

Installing software on your Windows PC

Your computer allows you to do some really amazing things. Digital photo editing, sophisticated computer gaming, video streaming—all of these things are possible because of different types of **software**. Developers are always creating new software applications, which allow you to do even more with your computer.

Installing from a CD-ROM

From the mid-1990s through the late 2000s, the most common way to get new software was to purchase a CD-ROM. You could then insert the disc, and the computer would walk you through the installation.

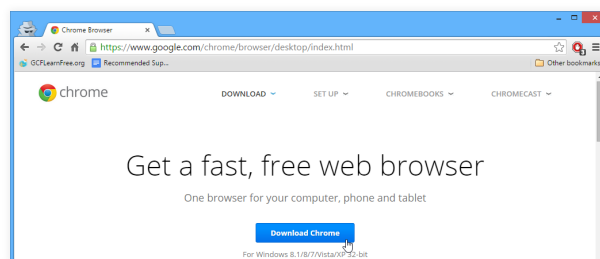
Now, almost all software has moved away from this model. Many new computers no longer include a CD-ROM for this reason. However, if you do need to install software from a CD-ROM, simply insert the disc into your computer, then follow the instructions.

Installing software from the Web

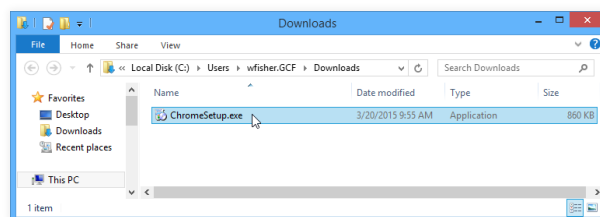
Today, the most common way to get new software is to **download it** from the Internet. Applications like Microsoft Office and Adobe Photoshop can now be purchased and downloaded right to your computer. You can also install free software this way. For example, if you wanted to install the Google Chrome web browser, you can visit [this page](#) and click the Download button.

The installation file will be saved to your computer in **.exe format**. Pronounced **dot e-x-e**, this is the standard extension for installation files on Windows computers. You can follow the steps below to install an application from an .exe file.

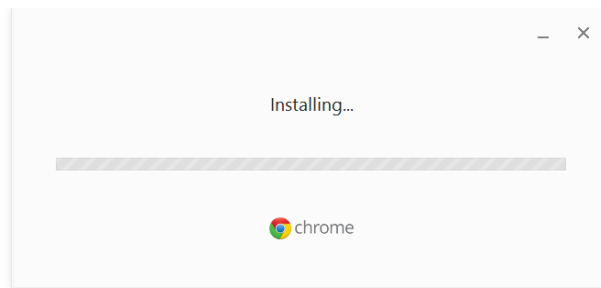
- 1 Locate and download an **.exe** file.



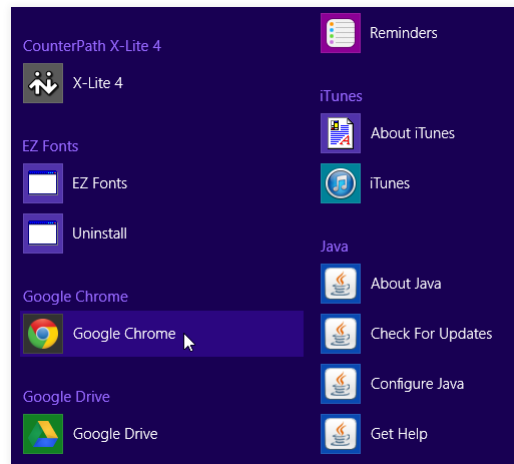
- 2 Locate and **double-click** the .exe file. (It will usually be in your **Downloads** folder.)



- 3 A dialog box will appear. Follow the instructions to install the software.



- 4 The software will be installed. You can now open the application from the **Start menu** (Windows 7) or the **Start Screen** (Windows 8).

