








Turning off your Device

When you have finished using an app or have finished using your computer, it is important to close them down properly.

Before you close an app, make sure you save anything you have been working on. If you forget to save your work, the computer will remind you to do so.



To shut your computer off, when all the apps are closed, click on the Start button at the left end of the Task Bar . Then click Power . You will see a list of options:

- Sleep  this will put the computer into rest mode
- Restart  this will turn the computer on and off again. You may be prompted to do this if you have installed a new app.
- Shut down  this will turn the computer off. Some computers will take a few minutes to do so. When all lights are out and you can no longer detect any faint vibration in the machine, you know your computer has been shut down properly.

From time to time you will be prompted to update the software on your computer. We recommend that you do this to ensure that you are on the most current version.