SHUTDOWN PROCEDURE

1. Click the Start button.
2. Choose Shut Down.
3. Select Shut Down the Computer.
A message pops up in XP stating that Windows is shutting down and saving your personal settings.

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. However, it is recommended that the computer be restarted at least once weekly.

The computer should be unplugged from power <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.

Revised 1/18/2008 JMM

NOTE: Devices plugged into USB ports may sometimes prevent regular shutdown. Click the Safely Remove Hardware icon in the startup tray and remove USB devices and then try to shutdown.

Shutdown Procedure Using the Windows Key

Computer Quick Shut Down

1. Click the Windows Key at the bottom left of the keyboard.
2. Press the "U" key twice.

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XP Quick SHUTDOWN

CREATE AN XP SHUTDOWN SHORTCUT FOR DESKTOP

1. Right-click any empty location on your desktop.
2. Click New, Shortcut.   The Create Shortcut Wizard appears.
3. In the Type the Location of the Item box, type shutdown -s -t 0. (that's a zero not an 'o')
     It's important that you put spaces before each hyphen, that you have no spaces after each hyphen, and that you use a zero at the end.
4. Click Next.
5. In the Type a Name for This Shortcut box, use a name that will remind you that this button is for a very quick shut down.
6. Click Finish. You have a new shortcut on your desktop.
7. Right-click the shortcut and click Properties. Click the Change Icon button.
8. Pick an appropriate icon for the shortcut and double-click it.
9. Click OK, and your new, quick shut down shortcut appears on the desktop.
To test the new, fast shut down icon, close open programs , and then double-click the shutdown icon.
 Revised 1/18/2008 JMM

Shutdown Win98

Shutting down Windows actually takes three or four steps-Start,
Shut Down, selecting Shut Down in the dialog box, and clicking
OK. You can do the same thing by simply double-clicking an icon
on the Desktop-and here's how to create that icon. Right-click
on an empty part of the Desktop and select New, Shortcut. Under
Command Line, enter **c:\windows\rundll.exe user.exe,exitwindows**
and **click Next**. In the next dialog box, give the shortcut a
name (Shut Down Windows will do), and click on Finish. To close
down fast, double-click your new icon. (If you have lots
of windows open, minimize everything fast to uncover your
shortcut: hold down a 104-key keyboard's Window key and press D).

IF the above command lines fail to cause your Win 98 computer to shutdown promptly, repeat the process
but use the command line: **C:\WINDOWS\RUNDLL.EXE USER.EXE,EXITWINDOWSEXEC**
Revised 2/24/2007 JMM

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SHUT DOWN Win 95 WITH ONE CLICK

Wish you could shut down Windows with one click instead of four
(select Start, Shut Down, select Shut Down,)
Then make a Shut Down shortcut.
1. Right-click the desktop and select New, Shortcut.
2. In the Command Line text box, type **rundll.exe user.exe,exitwindows**
3. **Click Next**, name the shortcut something appropriate, such as Shut Down
4. then click Finish.
5, When you're ready to shut down, just click your new shortcut (or double-click it, as the case may be).

If the above command line fails to cause your computer to shutdown promptly, repeat the process but use
the command line: **C:\WINDOWS\RUNDLL.EXE USER.EXE,EXITWINDOWSEXEC**
Revised 2/14/2006 JMM

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