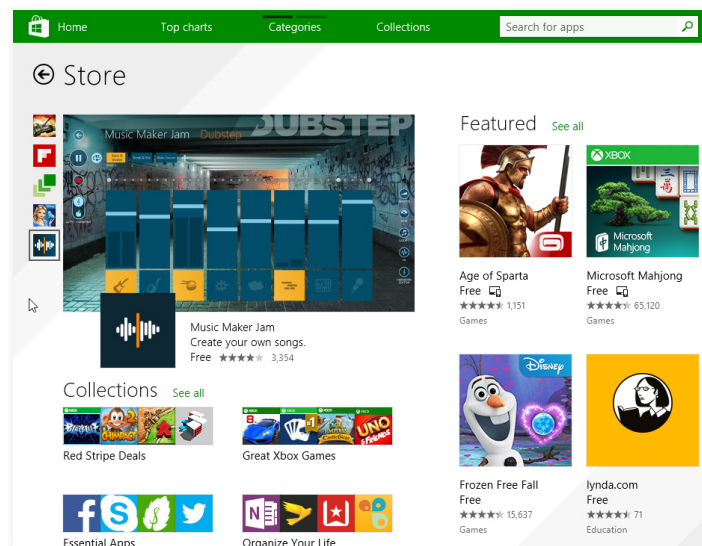


Tips for finding software

In our experience, the easiest way to find new software is to **search the Web**. For example, if you were looking for a way to edit some personal photos on your computer, you could run a Google search for **free photo-editing software**. If you're not exactly sure what kind of software you're looking for, try describing the tasks you want to complete. For example, if you wanted a way to create to-do lists and organize your appointments, you might search for something like **free calendar organizer software**.

The Windows Store

If you're using Windows 8, you can download and install software from the **Windows Store**. The Windows Store is meant to simplify the process of locating and installing software from third-party developers—when you find an app in the Windows store, you won't have to do any extra work to install it.



Installing software on your Mac

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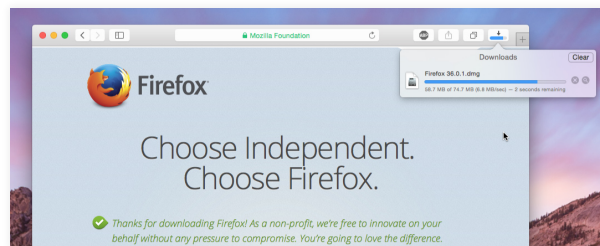
Now, almost all software has moved away from this model. In fact, Apple no longer sells computers that include a CD-ROM drive.

Installing software from the Web

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The installation file will usually be saved to your computer in the **.dmg format**. Pronounced **dot d-m-g**, this is the standard extension for installation files on Mac computers. You can follow the steps below to install an application from a .dmg file.

- 1 Locate and download a **.dmg file**.



- 2 Locate and select the .dmg file. (It will usually be in your **Downloads** folder.)



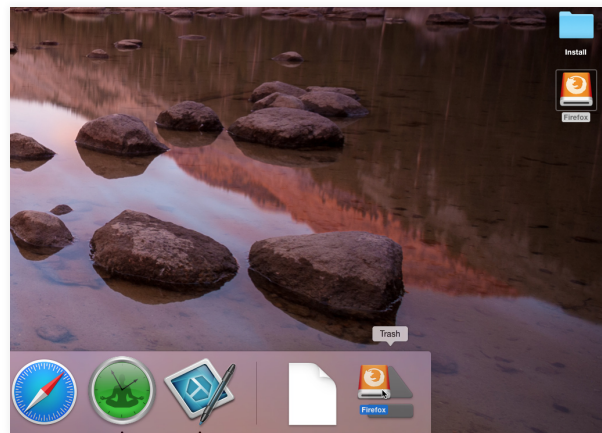
- 3 A dialog box will appear. Click and drag the icon to your **Applications** folder.



- 4 The application is now **installed**. You can double-click the icon to open the program.



- 5 On the desktop, there will probably be a **disk drive icon** with the name of the application. This is known as a **volume**, and it is not needed after the application has been installed. You can simply drag it into the Trash on the dock.



