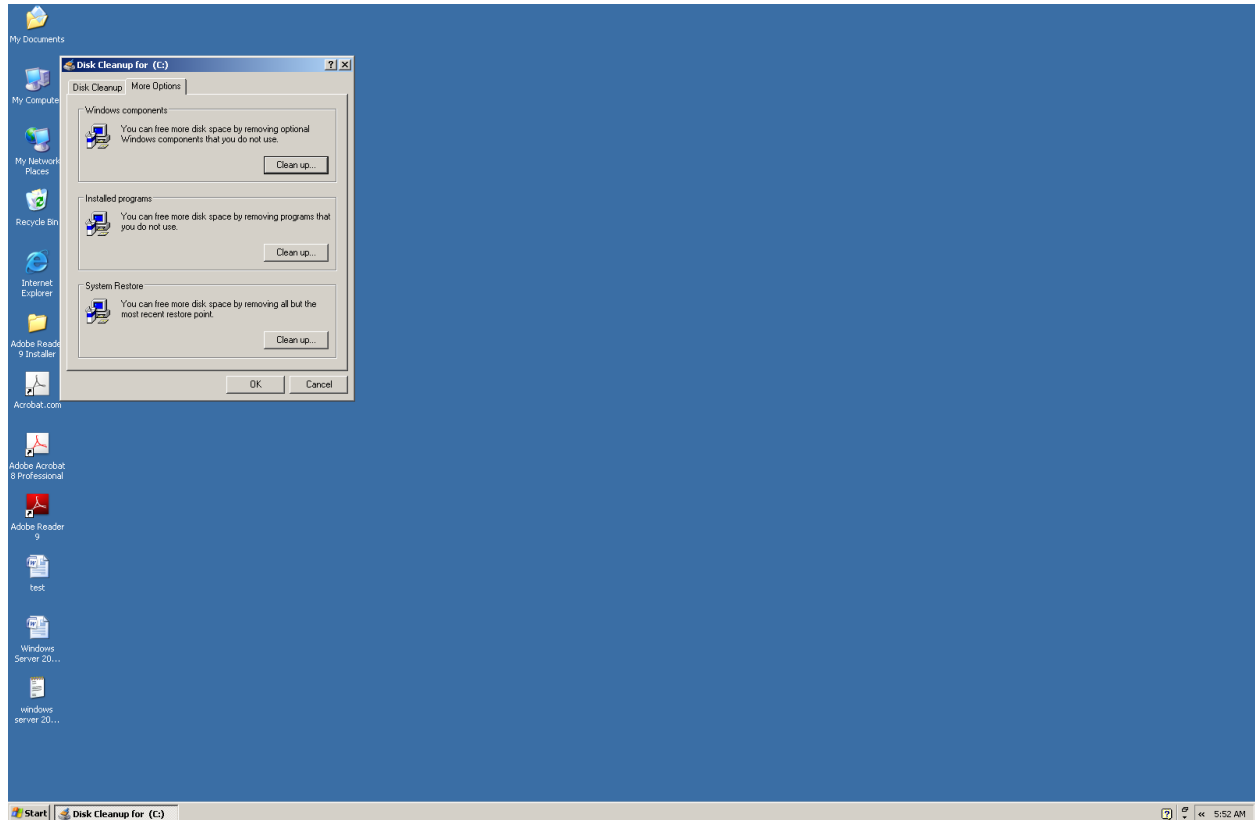
A dialogue type box will come up and ask if you really want to delete these files. Tap the Enter Key one time to delete the files, or tap the Escape Key one time to cancel.



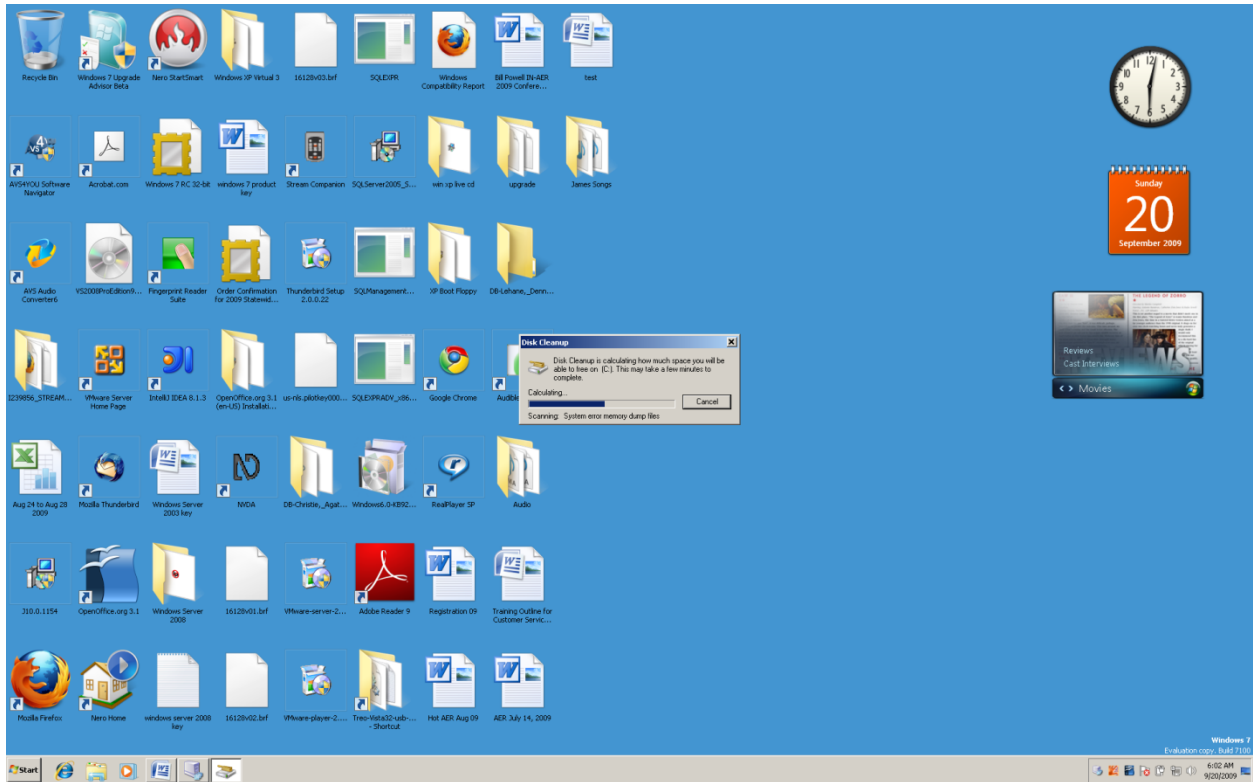
If you tap the Enter Key to delete the files a box will come up and tell you that files are being deleted. If you have never deleted files before on your computer, this may take up to an hour to complete. If you delete often, the deletion will occur in a matter of minutes. Once the file delete is complete you will be returned to your Windows Desktop.



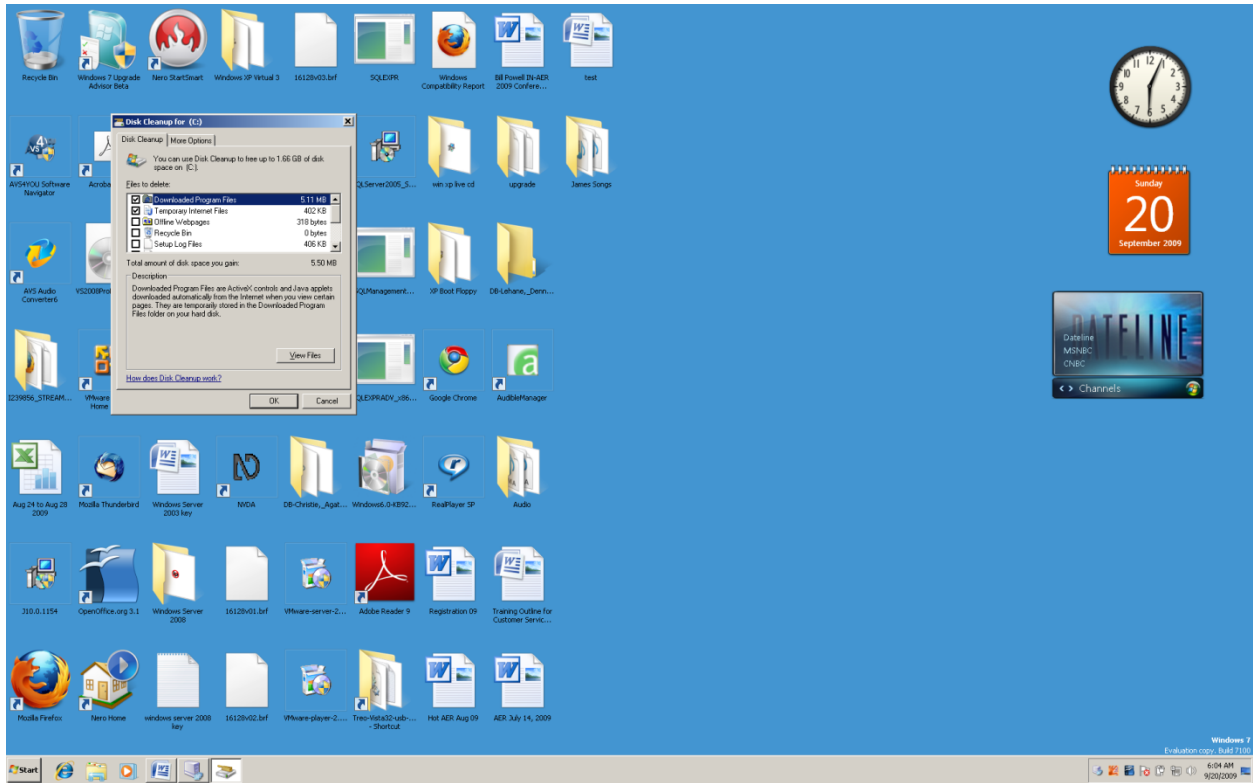
There is one major difference between the Windows XP Disk Cleanup and the Windows 7 Disk Cleanup. In Windows XP there are two tabbed panels in the Disk Cleanup dialogue box. The second panel has buttons for deleting Windows Components, Installed programs, and System Restore. Press and hold down the Shift Key and tap the Tab Key one time to go to the “Disk Cleanup” tab. Tap the right arrow one time to go to this second panel called “More Options.” **If you click on the delete System Restore button all restore points except the most recent will be deleted—for beginning Windows users this is not a good idea.**



