Session 13
Tool Time Tuesday
Cleaning your tech & author alerts

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Cleaning your keyboard
Gunk (dust, food, etc) in your keyboard can prevent it from working properly.

DOs
- Unplug the keyboard (wireless keyboards should be turned off), turn the keyboard upside down and gently shake it to remove dirt and dust.
- Use compressed air to clean in between/under the keys.
- Use a microfiber cloth and rubbing alcohol to wipe down the keys. Use a Q-Tip dipped in rubbing alcohol to get in between.
- Wait for the keyboard to dry before reconnecting.

DON'Ts
- Don’t smack your keyboard. You can break the keyboard if you’re too aggressive. Violence is never the answer.

Cleaning your mouse
There are two main mouse types: optical and mechanical (with the tracking ball).

DOs
- Unplug the mouse and/or turn it off.
- Moisten a microfiber cloth with rubbing alcohol, and clean the mouse.
- If you have a mechanical mouse, remove the tracking ball, and clean the ball and inside of the mouse with a cloth and/or Q-Tip.
- If you want to give the mouse a quick cleaning, place it on a clean sheet of paper and move the mouse back and forth. Some of the dust and particles should rub off onto the paper.

DON'Ts
- Again, don’t smack your mouse around. It could get damaged.

Cleaning your monitor

DOs
- Turn off the computer. Unplug the monitor from the power. Give it time to cool down.
- Use a microfiber cloth moistened with water to gently wipe the screen clean. For stubborn grime, you can add a little vinegar to water.
DONTs

◉ Do not use glass cleaner/bleach wipes/ammonia to clean a monitor. Many screens have anti-glare coatings that can be damaged by glass cleaner.
◉ Do not spray any liquids directly onto the screen. The liquid could leak into the monitor and damage the internal components.
◉ There are monitor-cleaning kits you can buy, but they may damage your monitor if they’re designed for a different type of monitor.

Cleaning the outside of your computer

DOs

◉ Dust your computer with an anti-static cloth.
◉ Use compressed air to remove dust.
◉ Wipe down the surface that your computer is on to improve air flow and prevent dust build-up.
◉ Use rubbing alcohol and a microfiber cloth to wipe down surfaces.

DONTs

◉ Do not use furniture cleaner or harsh chemicals.
◉ Do not spray water, etc. directly onto your computer.

Cleaning your smartphone

DOs

◉ Turn off your device.
◉ Wipe down with a damp or dry microfiber cloth.
◉ You should check with your manufacturer to confirm if you can use a more aggressive cleaner.
  ○ iPhone/Samsung: Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, to gently wipe the exterior surfaces of your iPhone.

DONTs

◉ Avoid getting moisture into the charging or headphone ports.
◉ Do not use Clorox or Lysol wipes or bleach. These can damage your anti-fingerprint coating.

Ultraviolet C

There is some evidence that UV-C can clean small devices like smartphones or wearable devices. We still need more evidence. Most of these devices don’t tell you the wavelength so it’s difficult to know how reliable they are.

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