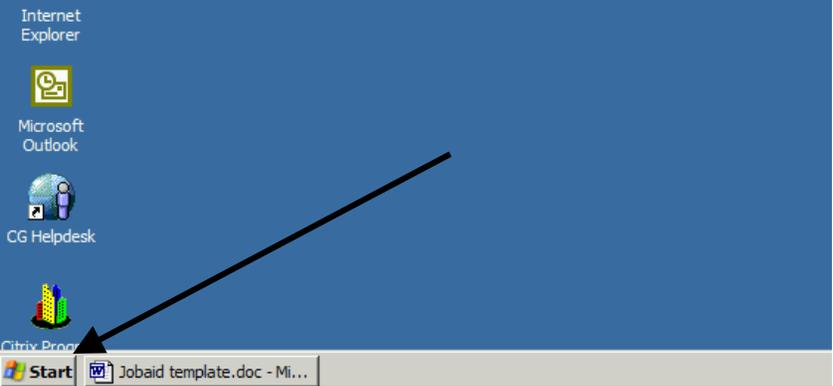


Shutting Down A Standard Workstation Properly

Simply turning the power off to a workstation is not good for the workstation or the software and can cause a variety of problems!

Shutting down a workstation

This job aid will show you how to properly shut down (power down) a Standard Workstation III. This is referred to as a “Controlled Shutdown”

Step	Action
1.	Save all work and close all running programs.
2.	Press the Start button, located in the lower left corner of the screen.  A screenshot of a Windows XP desktop with a blue background. Several icons are visible: Internet Explorer, Microsoft Outlook, CG Helpdesk, and Citrix Program. The Start button is highlighted in the taskbar at the bottom left. A black arrow points from the right side of the screen towards the Start button.
3.	Click on the Shutdown option.
4.	Scroll down to Shut down and Click OK .  A screenshot of the 'Shut Down Windows' dialog box. The title bar reads 'Shut Down Windows'. The background features the Windows XP logo and the text 'Microsoft Windows xp Professional'. Below this, it says 'Copyright © 1985-2001 Microsoft Corporation'. A question 'What do you want the computer to do?' is followed by a dropdown menu with 'Shut down' selected. Below the dropdown, it says 'Ends your session and shuts down Windows so that you can safely turn off power.' At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.
5.	The workstation will take several minutes to save information. At this point, it is safe to power down the workstation using the power button on the front of the CPU.