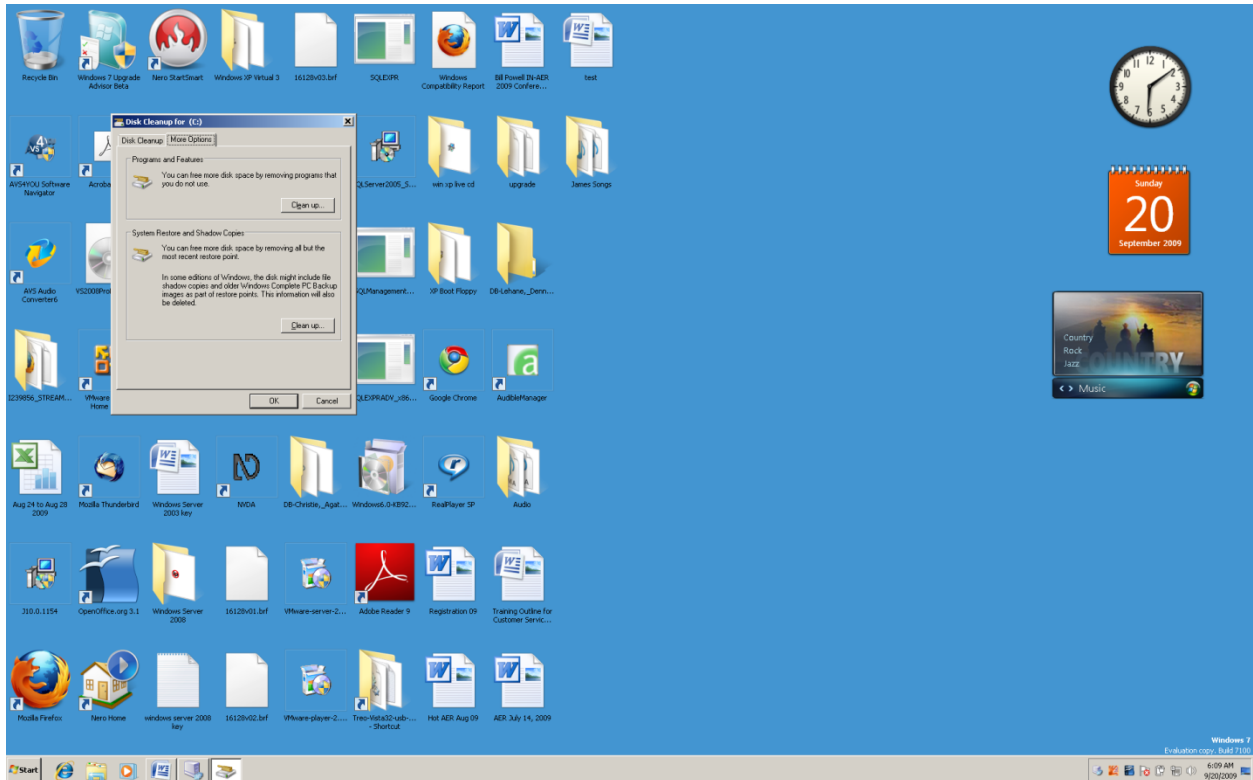
In the Windows 7 Disk Cleanup dialogue box there is only one panel. There is a button that is not on the Windows XP Disk Cleanup dialogue box. It is called “Clean up system files.” From the list where you tap the spacebar to check and uncheck items, tap the Tab Key one time to get to this button. If you tab the Enter Key on this button a “Disk Cleanup Drive Selection” dialogue box will come up. Tab until you hear a drive name, down or up arrow to select the drive, and then tap the Enter Key one time. A box will appear and you will hear or see that your computer is being searched for these system files.



After the search for the system files is complete a Disk Cleanup box will appear that looks very much like the Windows XP Disk Cleanup dialogue box.



If you tap the Enter Key at this point the system files the search found will be deleted. If you press the Shift Tab key combination you will hear or see the first of two tabbed panels, called “Disk Cleanup.” Right arrow one time and you will hear or see the “More Options” tabbed panel. There are only two buttons on this panel. The first button is “Clean up Programs and Features,” and the second button is called “Clean up System Restore and Shadow Copies.” The second button will delete all but the last restore point, and will delete the “Backup” copies in the older restore points—for beginners it is not a good idea to use this second button.



In Windows Vista or Windows 7 you can tap the Windows (Start) key one time, type the word “Disk,” down arrow until you hear “Disk Cleanup,” and then tap the Enter Key one time to open this program.

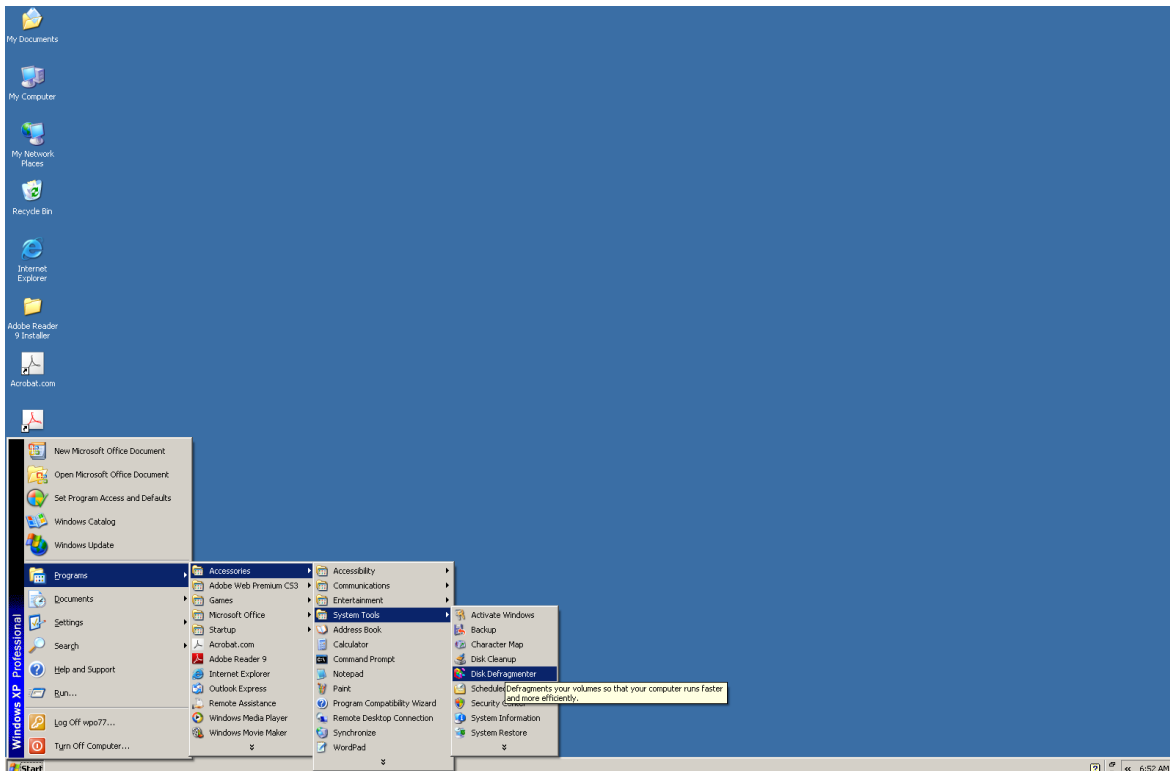
Disk Defragmentation “Defrag”

Your computer will become slower over time as you use programs, delete files, add new programs, and delete programs. Imagine the speed of your computer when you first used it. The hard drive had all of its programs in order and compacted together. As you use your computer programs become fragmented on the hard drive. There are large gaps of space between many of these fragments, and many items are no longer in order. The hard drive has to spin and search a lot more when it is fragmented. Disk Defragmentation “Defrag” takes out the empty spaces and puts all of the programs and files in order. The hard drive has much less work to do, and takes much less time to run its programs. You will notice after you “Defrag” your hard drive that your computer will operate much faster, similar to the time when you first used it.

