

# **Computer Work Habits**

**Follow all rules for the building, room  
and computers.**

**Have a current Internet card .  
Ask to use the Internet**

**Save your work frequently.**

**Use spell checker.**

**Proofread and edit (the computer is not  
always right!)**

**Use good keyboard techniques.**

**Use good posture.**

**Recycle computer paper.**

**Store disks in a safe place.**

**Store CD's where they belong before leaving.**

**Quit a program when you are through.**

**Save your work to the correct file.**

**Ask for help!**

**Report problems.**

**Leave computer area clean!**