

## Don't skip this page

A great way to start this book is by talking about the end first. This should save some readers from wasting their time reading the book backwards. But what is more important, it starts our Windows tour discussing the biggest NO NO new users often do.

### Proper shut down procedure

Your computer must be shut down in an orderly controlled manner.

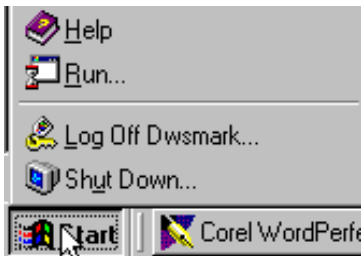
Windows can violently object to being shut down improperly.

An improper shutdown can lead to data loss.

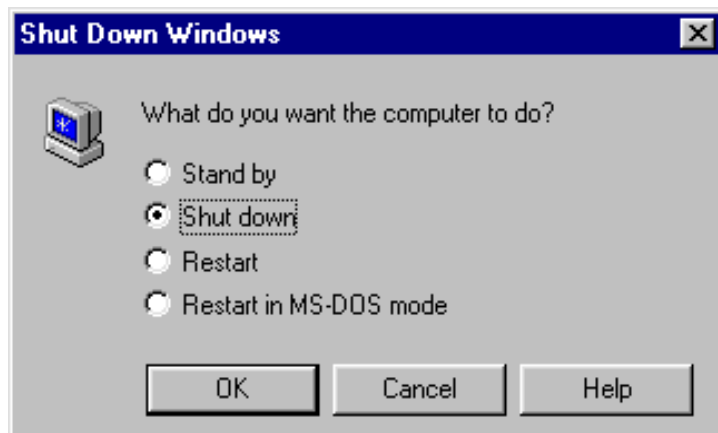
When you improperly exit a Windows application or shut down Windows by turning off the power, you leave several files improperly closed.

### The proper procedure

Click on Start, then select Shut down



Select the Shut down option and click OK.



An advanced topic article has been prepared to cover emergency shut down procedures.

These procedures should be attempted only if the status lights on your computer show no activity for long periods of time. Perhaps a couple of minutes on slow computers.

See: Ways to Ending Programs.