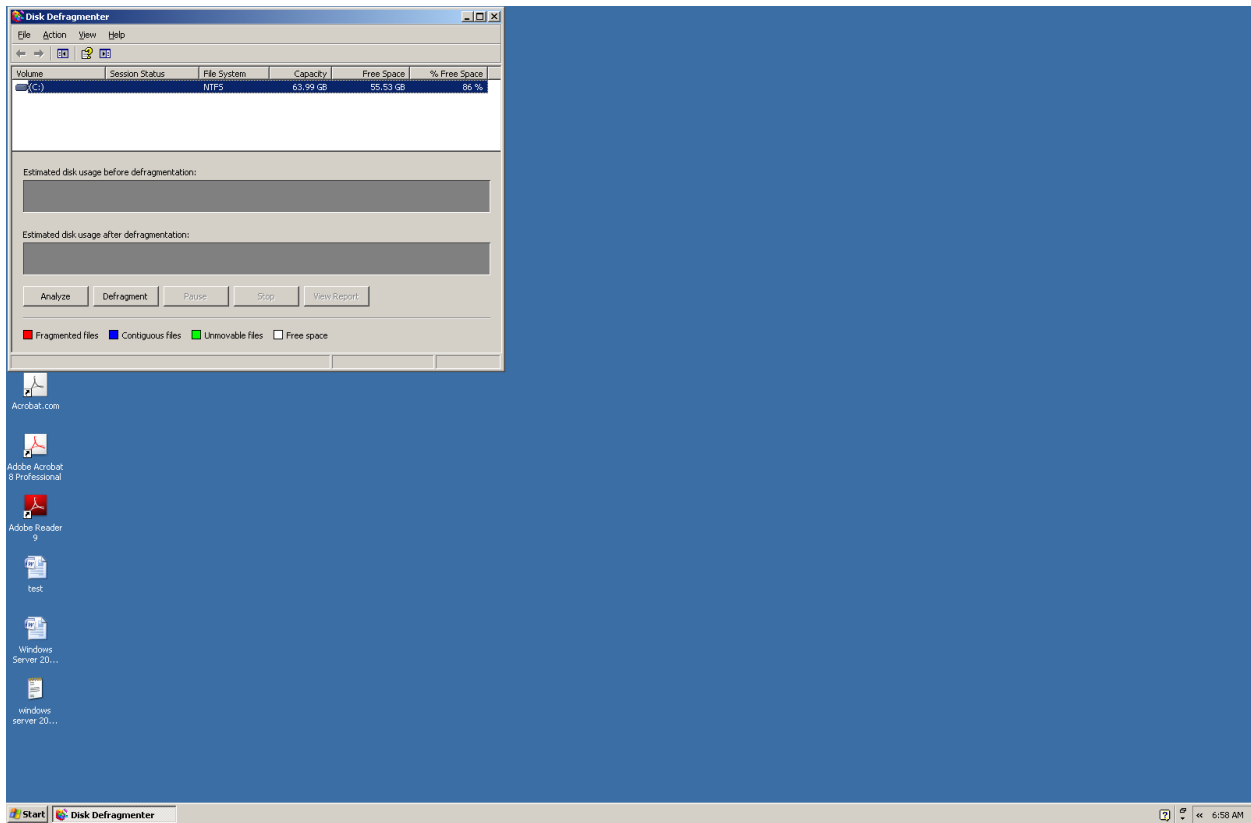
If you are using a “Solid State” drive, such as those found on “Netbooks,” do not use “Disk Defragment.” Solid is a drive that is completely memory based, with no moveable parts—therefore, it does not spin.

Disk Defragmentation “Defrag” in Windows XP

To go to the “Defrag” program, tap the Windows (Start) Key one time. Tap the letter p to go to “Programs.” Tap the Enter Key one time. Down arrow to, or tap the letter “a” to go to the “Accessories” sub menu. Tap Enter one time, or right arrow to open “Accessories.” Down arrow to, or tap the letter “s” to go to the sub menu called “System Tools.” Tap Enter one time, or right arrow to open the “System Tools” sub menu. Down arrow to, or tap the letter “d” until you hear or see “Disk Defragmenter.”

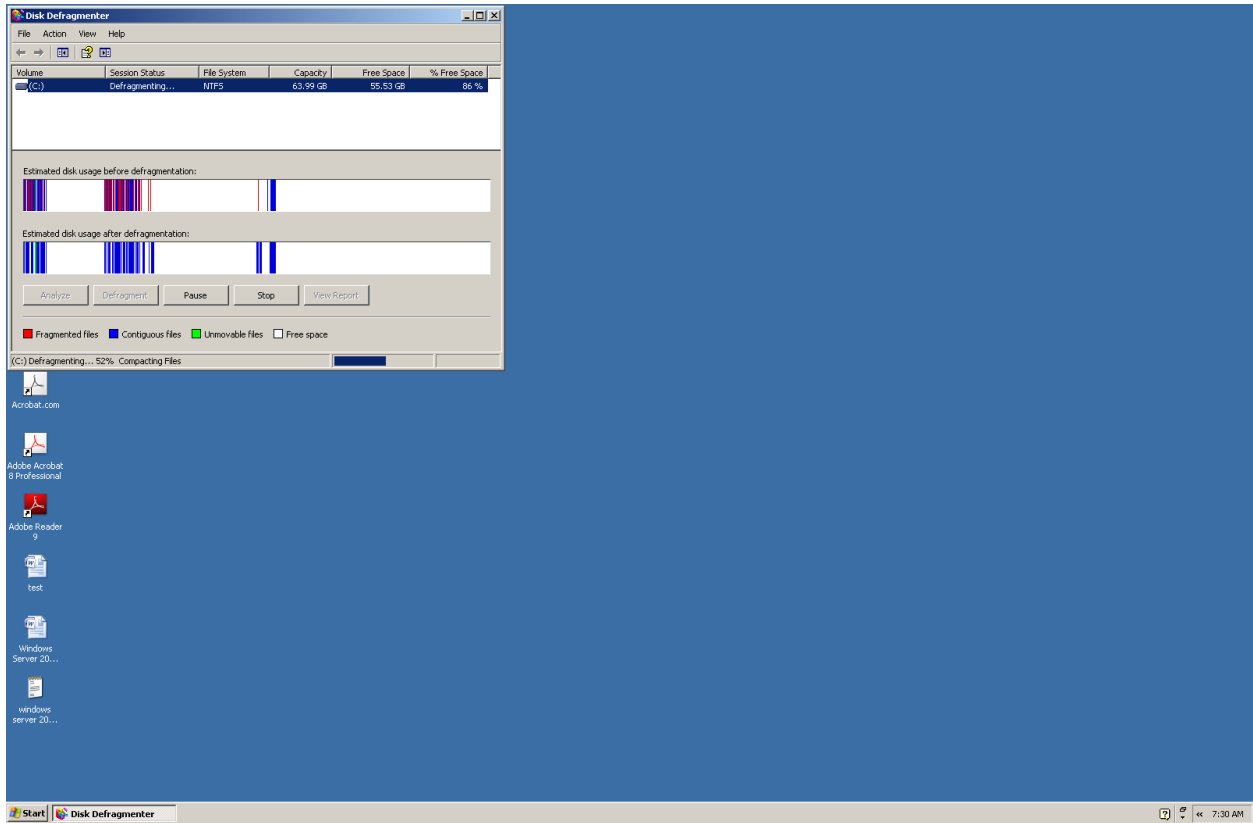


Tap the Enter Key one time and the “Disk Defragmenter” dialogue box will come up.

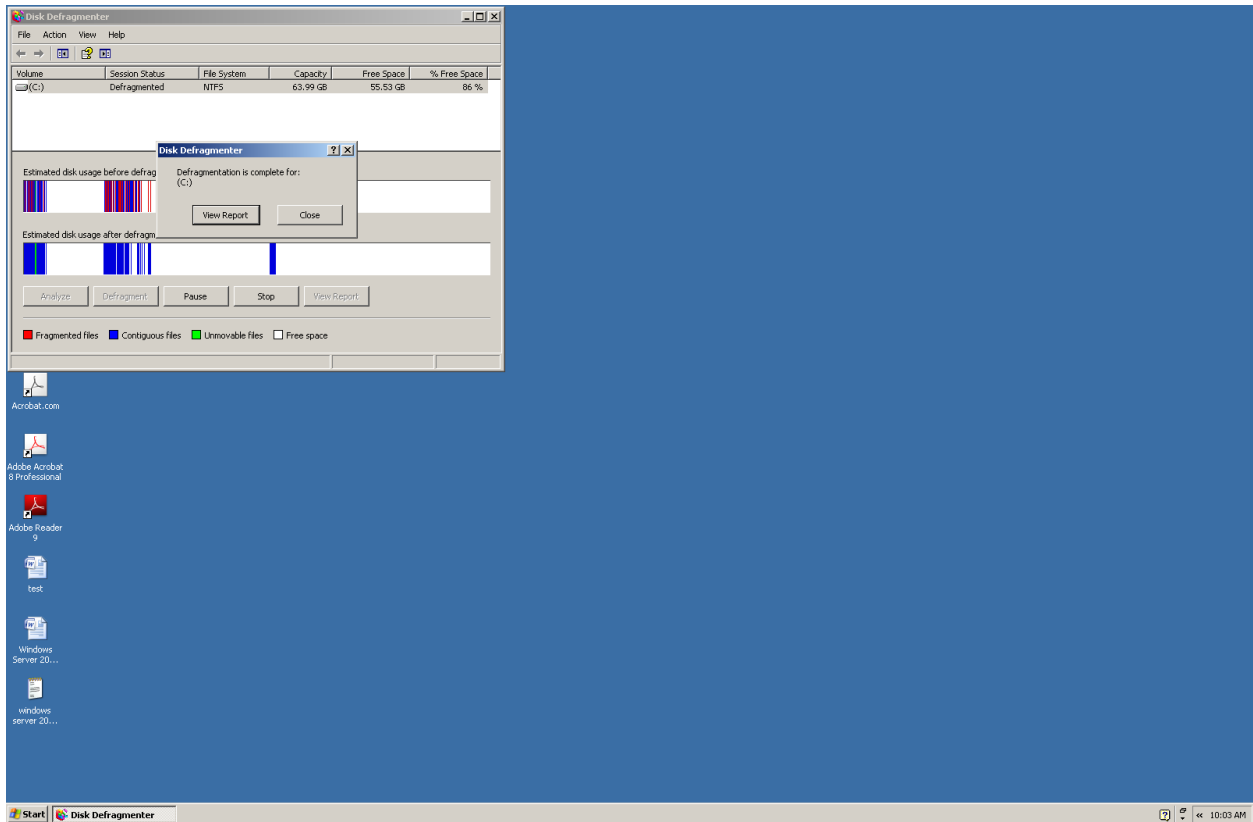


Press and hold down the Shift Key and tap the Tab Key one time. You will be in a list of the drives on your computer. If you have a hard drive and no external drives connected to your computer, you will hear or see “C” and information about what type of drive it is, and its size.

