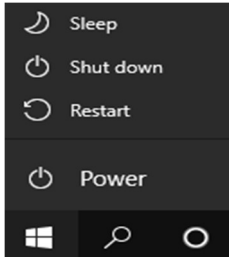


Shut down, sleep, or hibernate your laptop or PC

There are three ways to shut down your device: you can turn the device off completely, you can make it sleep, or you can hibernate your laptop.



Turn your device off completely

This closes all your applications and files. When you next log on, you are opening everything again.

- 1) Select Start in bottom left of your screen **OR** press the Windows icon key.
- 2) Choose Power
- 3) Select 'Shut down'

Sleep mode

Use 'Sleep' when you're going to be away from your computer for a little while—like when you're taking a coffee break.

You don't have to worry about losing work through your battery draining; Windows automatically saves all your work and turns off the computer if the battery is gets too low.

Generally, your laptop goes to sleep when you close your lid or press the Power button.

Benefits of using Sleep

- Uses very little power
- Your device starts up faster than it does after shut down
- You're instantly back to where you left off with all your open apps available.

To make your device sleep:

1. Open power options:
 - a) Select Start , then choose Settings > System > Power & sleep > Additional power settings.
2. Do one of the following:
 - a) If you're using a **laptop**, select 'Choose what closing the lid does'. Next to 'When I close the lid', select Sleep, and then select 'Save changes'.
 - b) If you're using a **desktop**, select 'Choose what the power buttons do'. Next to 'When I press the power button', select Sleep, and then select 'Save changes'.

3. When you're ready to make your device sleep, just press the power button on your desktop, tablet, or laptop, or close your laptop's lid.
4. On most computers, you can resume working by pressing your computer's power button. However, not all devices are the same. You might be able to wake it by pressing any key on the keyboard, clicking a mouse button, or opening the lid on a laptop.

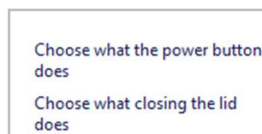
Hibernate mode

This option was designed for laptops and might not be available for all computers. Hibernate uses less power than sleep and when you start up the PC again, you're back to where you left off (though not as fast as with Sleep).

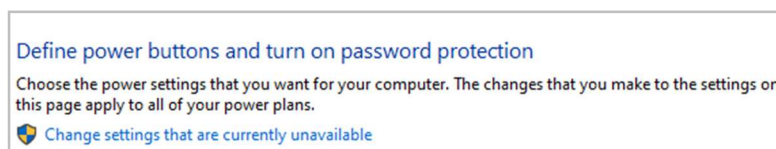
Use hibernation when you know that you won't use your laptop or tablet for an extended period and won't have an opportunity to charge the battery during that time. First check to see if this option is available on your PC and if it is, turn it on.

To hibernate your PC:

1. Open power options:
 - For Windows 10, select Start , then select Settings > System > Power & sleep > Additional power settings.
2. Select 'Choose what the power button does',



3. Select 'Change settings that are currently unavailable'.



4. Under Shutdown settings, select the Hibernate checkbox (if it's available), and then select Save changes.

Now you'll be able to hibernate your PC in a few different ways:

- a) Select Start, then select Power > Hibernate.
- b) You can also press the Windows logo key + X on your keyboard, and then select Shut down or sign out > Hibernate.