

Keep your laptop clean. This may seem like a simple topic, but computers require special cleaning even on the outside. Keeping your system free of dust, dirt and liquids is the first step to computer care. Always turn off your computer before cleaning!

a. **LCD/Tablet screen:** the screen should never be cleaned with glass cleaner, water, or any other liquid. To clean the screen, use **ONLY** a microfiber cloth or lint-free cloth to gently wipe away dust.

b. **Keyboard:** Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.

c. **The Rest of the Laptop:** should be kept as dust-free as possible. The best product to use to clean your computer is a Mr. Clean Magic Eraser (lightly wet and clean). Alternatively, spray a lint-free cloth lightly with glass cleaner, then clean the laptop. Too much liquid can damage your computer, even if it is turned off. Be sure to hold the cloth away from the computer when spraying - never spray directly on the computer.

d. When in doubt about how to clean your computer system, consult technical support

4. **Always have clean hands before using your laptop.** Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles. Dirty fingers can cause letters on keys to disappear and/or become "sticky keys"

5. **Protect the LCD display monitor,** as it is **VERY** fragile. The LCD screen should **NEVER** be touched, even with your fingers! Irreparable damage can be caused to the screen with the slightest of touches. Keep sharp objects from the screen. Never put pens or pencils in your laptop/tablet carrying case. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be very careful when handling them with a laptop/tablet inside. When you shut your laptop/tablet, make

sure there are no small items, such as a pencil, earbuds or small ear-phones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and hold it from the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.

6. Keep all liquids and food items away from your laptop. Liquids and food crumbs can damage delicate electronic circuits. As Tempting as it might be to drink soda, take a bite out of your sandwich or eat or drink any other food or beverage near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently destroy parts. Food crumbs can slip under your keys and cause your keys to stick and become unusable. The solution is very simple: Keep your food and drinks away from your computer. Even if you're careful, someone else might bump into you or your desk.

7. Beware of Viruses. Never open an email attachment unless you know and trust the person who sent it. **Do not accept downloads from Internet sites that you don't know and trust. Gaming sites generally offer free downloads that have corrupt files that can infect your computer with malware and viruses.** If you want to play a game online, that's fine, just don't download any games - bookmark the site instead so that you can go back to use it later. Also, never click on pop-ups, and avoid sites that have them!

8. Protect your Identity. Be careful when giving out your email address and personal information online. When signing up for something (free) online, many times the site will sell your email address and personal information to a third party vendor, who will use it to send unwelcomed email advertisements or worse. Read over the User Agreement and Privacy Policy before submitting a form online with any private information.

9. **Hold and lift the laptop by its base**, not by its LCD screen. The laptop/tablet lid (screen) should be closed before lifting and should be lifted using both hands. If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The screen is also easily scratched or damaged by direct pressure - avoid placing pressure on it.

10. **Don't pull on the power cord**. Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power cord near your feet, avoid constantly bumping into the plug because you could loosen it and eventually break it.

11. **Plug in accessory devices into their proper slots**. Always look at the symbols and shape of the ports on the laptop carefully before inserting devices. Jamming a phone line into an Ethernet port or vice versa could damage the sockets, making it impossible to use them again. It is very important to observe this step.

12. **Be sure to store your laptop in your laptop bag or backpack**. You can trip or someone can knock into you causing you to drop and potentially break or damage your laptop/tablet. Remember where your laptop/tablet is at all times. Do not sit, throw, or step on your backpack with your laptop/tablet in it.

13. **Don't leave your laptop in a car**. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for someone to break into your car and steal it. Your laptop should be kept in a safe location that is dry and cool in **temperature**.

14. **Try and keep the laptop on a flat surface.** This prevents damage to the laptop. This step can be hard, particularly if you are going out with your laptop, but if there is a flat surface available to put your laptop on then do so.