A: This answer applies both to laptops and other hand-held devices. The biggest drain on battery life is using the backlight. If you are working in a well-lit room, turning down the backlight can extend your battery's run-time by 20 percent or more. If you can see the screen clearly without the back-light, don't use it. Save the battery for situations when you're in the dark and there's no electrical power available.

Another way to extend battery life for a laptop is to avoid using the CD-ROM or DVD when you're not plugged into an electrical socket. Either of these devices will consume battery power at a rapid clip.

When you first get a laptop use it on the battery enough so the battery needs charging. Be sure to run the battery low 5-8 times during the first few months. This seasons the battery to accept a full charge. Rarely using it on battery will cause the battery to fail to accept a charge after a year or two.

Laptop Low Battery Alarm

To set a warning alarm for a low or critical battery condition

Open Power Options in Control Panel.

- 1. Click the **Alarms** tab.
- 2. In **Low** battery alarm and **Critical** battery alarm, specify the settings you want by dragging the slider.
- 3. Click **Alarm Action** to select the type of alarm notification and power level you want.

Notes

- To open Power Options, click **Start**, click **Control Panel**, and then double-click **Power Options**.
- If you want your computer to shut down when the alarm occurs, click When the alarm goes off, the computer will in the Alarm Actions dialog box.
- You can set a low battery alarm, a critical battery alarm, or both.
- Using Power Options in Control Panel, you can adjust any power management option that your computer's unique hardware configuration supports. Because these options may vary widely from computer to computer, the options described may differ from what you see. Power Options automatically detects what is available on your computer and shows you only the options that you can control.

Taken directly from the Explorer's HELP feature in Windows XP

YOU CAN LEARN A LOT BY USING THOSE HELP OPTIONS ON ALL PROGRAMS AND ESPECIALLY ON YOUR OPERATING SYSTEM PAGE.

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