

VISTA SHUTDOWN

The shutdown procedure for Vista is a bit different from previous windows shutdown.

1. Click on the Logo in the lower left corner
2. Click the arrow next to "Lock this Computer"
3. Select "Shut Down"

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Vista Direct Shutdown

If you would prefer to shutdown Vista directly without first having it go to sleep, change the option in Control Panel.

1. Click on the "Start Orb", then click to open the "Control Panel".
 2. In the Control Panel, click on the "Hardware and Sound" icon.
 3. On the Hardware and Sound page, click on the "Power Options" icon.
 4. On the Power Options page, you will see a section named "Preferred Plans". In this section, "Recommended Settings" will be selected, click on the words, "Change plan settings" located beneath "Recommended Settings".
 5. In the next window, click on the words, "Change advanced power settings". This will open a small "Power Options" window.
 6. In the Power Options window, scroll down the list of options, and click on the plus sign (+) to the left of the words, "Power buttons and lid". This will display a sub menu.
 7. On the Sub menu, click the plus sign to the left of "Start menu power button". This will display a menu with only one item.
 8. Click on the word "Setting:" and the word "Sleep" will become a drop down list. Click on that list, and click on "Shut Down".
 9. Click "OK" in the Power Options window to save your settings. Close the other windows that you opened in this process.
- To check and see if your setting has indeed changed, click on the "Start Orb" and point your cursor to the power button icon. It should now be red in color.

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