

Common mistakes made by beginners.

- Not properly closing windows.—Do not press the power switch when you are done.
- Not saving your work- Whenever creating a document, save and name your document right away and periodically save as you go.
- Not backing up files- Saving your information on your computer is great, but you should back up information that you don't want lost on a Zip drive or CD. This is helpful if something happens to your computer. Once your computer is replaced or fixed, that information can be put back on your system.
- Opening and deleting unknown things- The author (Dan Gookin) of the book PC's for Dummies has a great rule. "If you didn't create it, don't delete it."

Common Windows Errors (on start-up)

Sometimes you may get a message from Windows. Don't Panic.

- Something was shut down improperly. If anything out of the ordinary happens during the Windows shut down process, you may get a message. Windows is recognizing that something went wrong, and it's checking to make sure everything is okay.
- "Non-system disk"-remove the floppy disk from drive A and press the enter key; your computer then starts normally.
- "Unwanted disk"-You may have a CD in the cd-rom (D drive) and the computer is trying to start by using that program instead of Windows. Remove the CD and restart your computer.
- "Safe mode"-This means something has happened to your computer that isn't right, It is recommended that you seek help from someone more experienced, get technical support, or if you are more comfortable, get a book that tells you how to handle these problems.