

# LAPTOP CARE

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- Keep food or liquids away from your laptop/computer to prevent unnecessary damage. Always use clean hands and avoid crumbs.
- Clean your screen with a microfiber cloth and screen cleaning solution.
- Operate in a dry, well-ventilated, cool or room temperature area to keep the fans working.
- Don't expose to extreme temperatures. Let it adjust to room temperature before turning it on.
- Be gentle when plugging in or removing any devices or power cords.
- Hold and lift the computer by the base, not the screen.
- Always use a bag or cover when moving your laptop from place to place.

## POWER AND BATTERY LIFE

- Plug into a surge protector
- When not in use, turn off or sleep your computer.
- Don't keep a laptop plugged in all the time - devices are happiest between 20-80% battery. When it is fully charged, unplug it and use it until it is about 20% battery, then plug it in until it reaches 80-100%.

## SOFTWARE

- All computers run on software. The most common software is Microsoft, iOS, or Linux.
- To keep your computer safe from viruses, you must update your software.
  - Your computer will send you a notification, and you can check if your computer is due for an update by going to Settings and using the search bar to find "updates".

## WEB BROWSERS

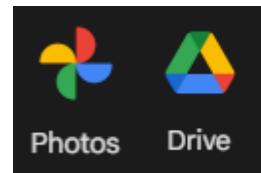
- Web browsers are platforms for accessing the internet. The most common web browsers are Chrome, Firefox, Safari, or Edge. Some software have web browsers already installed, ex. Safari is installed on all iOS/Apple computers, and Microsoft Edge is installed on all Windows computers.
- Web browsers have updates too. Set your browser to automatically update by going into the settings.

## VIRUSES

- A Virus is a malicious set of code meant to harm you and/or your computer.
- You can get a virus by opening malicious email attachments or links, visiting infected websites, downloading infected files from untrustworthy sources, or by not updating your software or your web browser.
- To prevent a virus:
  - Keep your computer software and web browser updated
  - Install a free or paid antivirus software: Windows Defender, Kapersky, McAfee, etc.

## SOFTWARE CARE: CLEARING COMPUTER STORAGE

- A computer has a limited amount of storage space. Review all of your files regularly and delete files that you no longer need.
  - Use the File Explorer to find your downloaded files, applications, documents, pictures, and more.
- If you no longer have enough storage space you can purchase a separate device for external storage (USB drive, external hard drive) or you can upload files to remote storage, otherwise known as the cloud.
  - Google offers a limited amount of free remote storage of files and photos with your Gmail account



## WEB BROWSER CARE: CLEARING BROWSING DATA

- Regularly clearing your browsing history and cookies helps your computer stay safe and running efficiently.
  - Browser history takes up space in your computer storage
  - Computer cookies are used by websites to customize your experience. They may give you specific ads, or remember what you purchased last time. All websites have cookies and many send a pop-up when you enter the site which asks which cookies you want them to use.
- Clear your browser history by going to your browser settings and searching for “delete browsing data”