SHUTDOWN PROCEEDURE WIN95/98/ME/XP

1.Click the Start button.
2.Choose Shut Down.
3. Select Shut Down, then select Shut Down the Computer.
4. Click Yes.
5. Wait for Windows to tell you that it's "safe to turn off your computer".
6. Turn off your computer.

It is better for your computer if you are going to be away from it for only a short while to leave it on (unless there's a storm brewing in your area with lightning). Some folks prefer to leave their computer on all the time. It is better not to stay connected to the internet if you're going to be away for awhile.

The computer should be unplugged <u>and the phone line</u> to your modem unplugged if there is lightning in the area. The surge protectors cannot protect your computer from a lightning run-in. If you are going to be away from home it is recommended that you unplug the computer and phone line.

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