If you have more than one drive, arrow to the drive you wish to defragment. Tap the Tab Key until you hear the button called “Defragment,” and tap the Enter Key one time. Your computer will analyze the drive and then begin to “Defrag” it.

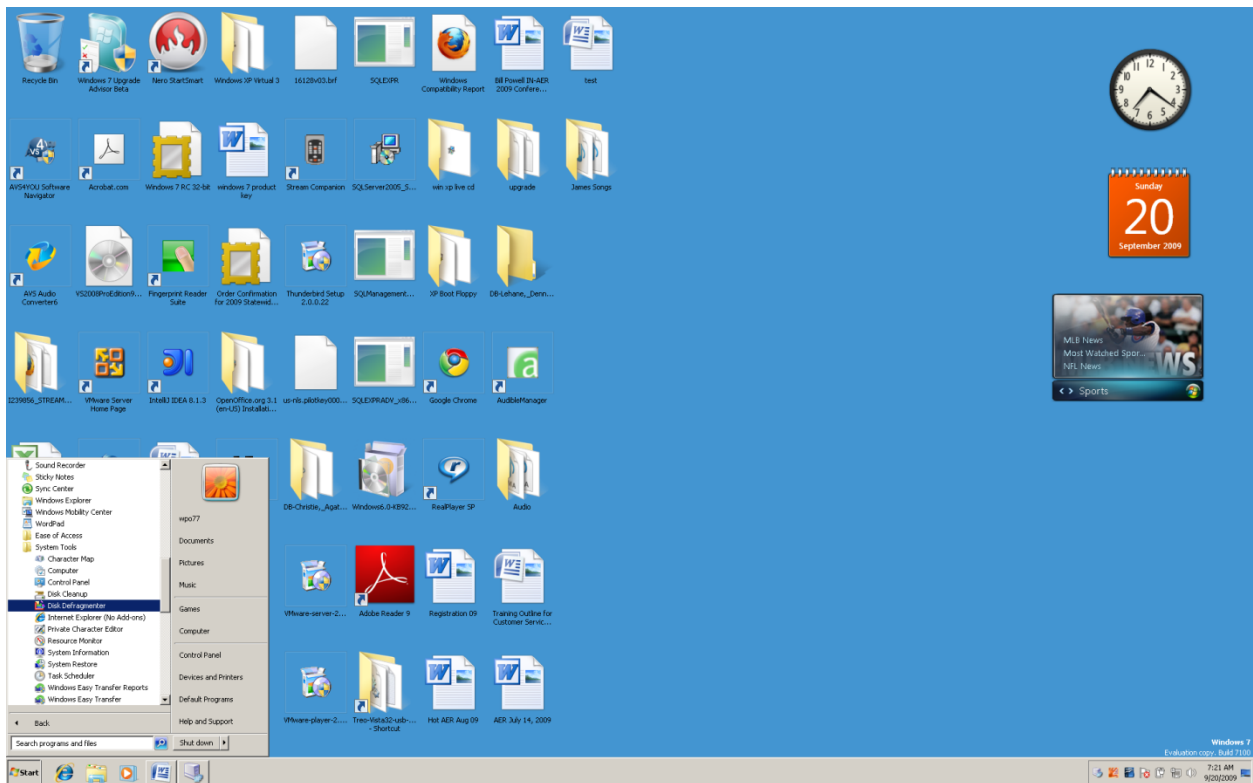


When your hard drive is finished being defragmented a dialogue box will come up and tell you that the “Defrag” is complete, and show three buttons. These buttons are “Show Report, Defragment, and Close.” Unless you want to see the report concerning the defragmentation, tab to the “Close” button and tap the Enter Key one time.

