

Fall Housecleaning Time

For your computer, laptop, etc.

To physically clean...

You will need:

- Soft, lint-free cloths (microfiber cloths work well)
- Mild dish detergent such as Dawn
- A can of compressed air
- Isopropyl rubbing alcohol

And here's someone to tell you how...

You don't need to take notes as we will review everything after the video.

https://www.youtube.com/watch?v=M_kr3FmsSUE

3.53 minutes

To physically clean...

- Start with the outside. Power down and unplug your computer. If your unit is old, remove the battery.
- Add a few drops of liquid dish detergent in a couple of cups of warm water. Wet a lint-free cloth and squeeze as much of the water out as you possible can. [Be careful about liquids around a computer. Keep squeezing until it is as dry as you can get it.]

- Rub the case down on both sides and along the edge.
- Rinse off the cloth with clean water and rub down the case again.
- Use a dry cloth to wipe down the outside once you are done.

To clean your screen...

- To clean the screen you might want to try use a product made to clean a screen. Check the Internet for those products or check with a computer store.
- If you are very careful, you can use your detergent water with the cloth squeezed as dry as possible. But be gentle with the screen and don't scrub it like you did the case. Again rinse out the cloth, squeeze dry, and wash the soap residue off the screen. Then use the dry cloth to dry the screen.

To clean your keyboard...

- Our keyboards get pretty dirty so we do need to clean them. The goal is to not get any liquid under the keys. Start by shaking the keyboard over a trashcan to get the big pieces of potato chips, Cheetos, or M&Ms out.
- Some people use a can of compressed air to give the keyboard a good blow while others use a compressed air device similar to a dust buster. But it's not recommended to use a vacuum or dust buster.

- Use your can of compressed air to remove any crumbs that are lying in the crevices in between the keys. After that, dab a lint-free cloth in isopropyl rubbing alcohol and gently rub your keys.
- Isopropyl rubbing alcohol is better for two reasons. One, it evaporates almost immediately, which greatly reduces the risk of liquid getting inside your laptop. Second, it's effective in removing the oily residue left behind by your fingertips.

Other cleaning tips...

- Since you have the stuff out for cleaning the keyboard, go ahead and clean the outside of your mouse as well.
- If you lent your laptop to a friend who returned it while sneezing and coughing, you can disinfect your keyboard by using a disinfecting wipe containing up to 0.5 percent hydrogen peroxide.

Ports and vents...

- Don't forget to clean all the ports and vents on your computer. You can either use compressed air to blow them out or use a vacuum to get those dust bunnies. Many don't recommend using a vacuum on the keyboard itself as you might suck up some little pieces that you don't want removed plus it could create a static discharge which ain't good for computers.

Digitally cleaning a computer



To defrag...

How to do a minor digital cleaning:

- Defragmentation is a key factor in PC performance. In simple terms, defragmentation — or defragging — is the process of re-arranging files on a hard disk for faster access.
- It's not hard to defrag as basically your system does it for you.

- Defrag: If using Windows, go to "Start," select "Settings," then "Systems." In the search box, put in "defrag" and click on "Defragment and optimize your drives" and select "Optimize."
- You can also check to see if it's set up to optimize on a set schedule or you can set it up to do so.
- Newer disks may have SSD (Solid State Drives) that do this automatically, so you will not find a defrag option in Windows.

- If using a Mac, you can run "Volume First Aid" in the Disk Utility app. Press CMD+Space Bar (CMD key is the one that has the splat or four leaf clover symbol on it.) In the Spotlight search bar that comes up, type "Disk Utility". When the Disk Utility opens, select the volume to check.
- As mentioned with Windows, newer disks which are SSD (Solid State Drives) do this automatically, so you will not find a defrag option or a Volume First Aid option on MacOS. to defrag.

Before organizing files and folders, a bit of info on storage...

Bits and Nibbles lead to Bytes...

- Bit - A bit is a value of either a 1 or 0 (on or off).
- Nibble - A nibble is 4 bits.
- Byte - A byte is 8 bits. So one character, such as "a", is one byte, so that's eight bits or two nibbles. Impress your friends at the next cocktail party with that bit (pun intended) of information.

And Kilobytes and Megabytes...

- Kilobyte (KB) A kilobyte is 1,024 bytes which is equal to about two or three paragraphs of text.
- Megabyte (MB) A megabyte is 1,048,576 bytes or 1,024 kilobytes which equals:
 - 873 pages of plain text (1,200 characters).
 - 4 books (200 pages or 240,000 characters).

