**MANUAL COMPUTER POWER MANAGEMENT**

Windows XP Desktop and Laptop

[Image of computer desktop with the Start button highlighted]

**Saving energy is as easy as 1, 2, 3!**

**STEP 1:** Click on “Start”
**STEP 2:** Click on “Shut Down”
**STEP 3:** Select *Stand by* or *Hibernate* from the drop-down menu.

*Stand by*: maintains your session, keeping the computer running on low-power. Restart by pushing the power button on your computer console or hard drive.

**Hibernate**: saves your session safely and shuts down your computer. Your session is conveniently restored the next time you start Windows. This option is more energy efficient than “Stand by” but takes a few seconds longer to reboot. Restart by pushing the power button on your computer console or hard drive.

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