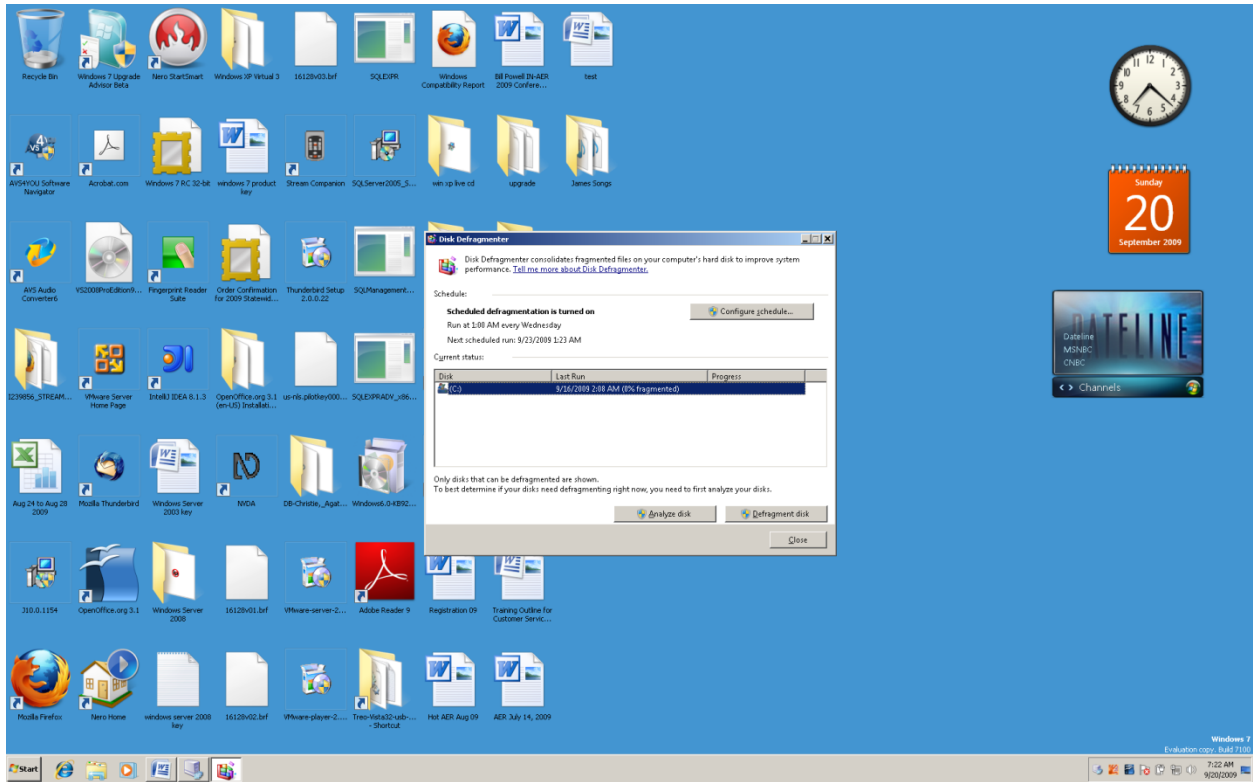


Disk Defragmentation “Defrag” in Windows 7

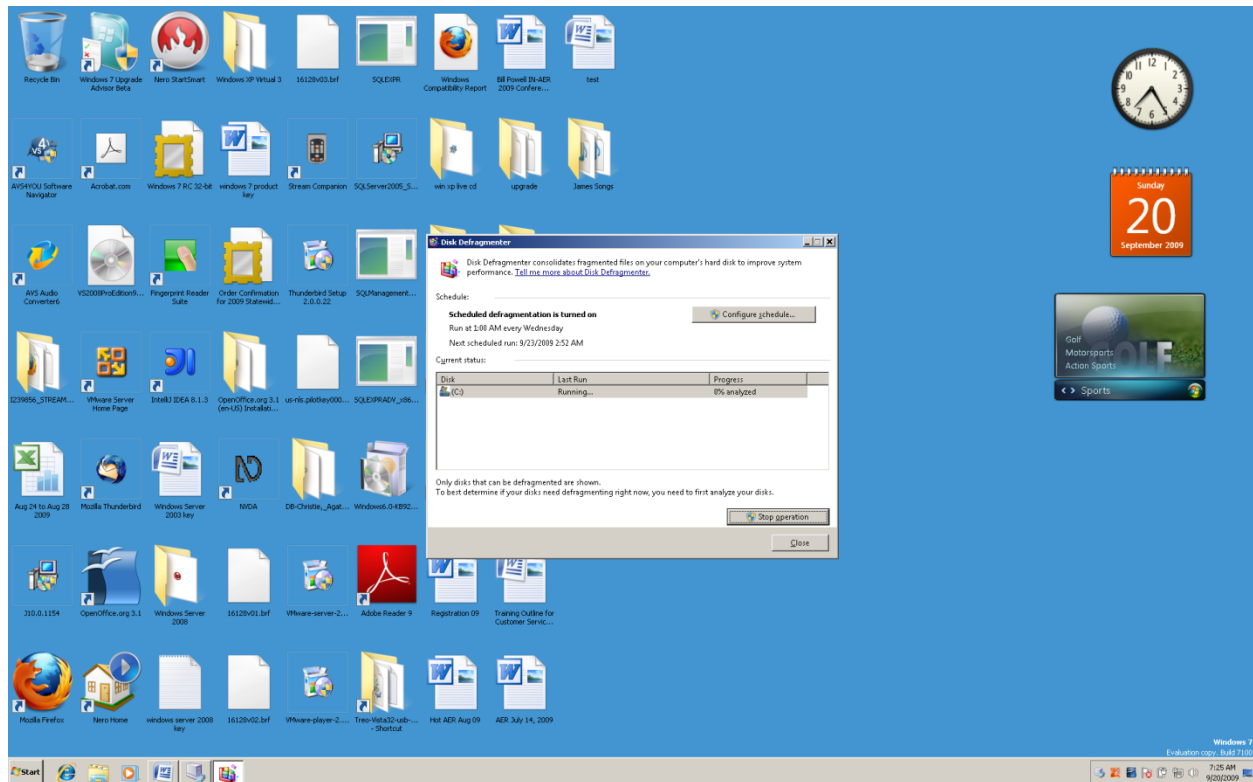
To defragment your hard drive in Windows 7, tap the Windows (Start) Key one time. Down arrow a few times and then tap the letter “a” until you hear or see the “Accessories” sub menu. Right arrow one time and then down arrow to, or tap the letter “s” until you hear the “System Tools” sub menu. Right arrow one time. Down arrow to, or tap the letter “d” until you hear “Disk Defragmenter.”



Tap the Enter Key one time and the “Disk Defragmenter” dialogue will come up.



You will be placed on the “Defragment disk” button. Press and hold down the Shift Key and tap the Tab Key two times. The first drive on your computer will be highlighted. This will probably be the C (hard drive) of your computer. Tab until you hear or see the “Defragment disk” button again and then tap the Enter Key one time. You will hear or see a dialogue box that tells you the Disk Defragmenter is running.



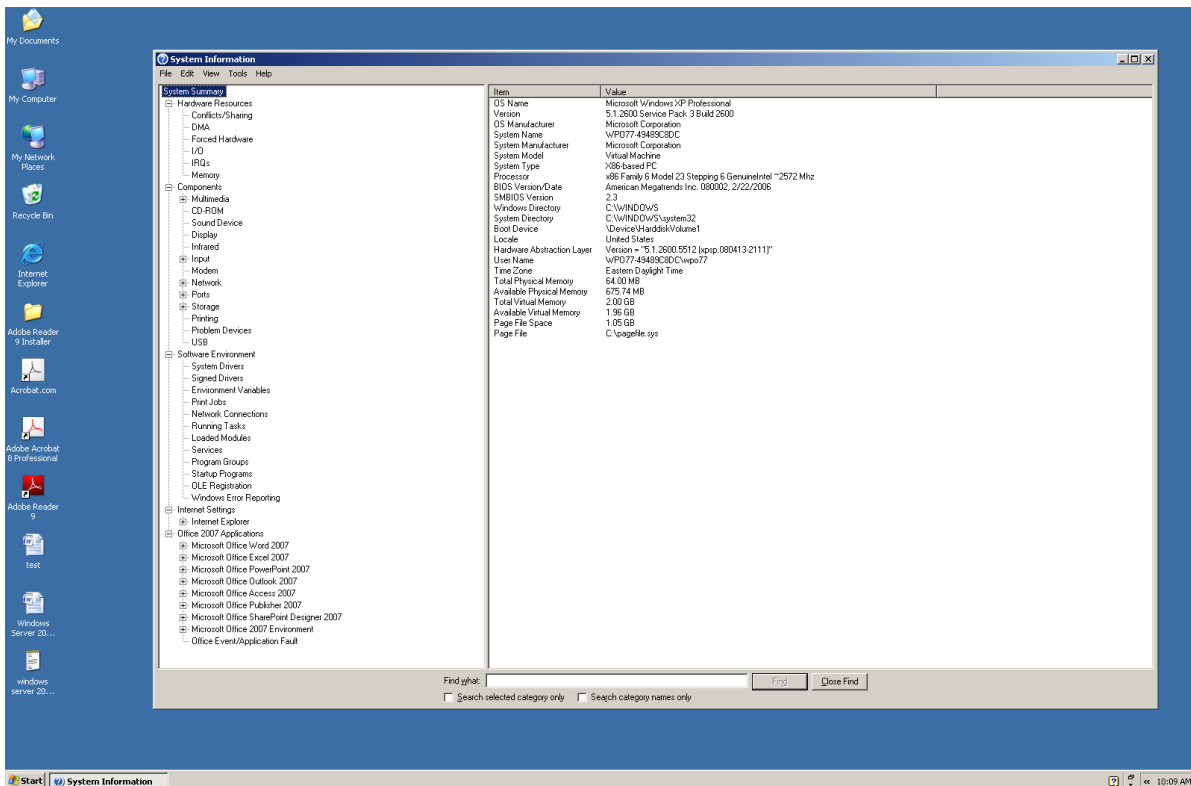
If you are running Windows Vista or Windows 7 you can tap the Windows (Start) Key, type the word “Disk,” down arrow to “Disk Defragmenter” and tap the Enter Key one time to start the Windows “Defrag” program.

System Information

There will be times that you need to know certain pieces of information about your computer. The more you use your computer, and the more advanced you become, will determine the level of information that you may need to access. You can access the most basic part that tells what kind of computer you are using, and what operating system (OS) you are using, through the more advanced hardware and connections type items.

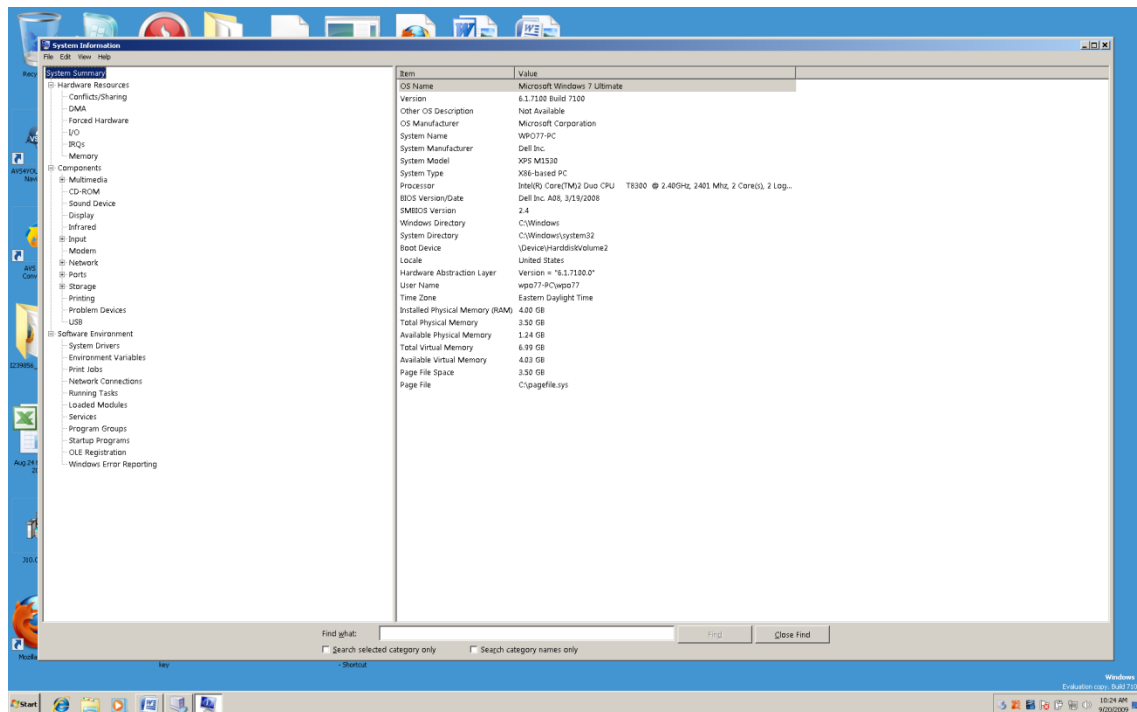
System Information Windows XP

If you are using Windows XP, tap the Windows (Start) Key one time. Tap the letter “p” to go to the “Programs” menu item. Tap the Enter Key one time to open the “Programs” menu. Tap the letter “a” until you hear “Accessories.” Tap the Enter Key one time. Down arrow to “System Tools,” or tap the letter “s” until you hear or see “System Tools,” and then tap the Enter Key one time. Down arrow to “System Information,” or tap the letter “s” until you hear or see “System Information,” and then tap the Enter Key one time. A screen will come up that act a lot like Windows File Explorer. On the left side is a general “System Summary.” Below the “System Summary” are very specific areas that you can go to in order to check information for that area. On the System Summary tap the Tab Key one time and then begin tapping the down arrow key. You will hear or see items such as the name of the operating system you are using, the type of computer you are using, time zone, RAM, and many other items. Press and hold down the Shift Key and tap the Tab Key one time to go back into the area where you can down arrow to hear or see information concerning very specific parts of your computer. Each area will be in a closed state, therefore you will need to tap the right arrow one time to open an area, and then down arrow to hear the information in that area.



