

LadyBird Computing

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WINDOWS UPDATES - WINDOWS XP

It's vital to ensure that your computer is updated as soon as important patches are released by Microsoft. Some of these updates will fix specific problems (eg. preventing your machine from freezing) or give you some new features, but many of the updates are for security issues. If you don't allow or force your machine to install updates you are greatly increasing the chances of your machine being affected by serious malware problems including viruses.

Generally these updates will be installed automatically or your computer will prompt you when it's time to do something with them. However, it's important to make sure that Windows has been set to do auto updates.

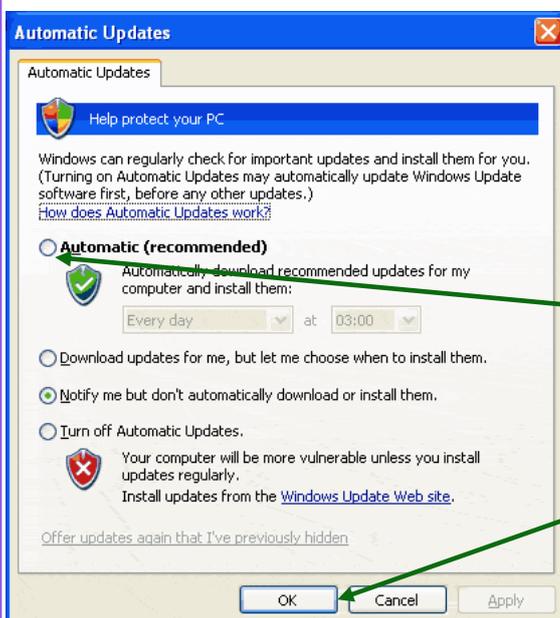
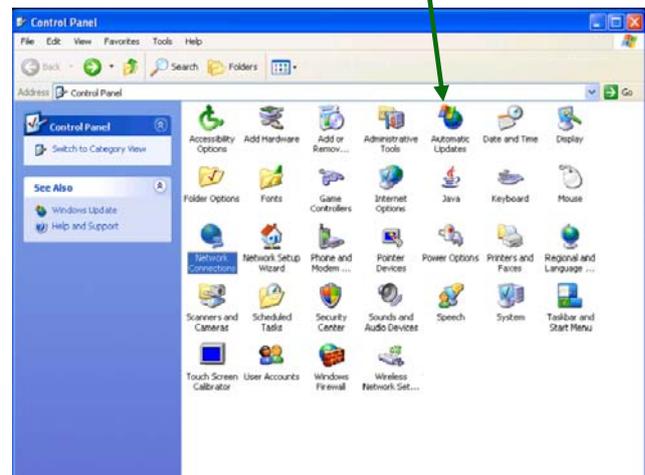
Here's how to check the setting under **Windows XP**.



Click on the **Windows Start button**, usually in the bottom left hand corner of the screen unless you've moved your tool bars around!

Look for "**Control Panel**" in the right hand section of the pop-up list, and click on it.

The next list depends on your computer setting, but hopefully there should be an item somewhere for "**Automatic Updates**", click on this.



Then ensure that "**Automatic (recommended)**" is selected ie. click to put a blob in the circle next to it, and then click "**OK**".

WINDOWS UPDATES INSTRUCTIONS P2



Microsoft updates are generally released on the second Tuesday of each month, so your machine should pick them up the next time you log in from Wednesday onwards. You will generally receive a notification from Microsoft in the form of an alert on your screen.



If you have one of these small update icons in the system tray (normally the bit at the bottom right hand corner of your screen), then click on it and follow any instructions to get the updates installed.



Your machine may have already done the download and first part of the installation without waiting for you, but you may need to finish it off with a restart.

If this is the case, you may see a funny extra bit on the side like this shield when you go to shut down your machine.

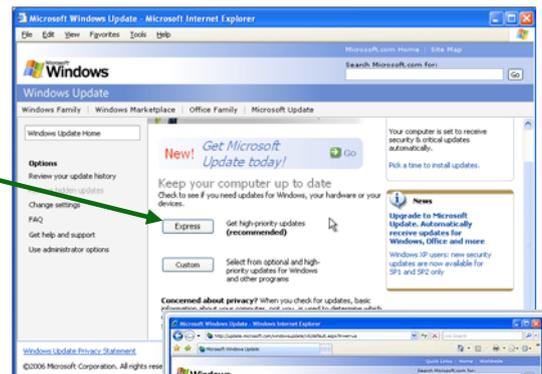
If you see any messages like these, please select the **Turn Off** option rather than standby, and allow the machine to fully install the updates.



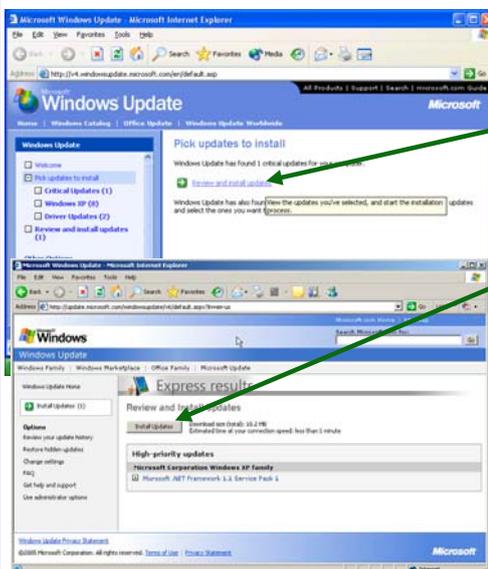
If you want to check whether there are any updates waiting, go to the **Windows** button, then **All Programs** and find **Windows Update**.



This opens the Windows Update website, click on the **Express** button and wait for the check to run.



If there are some updates needed, then click on the **Review and install updates** link, and then on **Install Updates**.



Wait again until it's finished, then you can close the browser.



If there aren't any, the message will be **No high-priority updates for your computer are available** and you can close the browser.