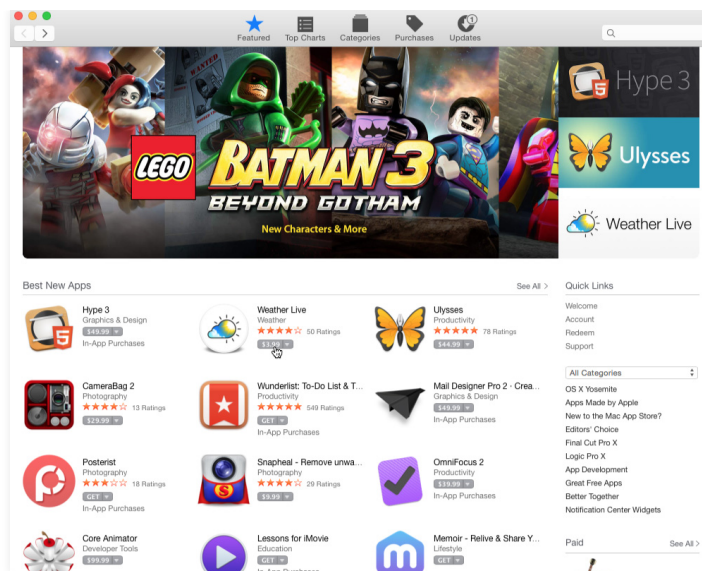
Some applications will use the **.pkg extension** instead of .dmg—in this case, you can simply follow the instructions to install the software.

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The Mac App Store

If you're using macOS, you can download and install software from the Mac App Store. The Mac App Store is meant to simplify the process of locating and installing software from third-party developers—when you find an app, you won't have to do any extra work to install it.

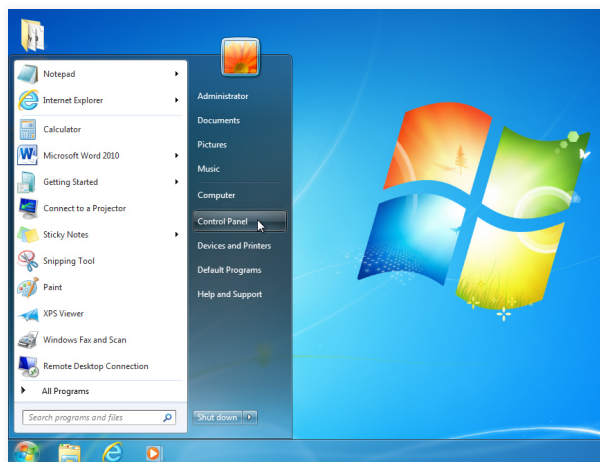


Lesson 22: Uninstalling Software from Your Windows PC

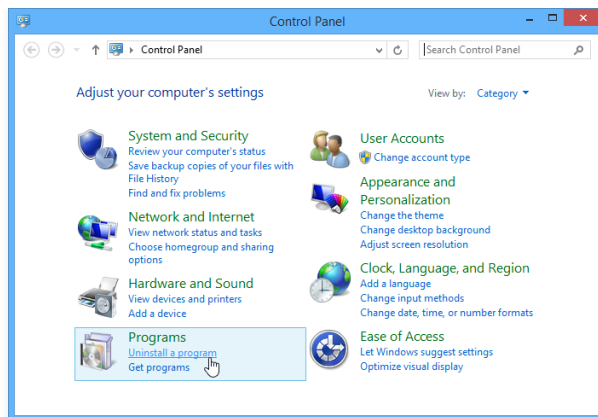
Uninstalling software from your Windows PC

If you find that you no longer use an application, you can **uninstall the software** to remove it from your computer. This is a good way to clear up space on your hard drive and keep your computer free of clutter.

