

## **ALTER YOUR POWER OPTIONS FOR ENERGY SAVINGS AND CONVENIENCE**

Press **Windows + X**, then Power Options. Through this screen, you can alter the time for your display to switch off when not being used, while advanced options will enable you to alter power settings for your computer. (From the left column, select *Choose what the power buttons do* and *Create a power plan.*)

Why should you be concerned about Power Options? Here are some considerations:

If you have finished using your computer for the day, do you shut it down (turn it off), power it down into a Sleep mode, put it into hibernation, or just leave it on? All the evidence suggests that you will save wear-and-tear on your computer as well as save on your electrical costs by not keeping it on 24/7.

Factoring in both **energy savings** and **convenience**, experts suggest that you **turn off both your computer and monitor** if you don't plan to use your computer within the **next two hours**.

**If you don't plan to use your computer within 20-30 minutes, you should place it into sleep mode immediately** upon leaving and return from sleep mode with no delay at the touch of a key or a shake of the mouse.

It is also a good plan to set up your Display to turn off after 10 minutes of not being used and have your computer go into sleep mode after 15 minutes.