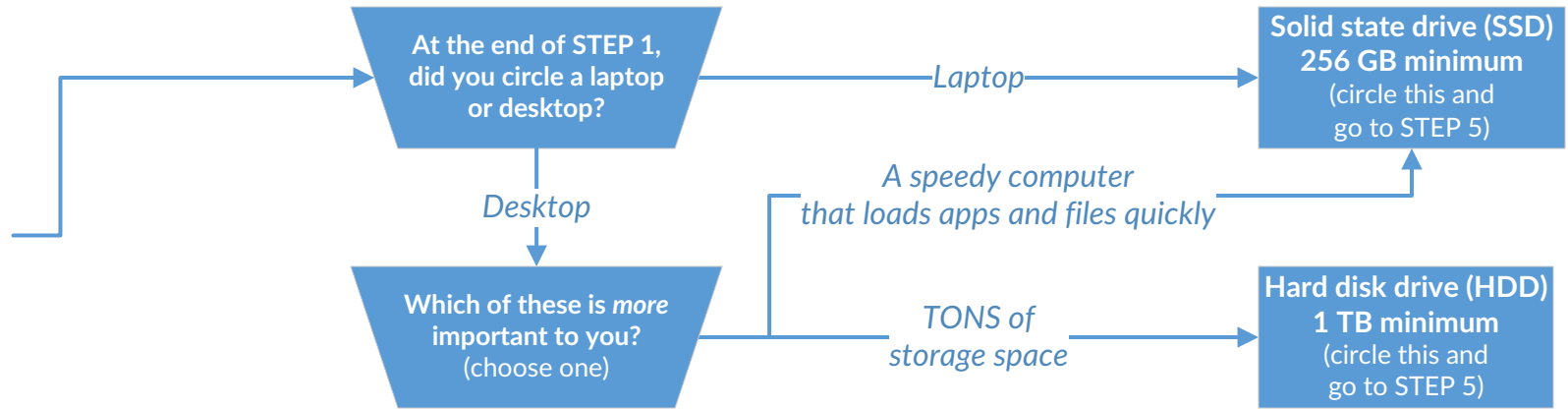




STEP 4:
Hard drive
(data storage)



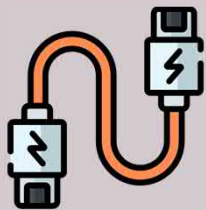
STEP 5: Review

Review the items you circled above, then read *Things all work computers need, Recommended features and services, and Money saving strategies* (all below).

Some major computer manufacturers

Acer, Asus, Dell, Hewlett-Packard (HP), Lenovo, Toshiba

Things all work computers need



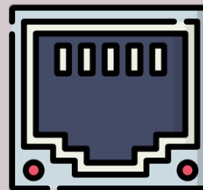
USB-A ports
(minimum 2)



Built-in Bluetooth
(4.0 or higher)



Built-in Wi-Fi
(802.11n AND 802.11ac)



Gigabit ethernet port
(10/100/1000)



Integrated webcam
(laptops only)

Recommended features and services



Purchase extended warranty coverage for as long as you want the computer to keep working (3-4 years is usually sufficient).



Consider purchasing accidental damage coverage (especially for laptops).



Be sure your laptop can connect to a projector using VGA and HDMI. Buy an adapter if necessary.



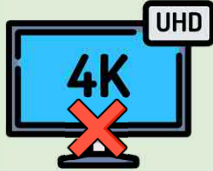
Buy a Core i5 or Core i7 processor. It'll work faster and last longer.

Money saving strategies

On a tight budget? Here are some ways to save some \$\$ on your computer:



You don't need a touch screen. They add significant cost and are unnecessary for most work.



You don't need an ultra high definition display. 1920x1080px (1080p) is sufficient for most everyday computing.



You don't need a fingerprint reader. Unless you're literally a secret agent, their actual benefit for a basic work computer is dubious.



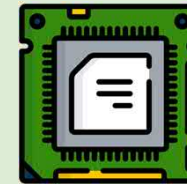
You probably don't need an optical disc drive. If you show DVDs or use apps only available on disc, you may still need it.



Avoid "2-in-1" or convertible laptops. They are less durable and cost more than their traditional counterparts.



Avoid Macs. Windows computers generally cost hundreds less than comparable Macs.



An Intel Core i3 processor is suitable for light use, but avoid all Atom, Pentium and Celeron.



Buy software from TechSoup, not bundled with your new computer or at retail.