

Proper Shutdown Procedures

It is important that when you are finished working on the computer that you follow proper shutdown procedures. If you simply turn the power off, there is not enough time for the computer to shutdown and put files in the proper place. If you do this once or twice, it may not harm the machine, but repeatedly doing so will cause the files to become corrupted resulting in computer malfunction.

1. Click on the **Start** button.
 - The **Start** menu opens.
2. Click on **Shutdown**.
 - The **Shutdown** dialog box appears.
3. If not selected, select from the drop-down menu "**Shut down**".
4. Click **OK**.
 - The computer writes unsaved data to disk and shuts down.

