

# 5

*ways to take care of your*

# LAPTOP



1

## WORK ON A SMOOTH EVEN SURFACE

Your laptop generates heat while it is running & it's important to keep it well ventilated. Placing it on a pillow, blanket or other uneven surface can block critical airflow and can cause overheating. Always work on a hard, even surface when using your laptop.

2

## SHUT IT DOWN

It is important to shut your laptop down completely once in a while so that it can update & perform routine maintenance tasks. Be sure to use the on-screen menu to turn it off properly. Do not unplug your laptop or press the power button when the machine is still running.

3

## DECLUTTER

Unnecessary files and applications stored on your computer can take up valuable space & cause it to run slower. Organize, delete & declutter often to keep your laptop running smoothly.

4

## KEEP IT CLEAN

Proper laptop maintenance includes keeping your laptop clean. Regularly clean off dust, fingerprints, etc. Always use proper sprays & a fiber-free cloth. Compressed air is ideal for cleaning ports, keyboard, etc.

5

## PLAY IT SAFE

Protect your investment. Take advantage of extended warranties, use a sturdy carrying case, install anti-virus software, etc to keep your laptop safe.