System Information Windows 7

If you are using Windows Vista or Windows 7, tap the Windows (Start) Key one time. Tap the up arrow to the “Programs” menu item. Down arrow a few times and then tap the letter “a” until you hear or see the “Accessories” menu item. Tap the right arrow key one time, and then down arrow, or tap the letter “s” until you hear or see the “System Tools” menu item. Tap the right arrow one time. Down arrow, or tap the letter “s” until you hear or see the “System Information” menu item. Tap the Enter Key one time and the System Information Window will open. A screen will come up that act a lot like Windows File Explorer. On the left side is a general “System Summary.” Below the “System Summary” are very specific areas that you can go to in order to check information for that area. On the System Summary tap the Tab Key one time and then begin tapping the down arrow key. You will hear or see items such as the name of the operating system you are using, the type of computer you are using, time zone, RAM, and many other items. Press and hold down the Shift Key and tap the Tab Key one time to go back into the area where you can down arrow to hear or see information concerning very specific parts of your computer. Each area will be in a closed state, therefore you will need to tap the right arrow one time to open an area, and then down arrow to hear the information in that area.



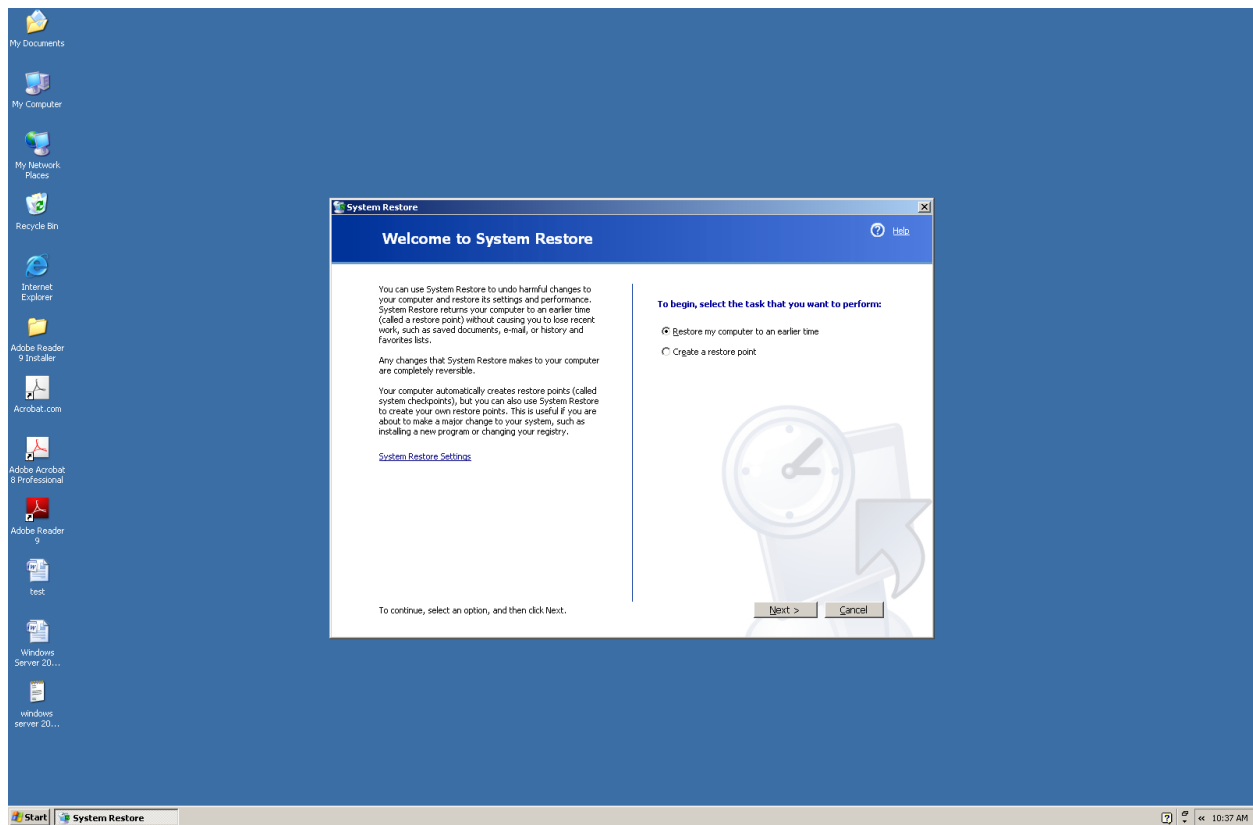
Another way to open “System Information in Windows Vista and Windows 7 is to tap the Windows (Start) Key one time. Type “system information” (without the quotes), down arrow until you hear or see “System Information,” and then tap the Enter Key one time.

System Restore

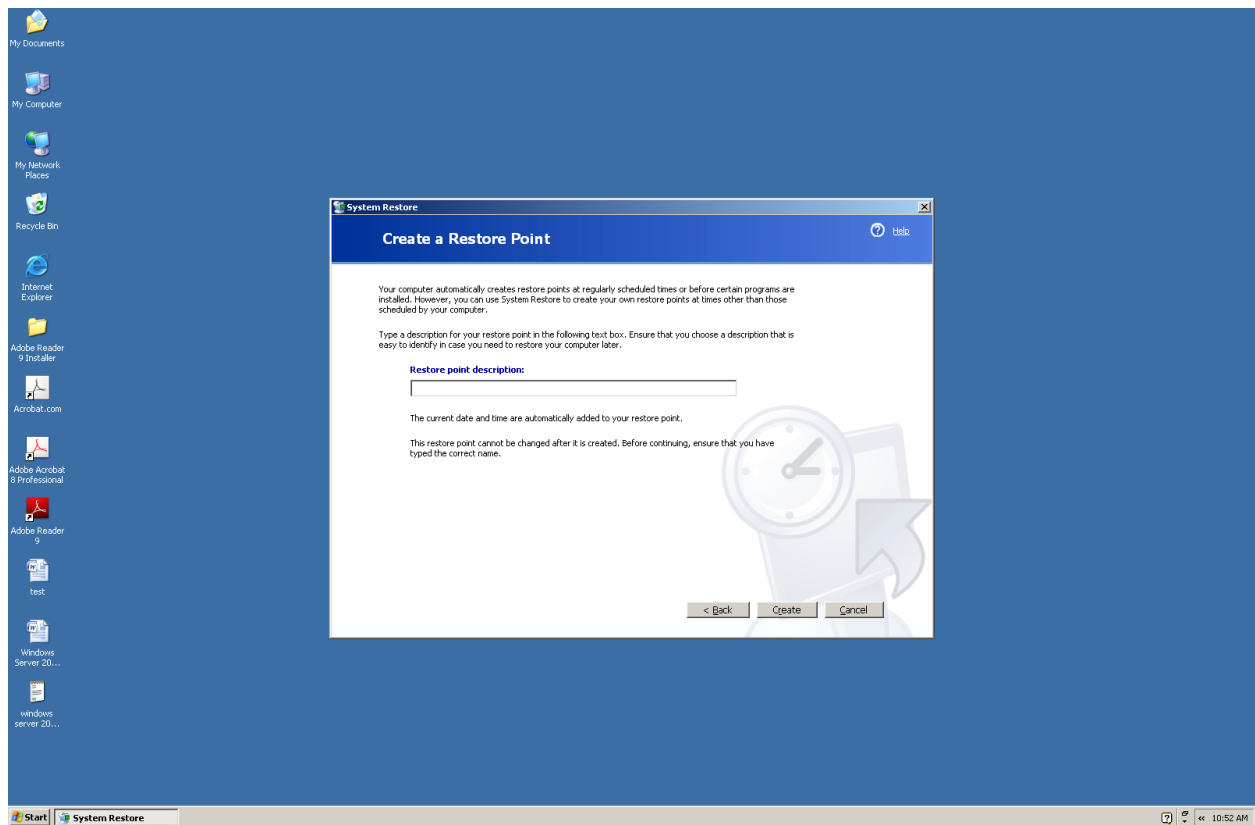
After you have installed your operating system, motherboard drivers, and adaptive program (i.e. screenreader or screen enlarger), you want to create a system save point. If your computer mal functions when you later add another program, you will be able to restore it to this point and resume normal operation without having to reload Windows and reinstall your adaptive program. This is also why you **do not** want to use the advanced Disk Cleaner option that deletes all restore points except the most recent one.

System Restore in Windows XP

If you are using Windows XP, tap the Windows (Start) Key one time. Tap the down arrow or the letter “p” until you hear or see “Programs.” Tap the Enter Key one time. Down arrow to or tap the letter “a” until you hear or see the “Accessories” sub menu item. Tap the Enter Key one time. Down arrow to or tap the letter “s” until you hear or see the “System Tools” menu item. Tap the Enter Key one time. Down arrow to or tap the letter “s” until you hear or see the “System Restore” menu item. Tap the Enter Key one time and the first screen of “System Restore” will come up. There are two radio button items, two buttons (“Next and Cancel”), and one link.

