USE SLEEP MODE FOR ENERGY EFFICIENCY

You can make your computer more energy efficient by putting Windows into sleep mode when you are going to be away from your unit temporarily. Sleep mode means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in, and it saves battery power when your laptop is unplugged.

In sleep mode, Windows keeps your apps open. This is handy because it means that when it returns from sleep mode at your command, you can immediately get back to what you were doing.

To go into sleep mode:

1. Click the Start button (or press the Windows key).
2. Click Power.
3. Click Sleep. Windows will activate sleep mode.
4. Later, to return from sleep mode, press your computer's Power button.

What if Sleep Mode is missing from the Power button?

To make Sleep Mode available from the Power button:

1. Type *power options* at the search box at the left of the Taskbar.
2. Select *power options* from the list of options in the column above.
3. On the next screen, click *Choose what the power buttons do.*
4. On the next screen, click *Change settings that are currently unavailable.* This action will make certain settings available near the bottom of the window.
5. In the Shutdown settings section, checkmark *sleep*.
6. Click *Save changes*. Now close your open windows that led you to this point.

Can you have your computer go into Sleep Mode automatically?

You can have your computer go into Sleep Mode automatically after a specific amount of inactive time. Follow these steps:

1. Type *power options* at the search box at the left of the Taskbar.
2. Select *power options* from the list of options in the column above.
3. On the next screen, click *Change when the computer sleeps.*

4. On the next screen, click *Put the computer to sleep* for *x* minutes (the range is from 1 minute to never).
5. Click Save changes and close all windows that led you to this point.