

DIFFERENT WAYS TO TURN OFF YOUR COMPUTER

Beginners' Kaffee Klatch
Prepared by Bill Wilkinson
Presented by Ken Bentley
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The question is often asked, should I turn my computer on and off as I need to use it, or should I leave it on 7/24. You may hear varied answers to this question. However, there seems to be a consensus that the most popular process is to turn it on when you need to use it, leaving it on for the rest of the day, and turn it off at the end of the day. During the idle time consider invoking the Standby or Hibernate features, if available, to conserve energy. If you insist on leaving it on 7/24, at least turn it off once a week.

In addition, if you are using a broadband ISP (Cox/DSL) modem, turn off the connection during the idle time, to minimize any malware invading your computer, by using the toggle switch on top of the modem. If you are not connected, they can't get to you!

We all know the traditional way to turn off our computer.

1. Click **Start**.
2. Click **Turn Off Computer**.
3. Click **Turn Off**.

If you prefer you can use the following keyboard shortcut:

1. Press the **Windows** key once.
2. Press the **U** key once.
3. Press the **U** key again.

Another way is to create a Quick Launch icon to turn off your computer with one click! First you need to establish a SHUTDOWN icon on your desktop. For Windows XP:

1. Right-click on an **open space** on your Desktop
2. Select **New** and then **Shortcut**.
3. In the command line path, type the following **exactly**. (you may wish to COPY the entry and PASTE it onto the command line path.)
SHUTDOWN -s -t 01
4. Click **Next**, name the shortcut SHUTDOWN and click **Finish**.

5. Now drag the shortcut to the Quick Launch bar.
6. **To shutdown Windows, just single left click this Quick Launch icon.**

As a result of this process, the icon that appears in your Quick Launch bar will be generic. We will demonstrate how you can change the Shutdown icon to the same graphic image that represents the shutdown action in the Start Menu.

To establish a SHUTDOWN icon on your desktop for Windows 95, 98, or ME:

1. Follow steps 1 & 2 above.
2. In the command line path, type the following **exactly**: (you may wish to COPY the entry and PASTE it onto the command line path.)
C:\windows\rundll.exeuser.exe,exitwindows
3. Click **Next**, name the shortcut SHUTDOWN and click **Finish**.
4. Double-click this shortcut to shutdown Windows.