



Caring for your Laptop

Remember:

- Keep your laptop clean and charged. When you lift it, make sure to always lift from its base (not the screen).
- Shut your laptop down at least once every few days. Leave it off for at least 15 minutes before restarting.
- Keep your software up to date, and periodically clear out any old programs or unwanted files.

If your laptop is damaged or stops working properly, bring it to IT Services for analysis.

Prevent accidents before they happen.

Keep food and drink away from the laptop. When drinking water or other beverages while working on your laptop, keep your glass or bottle at least 30cm away from the laptop.

Use your laptop in safe conditions (e.g., away from water, extreme temperatures, and so on).

Place your laptop out of reach of younger children and pets.

Know how to look after the battery.

Keep your laptop on charge whenever convenient to do so, and remember to have the laptop fully charged before you bring it to school each day.

Clean your laptop often.

Taking a few minutes to clean your computer of dust, grime, residue, and so on will make a huge difference in your laptop's lifespan. Only use a soft dry cloth for this purpose. Focus on the following; keyboard, vents and screen.

Be gentle when plugging in peripherals.

Peripherals are items you plug into your laptop; these can include USB flash drives or accessories, headphone or speaker cables, adapters, and even the power cable. Check that you're using the correct port and do not use force.

Avoid placing things on top of your laptop.

This can push the LCD screen into the keyboard and may eventually damage your laptop's screen. This includes anything from your phone to books, dishes, or clothes.

Transporting your laptop:

- 1) Ensure that you are using your laptop carry case when moving the laptop to and from school or other locations, and between classes while at school. If you have lost or damaged your case, you are expected to purchase a replacement case.
- 2) Hold and lift the computer by its base and close the lid before lifting and transporting the laptop.
- 3) When opening and closing the lid, use more than one finger and make sure to hold the base to keep it steady. Flexing the screen unnecessarily can cause it to break.

- 4) **Don't leave your laptop in a car.** Not only do the insides of cars experience excessive heat that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a thief.

Close programs you aren't using.

Each running program takes up a certain amount of memory (known as RAM) and processing power, so make sure you're closing the ones you don't want to use. You can force stubborn or unresponsive programs to close by doing the following:

- Press **Ctrl + ↑ Shift + Esc** to bring up the Task Manager.
- Select a program that's listed in the "Apps" section.
- Click **End task** in the bottom-right corner of the window.
- Repeat with other programs you want to close.

Keep your Windows operating system up to date. Ensure you only perform Windows updates at home and only while the laptop is plugged into the power and the lid is open and can be left by itself for a while. Some updates can be destructive to the proper running of Windows if they are interrupted during installation. Ensure all updates are complete before closing the lid and transporting the laptop elsewhere.

Empty the Recycle Bin. It's easy to forget that files you've moved to the Recycle Bin by way of deleting them aren't automatically removed from your hard drive. To empty the Recycle Bin, right-click it, click "Empty Recycle Bin" in the drop-down menu, and click **Yes** when prompted.