



## Turning off your Device

When you have finished using an app or have finished using your computer, it is important to close them down properly.

Before you close an app, make sure you save anything you have been working on. If you forget to save your work, the computer will remind you to do so.



To shut your computer off, when all the apps are closed, click on the Menu button  at the left end of the Taskbar. You will see a list of options:

- Lock Screen  this will lock your computer and keep your apps open. Click on the enter button to get back to the login screen.
- Logout  this will take you to a screen “Log out of this system now?” You can log out or switch user and any open apps will be closed. If you switch user - another user can then log in if there are other profiles on your computer.
- Quit  this will take you to a screen “Shut down this system now?” Click **Shut Down** from the list of options and your computer will turn off. Some computers will take a few minutes to do so. When all lights are out and you can no longer detect any faint vibration in the machine, you know your computer has been shut down properly.

From time to time you will be prompted to update the software on your computer. We recommend that you do this to ensure that you are on the most current version.