
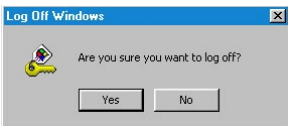



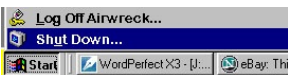

The Shut Down

When a user is finished using the computer there are two ways to stop using the computer.

If the user is not planning to shut off the power to the computer then the log off procedure (way) is done.

	<p>go to the start button and do the following START LOG OFF (the users Id will be here).</p>
	<p>Next a screen will appear asking are you sure??? if you say yes the computer will log off the user and return to the log on screen.</p>
	

If the user wants to turn off the power do the following.

	<p>click START, SHUT DOWN.</p>
	<p>This screen will appear. Notice it has a pull down menu. This menu gives you choices of log off, Shut Down, Restart, Stand By.</p>
<p>Log Off: Was explained above. Shut Down: Turns the computer power off or if it does not then a screen will appear saying it is OK to turn the computer power off. Restart: Sometimes the computer just acts strange. Restarting will solve this problem. Stand By: Put the computer to sleep so you can return at the same place you stopped.</p>	