

HUMANIZING TECHNOLOGY
By Frank, Your Computer Tutor

HOW TO MAKE YOUR COMPUTER INVESTMENT LAST L O N G E R

Cleaning your computer will keep the your investment running better and longer. A good thumb rule is: not to have your computer on the floor, and clean the areas around it weekly; clean inside the case semi-annually – more often if you have pets.

GENERAL CLEANING TIPS

1. Before cleaning a component and/or the computer, turn it off and unplug it from the wall.
2. Never spray or squirt any type of liquid onto/into any computer or component. Spray liquids onto a cloth and then use the cloth.
3. You can use a vacuum to suck-up dirt, dust, or hair around your computer and the keyboard. Do not use a standard vacuum to clean inside your computer - use a can of compressed air with a very long nozzle – a \$5.00 investment.
4. When cleaning the back of the computer, make sure not to disconnect any of the cables.

CLEANING TOOLS: Nothing special required, just use ordinary around-the-house stuff.

Cloth & Cleaning Fluids: A soft cloth is best to use to dust or deep clean. When moistening a cloth, use “purified” water or “denatured” alcohol.

Foam swabs: Whenever possible, use lint-free swabs such as foam swabs. Swabs moistened with alcohol are excellent to clean areas in your keyboard & mouse.

Portable Vacuum: Over time, dust, dirt, hair and other particles can restrict the airflow in your computer and EVEN CAUSE A FIRE!! Besides using compressed air, clean computer innards by using a battery-operated vacuum. Don't use a standard Hoover-type vacuum because it generates static electricity that will damage your computer. Never, ever, get anything inside the computer damp or wet.

CD-ROM CLEANING: A Cd-ROM cleaner bought from a local Radio Shack will sufficiently clean the CD-ROM laser from dust, dirt, and hair – a \$10.00 investment.

KEYBOARD CLEANING: Most folks clean the keyboard by shaking it upside down. A more effective method is to use compressed air in a can. Aim the nozzle between the keys to blow away the dust and debris.

LCD CLEANING: Unlike a computer monitor that you can clean with Windex, the *Liquid Crystal Display* (LCD) is not made of glass and requires a special cleaning procedure. To clean the LCD screen it's recommended that you use a soft cotton cloth; if a dry cloth does not completely clean the screen, apply purified water to the cloth and wipe the screen with the damp cloth.

Next time we'll discuss how to keep your computer virus free: *Hint: Get it off the floor!*

Mentor Frank Hare, M.A., has Hundreds of Happy Clients and manages Colorado-based BeyondTech, LCC: Services offered: custom-built computers & IN-HOME SERVICES: repairs, networking, Spyware & virus removal, 24/7. Call 303-575-1774 frank@beyondtechnology.net