



**Software Educational Resources Ltd**

# **Power Access Procedures and Paper Wastage**

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# Power Access Procedures

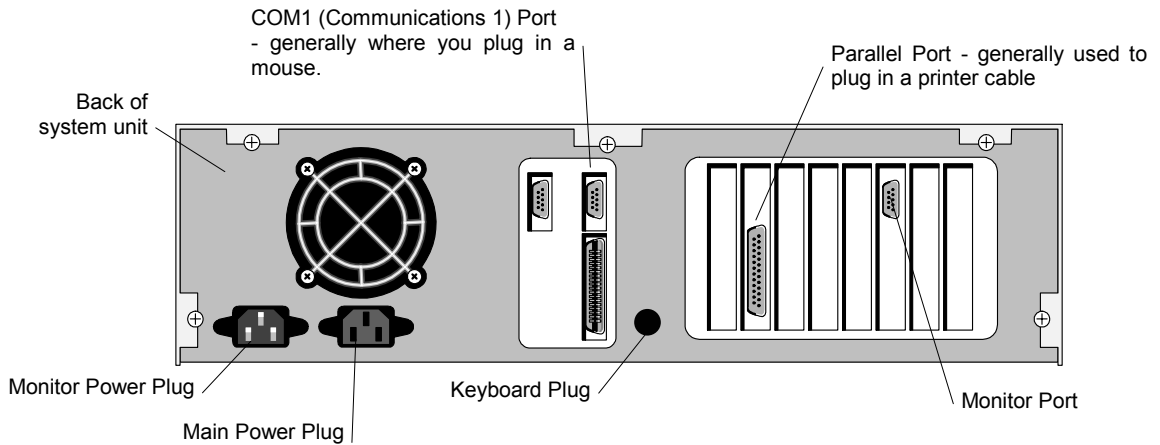
Ensure the computer is switched off then locate cables to attach the computer to the power supply, monitor etc.



**Note:** Usually there is only one place each cable can fit into. Do not force a cable into a plug. Check the cable and the style of the plug. A pronged plug must fit into a non-pronged socket as shown below.



Using the diagram below ensure that the correct cable is inserted into the correct port.



Use the check list below to ensure that you have plugged in and set up correctly.

| Computer Item                          | Task  | Done |
|--|---|------|
| System Unit                            | Check that mains power is plugged into the computer and that all plugs are correctly positioned, and firmly in place.                 |      |
| Monitor                                | All plugs leading from the monitor have been correctly plugged in. The monitor may also have a power plug.                            |      |
| Keyboard                               | The plug leading from the keyboard is correctly inserted into the round keyboard socket at the back of the computer.                  |      |
| External Devices - mouse, printer, etc | Ensure that these have been correctly installed, plugged in, and screwed in where necessary. (Check diagram above for shape of plug). |      |

\* It is important not to overload the power supply. Use a multi-power board rather than several double plugs. Consider a power surge guard for your computer to prevent loss of data.

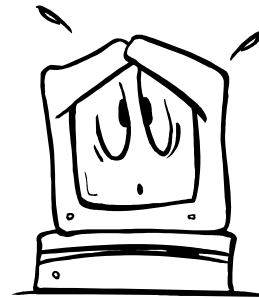
# Turning On and Off Your Computer

There are different ways to turn on or off your computer. These methods are referred to as a cold start (cold boot), warm start (warm boot) and shut down.

## Cold Start

When you first turn on your computer, using the power button on the system unit of your PC, you are performing a cold start.

A cold start therefore, is when the computer is switched on with the main power button. A computer should not be switched off then on again by this method.



## Warm Start

A warm start is when your computer has been in use and it has “hung”, ie it has stopped. By pressing either the Reset button on your computer or pressing Ctrl + Alt + Del you can restart the computer.

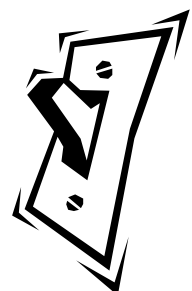
The power is still running through the computer; only the data and memory within the computer are being reset. You should only use this feature when you are absolutely sure the machine has stopped working, as you could lose valuable data. Always ensure that you save your work continually.

## Shut Down

When you have finished using your computer and exited all the programs you have been working in, you can turn off your computer; this is called Shut Down. By pressing the power button on your PC you will be turning off your computer.

It is important that you actually close all files and programs before Shut Down.

- Click on the Start button and select Shut Down.
- Click on Yes.
- Switch off your computer when prompted to do so.



# Paper Wastage



World paper consumption has reached startling levels.

