

Cleaning Your Computer

Computer Users of Erie

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Part I

- The care and looks of the hardware product

Before You Start

- Work in a well lighted Clean Area
- Work in a STATIC FREE Area
- Power Down Devices
- Best to Remove Power Source

PRODUCTS

Simple and non commercial

- Clean Water
- Clean Micro Fiber Cloth
- Clean Cotton or Flannel Cloth
- Eye Glass Cleaning Solution
- Can of Compressed Air
- 50/50 Water/Vinegar Solution
- Small clean soft paint brush

The Monitor

- Flat Screen
- Micro Cloth or clean flannel or cotton cloth
- Clean Water or Eye Glass Cleaner
- Do not spray on the device but on cloth
- Wipe till clean and dry do not use force
- Do not use harmful solvents Read the label

The Monitor

- Old CRT Monitor
- Same as Flat Screen
- Glass more tolerant than Flat Screen

Keyboard & Mouse

- Turn keyboard over so keys face down and gently tap the bottom of keyboard to release crumbs and small objects from between the keys
- Use a damp cotton or micro fiber cloth to wipe keyboard
- Finally use CAN of AIR between keys to remove dust between keys
- Do same procedure for mouse

Desktop Box

- Unplug computer from any power source
- Wipe box with damp cotton or micro fiber cloth till dry
- Use clean (new) soft paint brush to remove dust between grooves
- Open panel to expose inside of computer
- Use can of AIR to blow away any dust inside box. Pay attention to fan and power supply.

Desktop Box

- Never use a vacuum cleaner
- Check for any loose connections and re-seat if necessary
- Do not leave loose objects inside and make sure any cables are not blocking airways or fans
- Close box

Laptop

- Use damp cotton cloth or micro fiber cloth to clean all surfaces
- Use eyeglass cleaner or clean water on a damp cloth
- Do not spray cleaner directly on computer anywhere
- Use Can of Air to blow away dust from vents

Environment

- Keep cables neatly tied together in a orderly fashion
- Sweep away any dusty areas
- Allow room for air circulation
- Maintain cool Temperature

CAUTIONS

- Never use SOLVENTS and ALWAYS READ the label
- When Cleaning – Shut off your computer and remove the power source

CAUTIONS

- Take procedures to prevent **STATIC ELECTRICITY**
- Work in a clean, well lit environment
- If you are not sure about something then **ASK**
- Make a Backup **BEFORE** you do anything

RESOURCES

- Wikipedia.org/Clean-a-Laptop-Screen-with-Household-Products
- Howtogeek.com/107280/the-best-tips-for-speeding-up-your-windows-pc
- Windows.microsoft.com/en-us/windows/optimize-windows-better-performance#optimize-windows-better-performance=windows-7

Part II

Files and Programs Affecting the Speed and Efficiency of the Operating System

Files on a Diet

- Examine the files that you create
- Remove duplicates
- Organize the Storage Structure

How Did I Get Them?

- You like the name of the file and use it again
- You organize by copy instead of move
- Programs YOU use made duplicates
- Poor Organization Structure

How Did I Get Them?

- Modify files like Text Documents
- Modify Photo files
- Emails
- You simply forgot

Why Bother Doing When...

- Disk Storage is cheap
- Redundancy is a form of Backup
- You are a Hoarder
- ?????? Great Question ...

This Is Why...

- **Frees Up Storage**
- **Easier to Find Files**
- **Speeds up Computer**

Speed Up Your Computer

- Determine the start up programs you use
- Run Task Manager
- Run MSCONFIG
- Uninstall Tool Bars
- Purge Cache in browser
- Use Built in Windows Tools
- Tidy Up the Desktop

How Do I Do It?

- USE A PROGRAM DESIGNED FOR THIS

Freeware

Shareware

Commercial

Work on single directories then multiple
directories

Program That Help

- This is NOT a review of the many programs to help assist you in maintaining your files.
- Look for ones YOU like to use.
- Read Reviews
- Many are Freeware or Shareware

Cleaner Programs

- **Ccleaner Free** –
www.piriform.com/ccleaner/download
- **PC Decrapifier** – Free for personal use –
www.pcdecrapifier.com/download
- **Disk Cleanup** (included in Win 10) -
<http://windows.microsoft.com/en-us/windows-10/free-up-drive-space>

Cleaner Programs

- **Revo Uninstaller** –
revouninstaller.com/revo_uninstaller_free_download.html
- Many More – Search the Internet
- Use Caution in choosing the ones your pick

Final Stage

- Run a full security tool
- First use tools included in Windows
- Then Use another such as
- **Malware Bytes Anti-Malware Free** –
www.malwarebytes.org/downloads
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Virus and Trojans

- Good Idea to follow procedure as outlined in previous Presentations

Questions