Do you leave your car running in the garage overnight so it is still warm in the morning? Do you leave the coffee maker on with nothing in the pot all day? If your answer to either of these questions, then you’ve probably seen your fair share of broken coffee pots and trips to the mechanic! The point I am trying to make is your computer needs to be shut down when it is not in use (1-2 hours of inactivity is a good rule of thumb). There are vital components inside that can be damaged by heat, over use and many other things. Shutting your computer down will extend its life and run much better for a longer period of time! And remember…ALWAYS SAVE YOUR DOCUMENTS BEFORE YOU SHUT DOWN!

**HOW TO PROPERLY SHUT DOWN YOUR COMPUTER (Windows 7)**

1. Click on the “START” Button
2. Click “Shut Down” on the right side of the start menu
3. WAIT UNTIL ALL LIGHTS HAVE TURNED OFF BEFORE CLOSING THE LID
4. If you receive any popup messages or warnings about other users being logged in, click ok or restart anyway.

**HOW TO PROPERLY SHUT DOWN YOUR COMPUTER (Windows 10)**

1. Click the “START” Button
2. Click the “Power Icon” 
3. Click “Shut Down”
4. WAIT UNTIL ALL LIGHTS HAVE TURNED OFF BEFOFE CLOSING THE LID
5. Note: If you see “Update and Shutdown” you can still click that.
6. If you receive any popup messages or warnings about other users being logged in or anything else, click ok or restart anyway.