

How To Clean Your Computer Inside and Outside

By Angie Boldwyn

How To Clean Your Computer Inside and Outside

Angie Boldwyn
boldwyn@accessus.net

Successful Life Enterprises <http://www.slife.com/>

How To Clean Your Computer Inside and Outside
by Angie Boldwyn Feb. 2003

Clean The Outside Of Your Computer:

Gather the following supplies:

- * Two 100% cotton cloths
- * A spray bottle with cleaning liquid such as a small amount of dish detergent. No ammonia based liquids should be used around electronic equipment. Static Free Computer Cleaner is recommended.
- * Cotton swabs
- * Several 3x5 index cards or pieces of tagboard
- * Toothpick (plastic if possible)
- * Toothbrush

Always log out (IBM) or shut down (Mac) the computer before starting to clean the machines.

Unplug the keyboard and mouse from the machine. Be careful when pulling out the cables. Always pay close attention to where you unplug the cables.

Begin with the monitor:

Check and be sure that the cloth is clean and free of any particles that could scratch the screen.

Always spray the cloth, not directly onto the computer.

Watch to see that you aren't spraying the liquid at someone or near your own face.

Clean the screen first. Wipe the monitor going around the whole screen. Be sure to clean the small lip that frames the glass section. Look carefully to see that it isn't streaked when you're finished.

Now wipe the plastic case:

Clean the lips of the CD rom drive and the disk drive.

When cleaning the top, back and sides, wipe the areas that allow air to circulate. Optional: a small vacuum cleaner can be used to get more dust out of circulation vents.

How to clean the keyboard:

Tip the keyboard over gently. Tap the keyboard and watch the dust & paper particles drop on the counter. Don't hit it too hard, but don't be afraid to tap it to loosen the dust particles.

Clean the frame. A little extra rubbing may be needed on the spacebar, Enter (IBM) and Return (Mac) keys.

Wrap one finger with the cloth and walk the keyboard, going over each individual key.

Spray a cotton swab. Use your fingers to wring it out so it's not too wet. Use it to go between the rows and clean the sides of the keys.

Optional: All Keys with the exception of the space key can be removed and cleaned. Be careful and remember to spray your cloth, not your keyboard.

Cleaning the mouse is vital:

Remember: spray the cloth first.

Clean the outside of the mouse. This is done by taking an index card and folding it in half vertically. The small open ridge around the mouse is a dirt collector. Use the index card and go into the ridge area and remove the dirt.

Turn the mouse over and remove the plastic plate at the bottom (The arrows usually tell you which way the plate comes off). Use the toothpick to get the dirt off the wheels on the inside that the trackball uses.

Spray the rag again, place the ball into the rag and clean the track ball.

Reassemble the mouse.

Clean the workspace:

Use the toothbrush to dust off the mouse pad.

Lift up the keyboard and mouse. Clean the areas they rest on.

Lift the monitor and clean behind and under it; repeat the process for the CPU.

Reconnect the keyboard and mouse:

Now, reboot the machine (turn the power back on) and be sure that the monitor, CPU, keyboard & mouse are all working properly.

Clean The Inside Of Your Computer (PC):

A cluttered computer can cause you unnecessary interruptions and problems.

Go through your document files and software and delete or uninstall those you no longer use or are outdated. Note: If you're unsure whether your computer will run efficiently without a software program, it's best to leave it on the computer.

Scan Disk. Click Start, Programs, Accessories, System Tools, Scan Disk. Choose the thorough option and check the "automatic fix errors" box.

Defrag Your Computer. This can speed up your computer considerably. If you have never done this before, it can take a few hours. After that, do it regularly (such as weekly) and it will take just 10 minutes or so. Click Start, Programs, Accessories, System Tools, Disk Defragmenter. It will ask you if you'd like to defragment Drive C, D, or E (depending on your computer), click yes or OK.

Disk CleanUp: Click Start, Programs, Accessories, System Tools, Disk Cleanup. Select the drive you want to clean up, usually drive C. Then check the boxes for Temporary Internet Files, Recycle Bin, and Temporary Files. Click OK to delete these files.

Disclaimer: I have used these techniques myself over and over with no problems and trust that you will do the same but I cannot accept the responsibility if something goes wrong with your computer. Use and follow these instructions carefully.

GOOD LUCK!

:) Angie Boldwyn - Successful Life Enterprises
Contact Email <mailto:boldwyn@accessus.net>
Webmaster <http://www.slife.com/>

You are welcome to publish this article and

share it with your friends. Request This Article
By Autoresponder...
mailto:cleanyourcomputer@getresponse.com

[Get-Articles.com : 1000's of reprintable business and internet marketing-related articles.](#)

[Submit your article for reprint.](#)