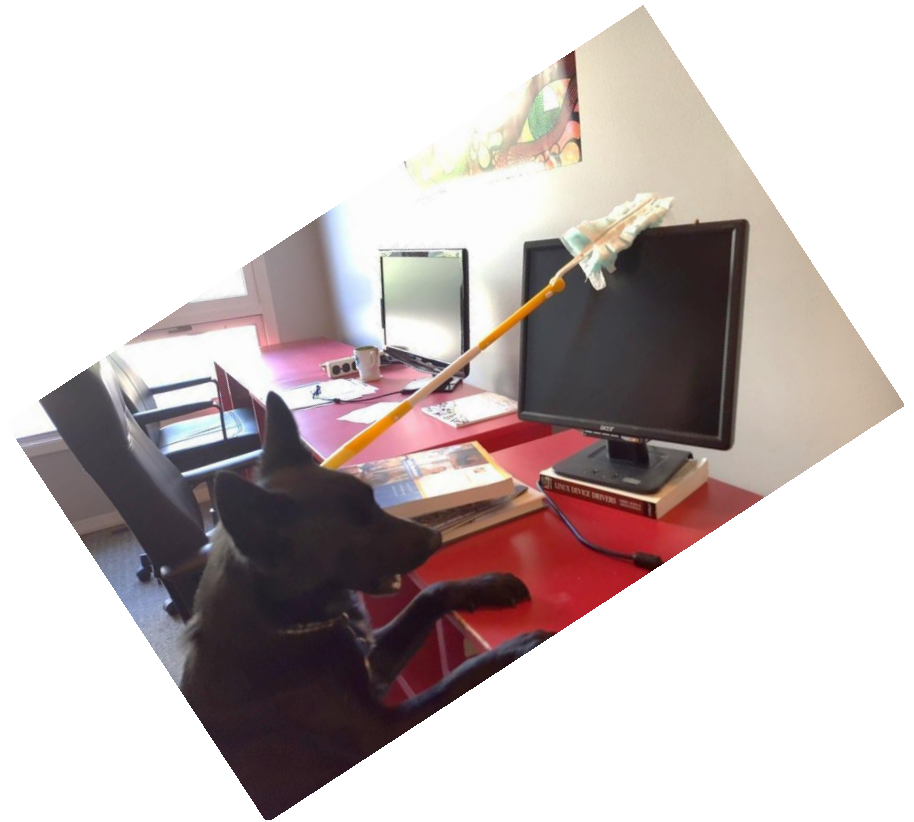


# Cleaning Your Computer

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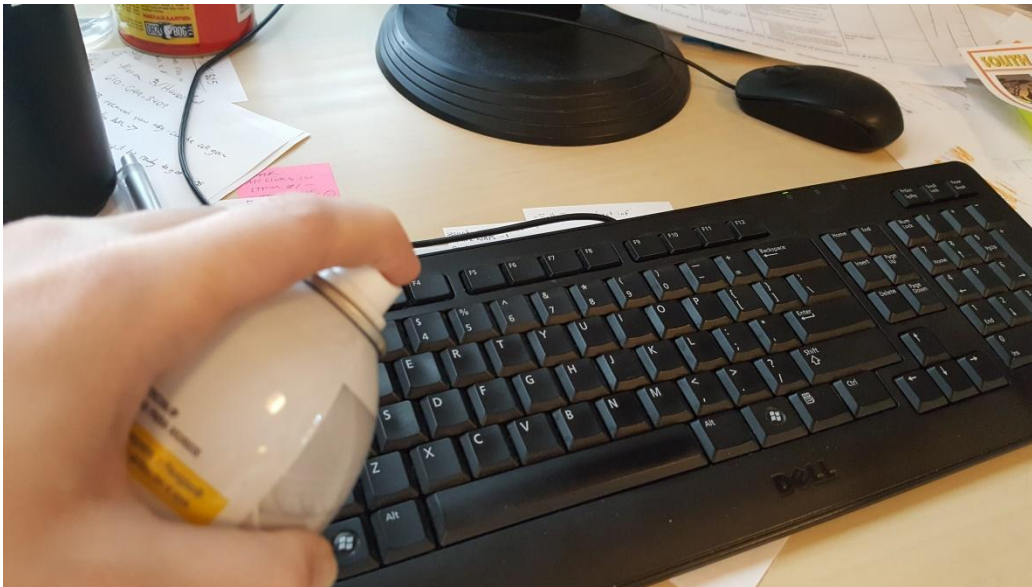
The following link is a wonderful, in-depth resource for specific cleaning procedures, and includes a simple quiz to help you determine how frequently you should clean your computers: <http://www.computerhope.com/cleaning.htm>

- **What should I use to clean a computer?** Here are a few suggestions:
  - Compressed (“canned”) air
  - Soft cloth lightly dampened with water or rubbing alcohol
  - Cotton or foam swabs
- **What should I avoid** when cleaning a computer?
  - Solvents and oils—these can damage the plastics
  - Applying liquid directly to any computer component
  - Static—a cloth with a buildup of static, a vacuum cleaner plugged into the wall, or a metal tool could all cause damage to the computer
  - Touching internal components such as the motherboard with any cleaning tool.
  - Putting a dog in charge of any cleaning procedures.



# Keyboard and Mouse

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- Begin by turning your computer off and unplugging the keyboard and mouse (or simply by turning them off and removing any batteries if they are wireless)
- First check the keyboard for any loose keys. If there are none, the keyboard can be turned upside down and gently shaken over a waste bin to remove some large dirt and dust particles, food crumbs, etc.
- Use compressed air to blow remaining dust and dirt out from under the keys.
- Gently wipe the keyboard with a cloth moistened\* with water or rubbing alcohol (\*do not use anything that will drip excess moisture onto the keyboard, which could cause permanent damage). You can also use certain disinfecting wipes, such as those branded specifically for keyboard cleaning, or Lysol or Clorox brand wipes (again, as long as the wipes do not drip moisture).
- Mice can be cleaned with a cloth or wipes as well, but do not wipe the trac-ball or optical sensor (on the underside of the mouse) as disinfectant may damage these components.

# Monitors

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- Why? Dirt, dust, and fingerprints can cause the computer screen to be difficult to read.
- Procedure: Unlike a CRT computer monitor, the LCD or LED monitor is not glass and requires special cleaning procedures.
- DO NOT Spray any cleaners or water directly onto a flat-screen monitor
- Use a dry and lint-free, soft cloth (cotton or microfiber) or a disposable duster (such as Swiffer brand) to remove dust
- If the screen is spotted or soiled, it can be gently wiped with a cloth lightly moistened with rubbing alcohol.
- CRT monitors (glass screens) can be easily scratched, so similar rules for using a clean, lint-free cloth apply, however CRT monitors can be wiped with glass cleaner if needed.



# Outside of the Computer

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- The plastic housing of the PC components can be cleaned with a slightly damp lint-free cloth or pre-moistened wipe.
- Crevices and vents can be blown clean with canned air, vacuumed with a battery-operate vacuum, or wiped clean with cotton swabs

# Inside of the Computer

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- This is the no-touching zone! Any static charge could do permanent damage to the motherboard or chips, so when cleaning it is best to use compressed air to blow away dust.



# Connections and Ports

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- A specific product called DeOxIT is available for multiple applications if you are having issues with the connections and ports looking dirty or not functioning well. The company website details the use of specific products for specific applications, but in a library setting the most useful product for applications such as cleaning dirty headphone jacks and plugs or USB ports. More information is available here:

<http://store.caig.com/>