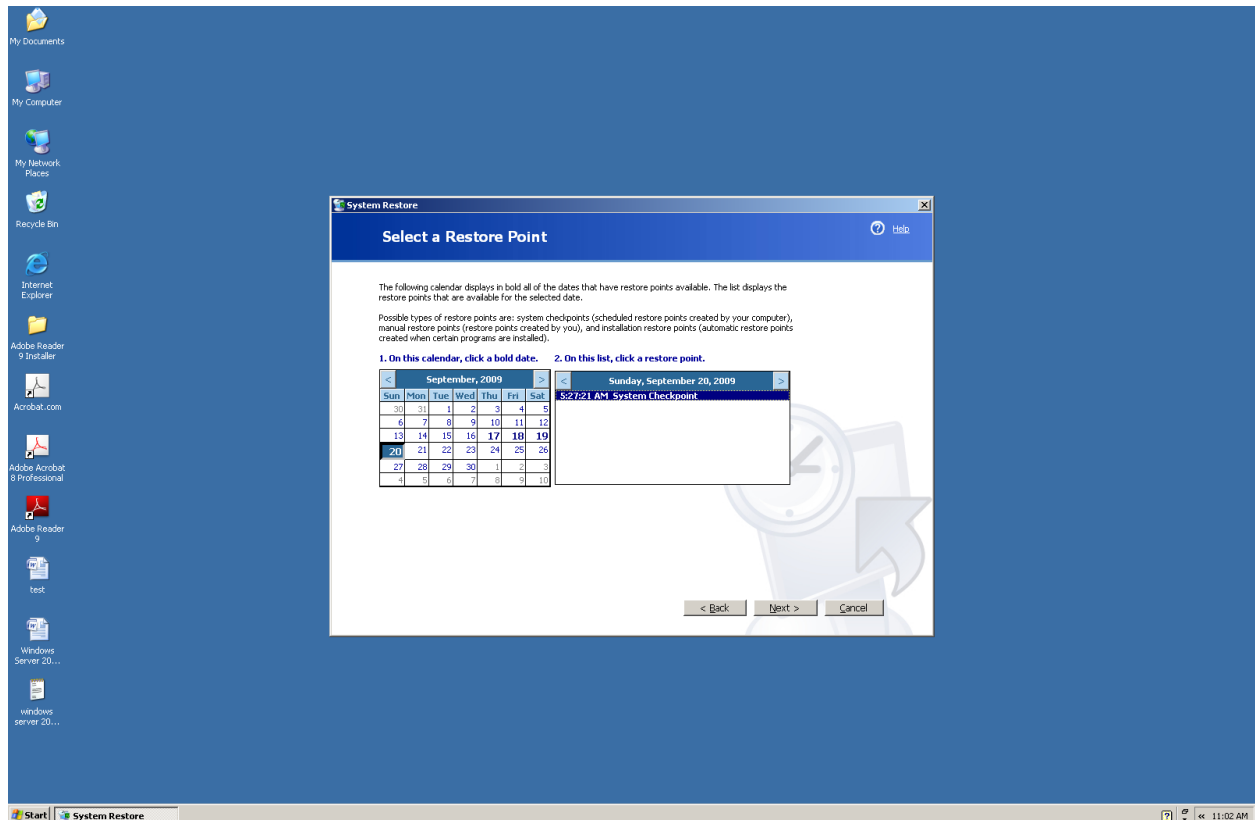


Tap the Tab Key until you hear “Restore my computer to an earlier time.” Down arrow one time and you will hear the “Create a restore point” radio button. Tap the Enter Key one time and a screen will come up and you will be in a form field where you need to type a description of the “Restore Point.” This can be something as basic as “Installation of Windows Office on April 9, 2010.” Make this description something you can easily understand in terms of what you have done to your computer to cause the need for a restore point. You might have a description that says “JAWS Installation,” or “ZoomText Installation.” There are three buttons on this screen. They are “Back, Create and Cancel.” If you are ready to create the restore point tap to the “Create” button and tap either the spacebar or the Enter Key one time.

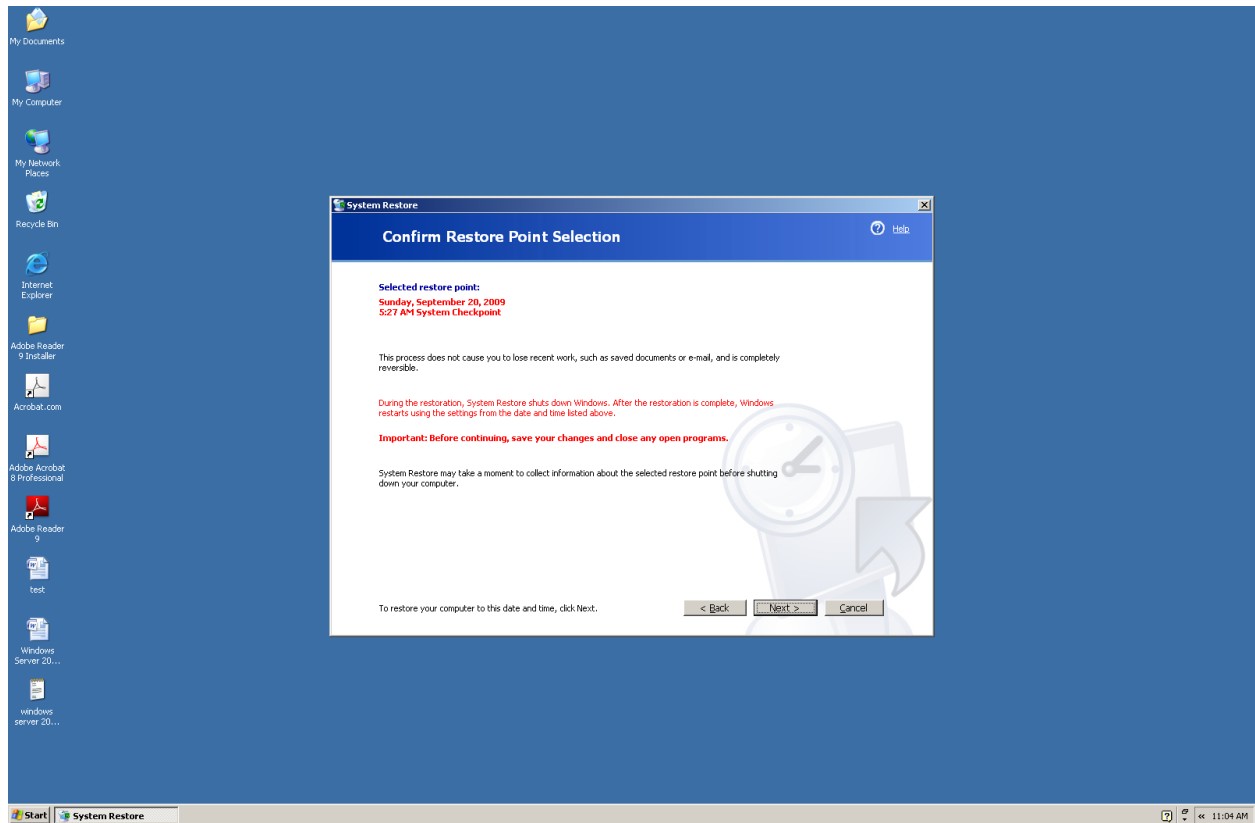


There will be a screen that comes up and lets you know that information from your computer or system is being gathered. This process will take some time. The computer will need to reboot during this process. At the end a screen will come up and say the process is complete.

If you have installed a program on your Windows XP computer and are having problems, go back to the “System Tools” menu, and start the “System Restore” program. Tab to the “Restore my computer to an earlier time,” and then tap to the “Next” button and tap either the spacebar or the Enter Key one time. Tab until you hear a number (if you are going to restore to a calendar day), or tab further to hear the name of a system restore point.



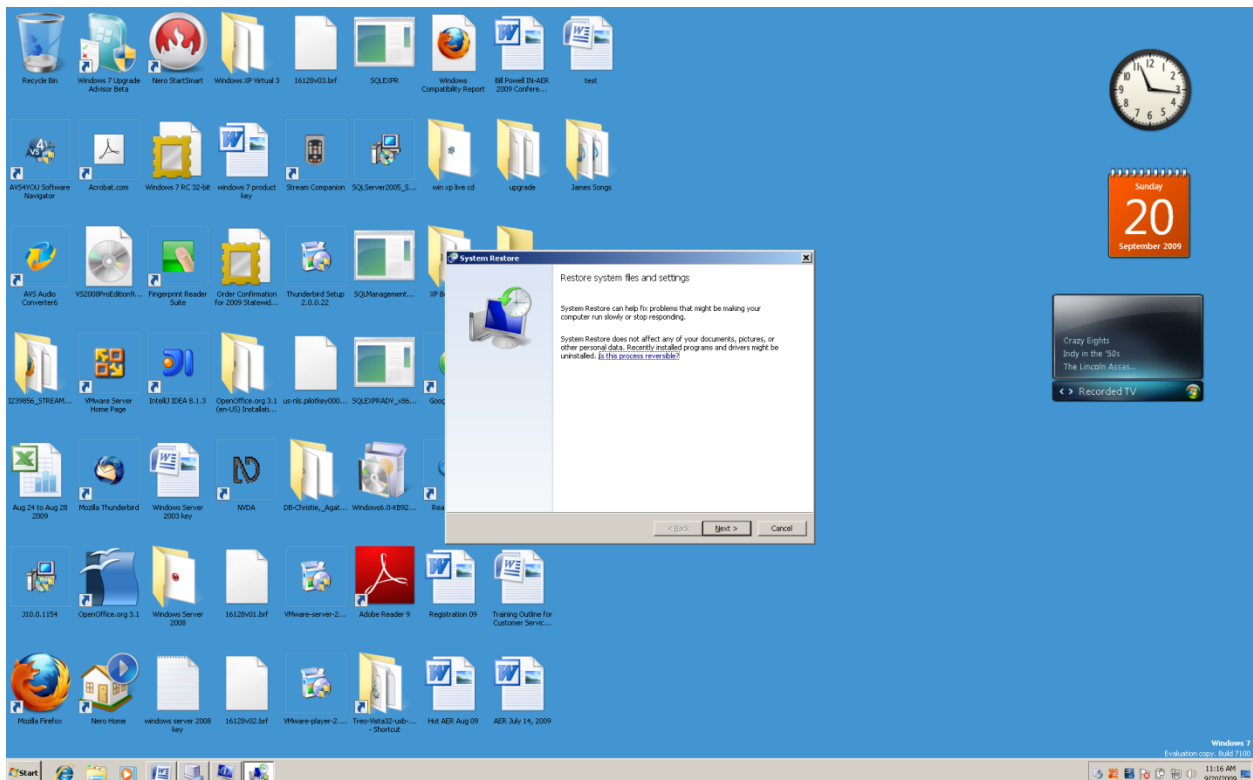
Down arrow to the system point you want to use and then tab to the “Next” button and tap either the spacebar or the Enter Key one time. A screen will come up and tell you many things, including the name of the selected restore point, the date of the restore point, and will advise you to close all running programs. It will also tell you that the computer will restart during this process and that it will take some time to gather information.



