Shutting Down and Restarting Windows NT

Before you turn off you computer, you must shut down Windows NT correctly to avoid damaging files. If you are running any Windows programs, shutting down Windows NT will also shut down those programs; however, Windows NT will ask if you want to save any unsaved data in those programs. When you choose Shut Down from the Start menu, the Shut Down Windows dialog box, shown in Figure 1-8, appears. From this dialog box, you can select from three options. If you select Shut down the computer, a message appears on the screen to let you know when you can safely turn off your computer. If you change your mind, simply choose Restart or press CTRL+ALT+DELETE to restart Windows NT.

After you start the shutdown process, Windows NT saves system data to the hard disk. Once shut down is completed, a dialog box will appear with the message, "It is now safe to turn off your computer." Only then is it safe to turn off your computer.
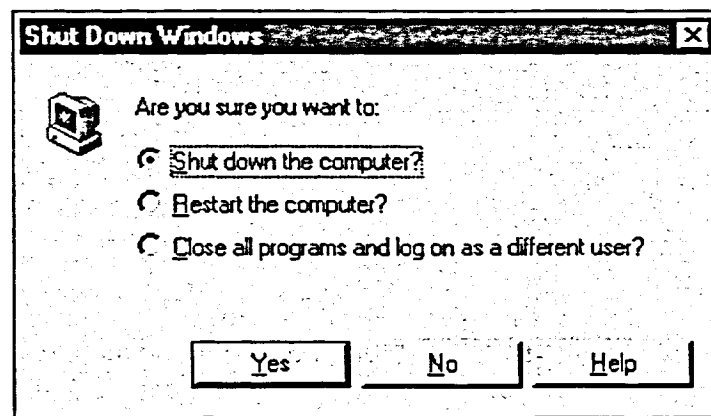

Figure 1-8: *The Shut Down Windows Dialog Box*

METHOD

To shut down Windows NT:

1. From the Start menu, choose Shut Down.
2. Make sure the *Shut down the computer?* option button is selected.
3. Choose Yes.