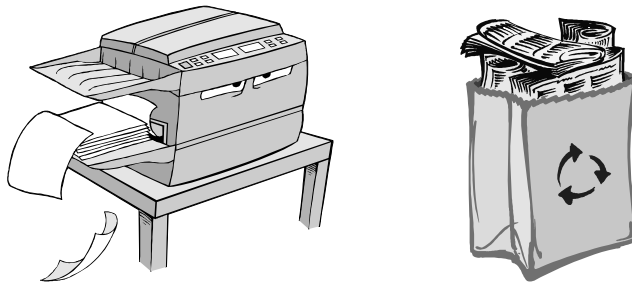
Businesses in the United States, for example, go through enough paper each day to encircle the Earth 40 times.

Much of the paper we use is soon thrown away, adding to the demand for more paper and more landfill sites. One of the greenhouse gases, methane, is produced by rubbish, such as paper, rotting in landfills.

Trees, from which paper is made, are a vital part of our environment. Apart from providing food, fuel and raw materials, they absorb carbon dioxide (the gas responsible for about half the enhanced greenhouse effect which control the Earth's temperature). If wood products, such as paper, lasted longer and were recycled the role of wood in storing carbon dioxide would be considerably improved.

## What you can do to help

- Reuse paper. Save scrap paper. Suggestions for use:  
Staple it together, and use the other side for informal notes and memos.  
Collect and give to play centres, children's hospitals etc.  
Put through a document shredder and then use for packaging.
- Use both sides of the sheet of paper whenever you can. Learn how to do double sided photocopies and teach others. Put a notice near the photocopier to remind everyone.



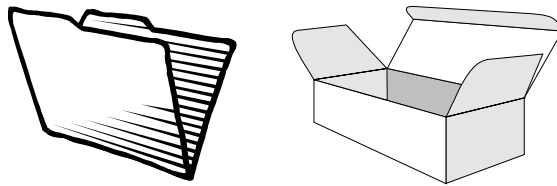
- Save paper for recycling if your company has a recycling scheme. Keep a cardboard box near your desk, and near photocopiers and printers, to collect used paper.



- Use recycled paper products for stationery and corporate printing. Good quality recycled paper is available in New Zealand and Australia.
- Avoid paper waste. Cut back on the use of disposable paper products such as paper cups, paper hand towels.

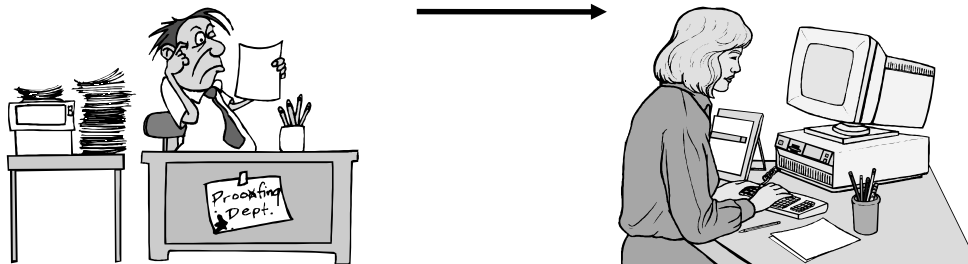


- Re-use office products such as folders, envelopes, boxes etc.

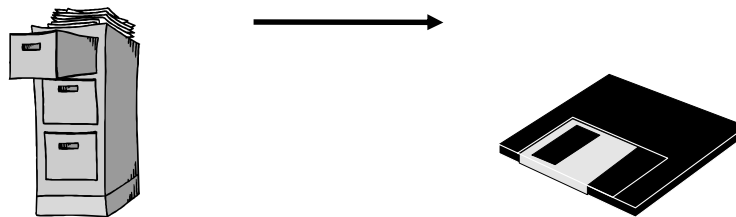


- Enter the technology age:

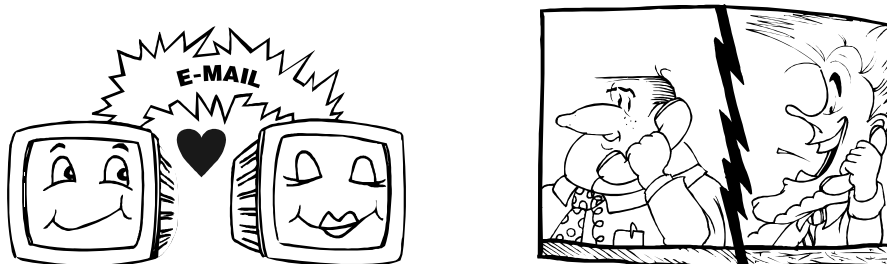
Spell-check and proof-read on screen for errors instead of printing numerous copies



Don't cram paper files with material also filed on disk.



Use electronic mail, the telephone or the office noticeboard for office messages, rather than adding to the contents of in-trays.



Re-use paper in your printer (check with printer supplier first).