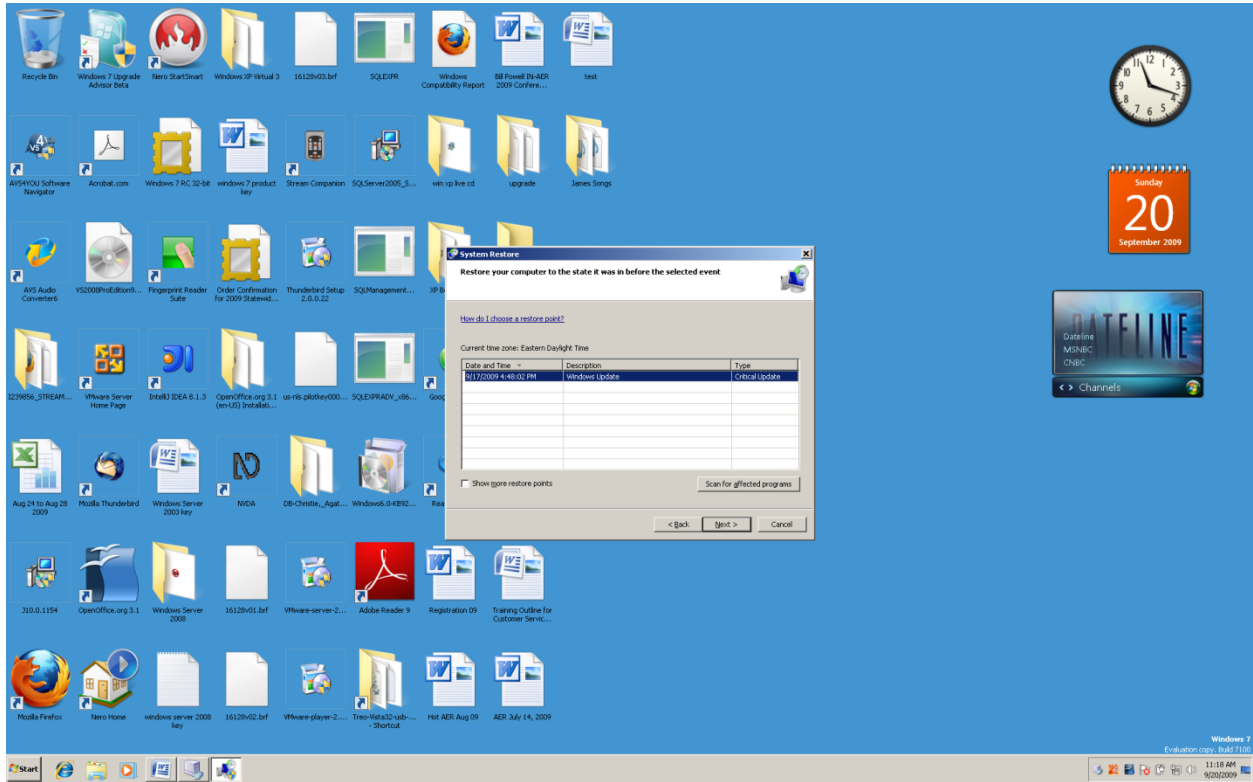
When your computer has restarted a screen will come up and ask if you want to keep these changes. If you indicate you do want to keep the restoration the program will finish and Windows will operate the way it did when you first created this restore point. If you decided not to keep the changes the program will reverse itself, remove what it just did, and restart. Your Windows will act as if you did not try to restore it to an earlier time.

System Restore in Windows 7

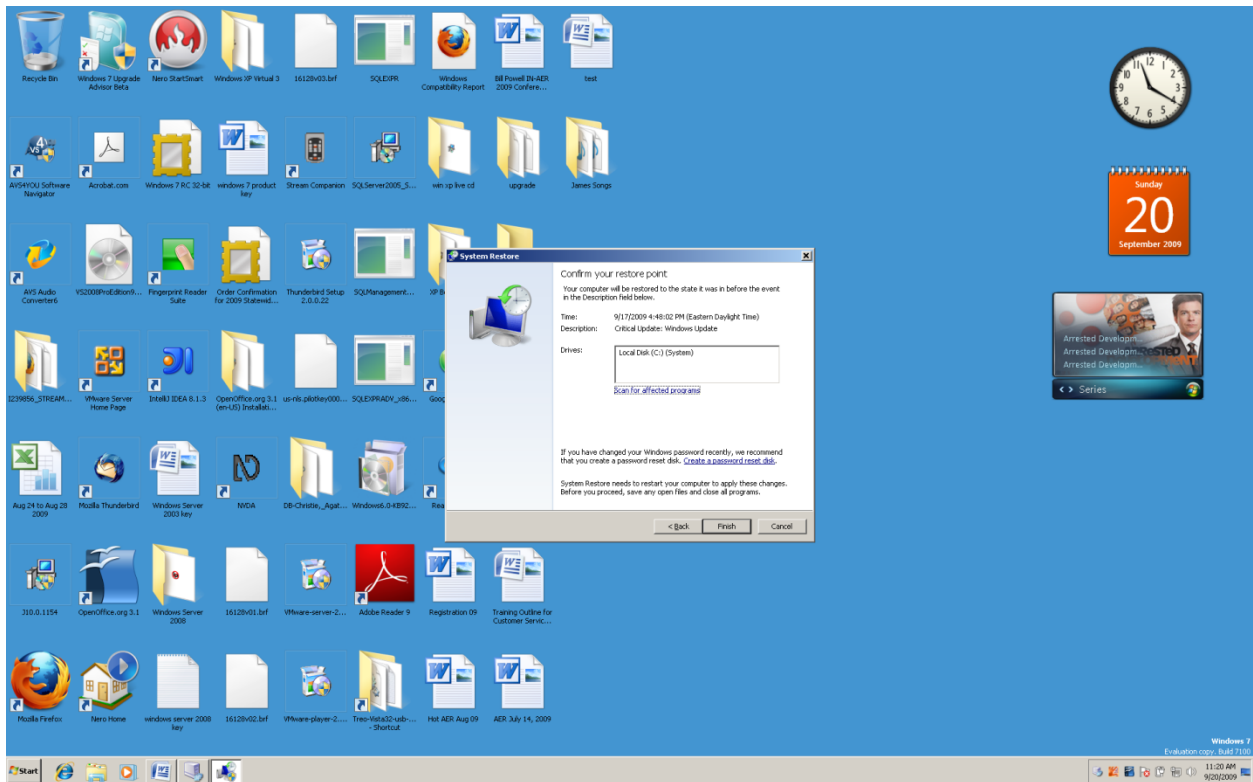
If you are running Windows Vista or Windows 7 tap the Windows (Start) Key one time. Up arrow to the “Programs” menu item. Down arrow a few times. Tap the letter “a” until you hear “Accessories,” and then tap the Enter key one time. Either down arrow to or tap the letter “s” until you hear or see “System Tools.” Tap the Enter Key one time. Down arrow to or tap the letter “s” until you hear or see “System Restore.” A screen will come up says “Restore System Files and Settings,” and will tell you a little about the impact it will have on your computer.



Tap the Enter Key one time. A screen will come up with a list of restore points. Down arrow to the restore point you want and tap the Enter Key one time. A screen will come up asking you to confirm your restore point. It will tell you to close open files and programs and that it will restart your computer during the process.



Tap the Enter Key one time and the process of restoration will begin.



Many Ways to do the Same Thing

There are other ways to move to items that are found in the Accessories menu. The Windows Control Panel, Windows Desktop, and the Windows System Tray are other areas where these items can be found. It is important to know that when you are using Windows, there are often three or more ways to accomplish a task. As you have seen with the comments about Windows Vista and Windows 7, there is a newer, faster way to access many of the Windows programs. Simply tapping the Windows Key, typing a program or setting name, tapping down arrow or the letter of the program or setting and tapping the Enter Key has given another speedy method for Windows use.

Chapter 16 Review

Test Your Knowledge

1. Name two ways you can speed up your computer.
2. Name the Windows program that keeps unwanted items from being placed on your computer via the internet.
3. Name the Windows program that shows you information about your computer.
4. If you add a program to your computer, and then used the Control Panel to delete the program, and your computer no longer correctly works, what program can you use to fix this problem?
5. Think of a program you want to start, and then name two different ways to start it.