

# General Computing Tips

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by David Perkovic

## ***How to Shutdown Your Computer Properly***

Always shutdown your computer and any applications you have open properly. Only use the reset button if your computer locks up and you have no other choice. To shut down to **Start-->Shutdown-->** and choose the option you need; **Reset, Shutdown, or Log Off.**

If your computer is not responding to the above an application has gone awry and you will need to close off the offending application. To do this press **Ctrl+Alt+Del** (all at the same time). A **Close Program or Task Manager** dialog box will appear. Select the task you want to end (or the ones that say they are "not responding") and select **End Task**. If this doesn't work you can reboot the machine in MS Window 9x by simply pressing Ctrl+Alt+Del twice in succession.

## ***Unknown Emails***

Be very, very cautious of emails especially those that contain attachments from unknown senders. Even if you know the sender and you are not expecting an email from them or are unsure what the attachment is, be careful. Use an antivirus program, keep it updated and set it to automatically scan your incoming and outgoing email. If you are unsure get a professional to help you.

## ***Unknown File Downloads***

Don't go around and haphazardly download every program you can. Be sure you know what you are downloading and from where. Not all downloads are bad, but you never know what may show up and some programs may contain a virus or a Trojan horse. Know exactly what you're downloading and installing to your hard drive beforehand. If you are unsure stop and get a professional to help you.

## ***Incompatible Hardware and Software***

Before purchasing new software or hardware be sure that the product you are buying is compatible with your system. If in doubt write down the specifications of your machine and ask the salesman.

## ***Random Deletion of Files***

Do not delete files or applications when you are not sure of what they belong to. You may delete that one file that runs your favourite software or delete that important finance information. If you are unsure, leave the file alone and ask for assistance.

## ***Further Help and Assistance***

If you need further help or assistance on this or any other computer problem please contact DP Computing at the address below.

*This article is part of a series of articles by David Perkovic of DP Computing aimed at helping users gain effective use from their computers. Other articles in the series can be found at: <http://www.dpcomputing.com.au/articles>*

***DISCLAIMER: We will not be held responsible for any damage or data loss to your system. If you are in doubt over something or if the steps are different than what you see on your computer contact a professional.***

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