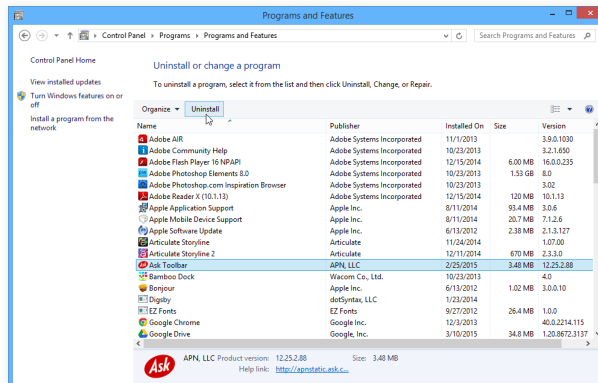
- 1 Open the Control Panel.



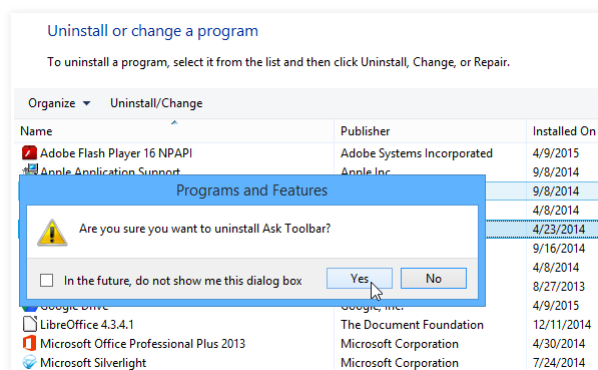
- 2 Select Uninstall a program (in the Programs category).



- 3 Select the desired application, then click Uninstall.



- 4 Confirm the uninstallation.



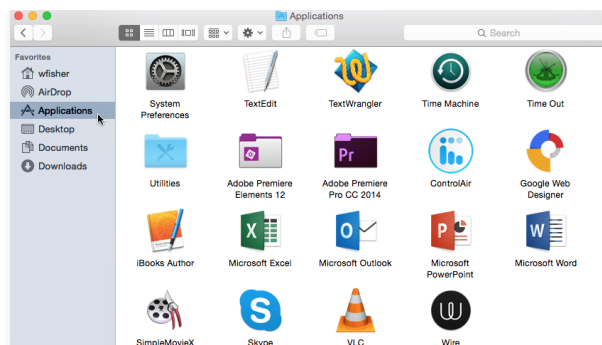
That's it! The program will be removed from your computer.

Lesson 23: Uninstalling Software from Your Mac

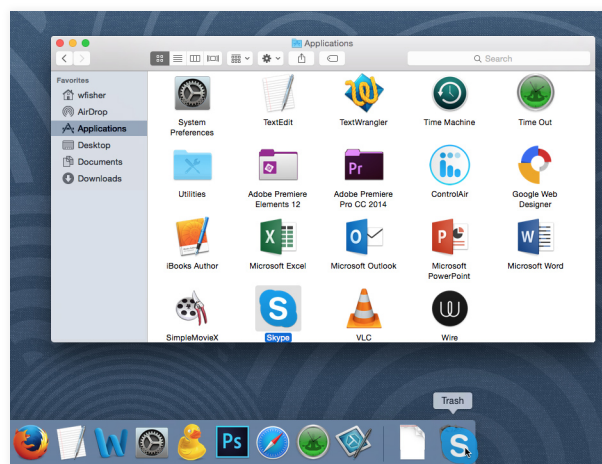
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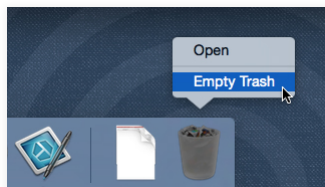
- 1 Open a new **Finder** window, then select **Applications**.



- 2 Locate the desired application, then click and drag it to the **Trash Can** on the Dock.



- 3 **Empty** the Trash Can.



That's it! The application will be removed from your computer.

There are some applications that can't be removed this way. To completely uninstall an application like this, you'll need to locate and delete its **Library** files. This can be a little complicated, so we'd recommend following [these instructions from MacRumors](https://www.macrumors.com/guides/how-to-uninstall-apps/).