Gigabytes...

- Gigabyte (GB)
- A gigabyte is 1,073,741,824 (billion) bytes, 1,024 megabytes, or 1,048,576 kilobytes which equals:
- 894,784 pages of plain text (1,200 characters).
- 4,473 books (200 pages or 240,000 characters).
- 640 web pages (with 1.6 MB average file size).
- 341 digital pictures (with 3 MB average file size).
- 256 MP3 audio files (with 4 MB average file size).

Terabytes...

- Terabyte (TB)
- A terabyte is 1,099,511,627,776 (trillion) bytes, 1,024 gigabytes, or 1,048,576 megabytes which equals:
- 916,259,689 pages of plain text (1,200 characters).
- 4,581,298 books (200 pages or 240,000 characters).
- 655,360 web pages (with 1.6 MB average file size).
- 349,525 digital pictures (with 3 MB average file size).
- 262,144 MP3 audio files (with 4 MB average file size).

Bigger and bigger...

- Petabyte (PB)
- Exabyte (EB)
- Zettabyte (ZB) is 1,180,591,620,717,411,303,424 bytes (1 sextillion, 180 quintillion, 591 quadrillion, 620 trillion, 717 billion, 411 million, 303 thousand, and 424 bytes.)
- That equates to 4,919,131,752,989,213 quadrillion books
- And there are other byte names out there that are used for even larger amounts....

Your storage...

- How much storage do I need and/or have?
- In Windows, go to File Explorer (look for the little folder at the bottom of your screen). Then select "This PC" and look for the bar graph showing how many GB you have free.
- In Mac, you get a whole lot more info. What version is my operating system? What type of hardware is my Mac? How much disk space and memory do I have?
- Select the apple menu in the top left corner of your screen. It looks like a black apple. I know...I know...it should be red.

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- Select "About this Mac." The window that opens shows the operating system name and version, the name and age of the hardware, how much memory the computer has, and the serial number of the mac.
- Click on the "Storage" tab to see the size of the attached (internal and external, if applicable). If you click "Manage", you will see how much space is used by different applications installed on your Mac, and you are shown multiple options to optimize your storage.

- Be cautious about storing items in icloud. You get a base amount free but if you have more items than space, it can get expensive to store everything remotely.
- For wonderful tips for Mac computers, read following article. Note: Memory resets should only be done by an advanced technical support person.
- 10 macOS tune-up tips to keep your Mac running like a sports car:
<https://www.techrepublic.com/article/10-tuneup-tips-to-keep-your-mac-running-like-a-sports-car/>

- 256GB of internal storage is probably going to be plenty for most people who don't already have (or anticipate having) a ton of locally stored photos, video, video games, or music that can't either be easily offloaded into the cloud, or to a backup drive.
- For average gamers: With the average range for game install files being 20 – 50GB, you should be fine with a 1TB storage device if you plan on installing under 20 games at any given point in time.

Cleaning out and organizing
your files...

To start out...

- You need to really think about how you want files and folders organized.
- What is going to work best for you that will let you find things in the future?
- What do you think might be the easiest for you to develop and continue to use?
- Now go get a pencil and paper and sit down and...

Planning your organization...

- Write an outline of how you want things organized.
- You have a lot of letters so write down Letters. Then you realize you have a lot of Family Letters, Friend Letters and Miscellaneous Letters so you might want three folders instead of just one folder titled Letters.

- You have pictures people have sent you so you could have a folder entitled Photos.
- You keep articles so you want an Articles folder or a Jokes folder or a Quotes folder. You have to review what you have and make it logical to you.

- Say you have a lot of recipes on your computer. You can decide how to organize in a lot of different ways. Folders for Chicken, Pork, Veggies, etc. or maybe you prefer to file by Quick Meals, Sides, Entrees. The choice is yours but put your suggested folder names down on the paper and then look at your files to see if that will work.
- Or maybe you want a main folder called Recipes and then subfolders for Entrees, Sides, Vegetables, etc. However, the pundits say the less clicks to get to what you want, the better chance you have of finding it.

- You might be into Genealogy and have a ton of files and information that are under a folder called Genealogy.
- That main folder could be used to hold miscellaneous info. Then you could have subfolders like Thompson, Burhans, Conrad, Young for info on your grandparents lineage. Or you could have Birth Certificates, Death Certificates, News Articles, Photos, or whatever.
- You need to look at the files dealing with genealogy and decide what folder they might fit in and that can help you organize your folders and subfolders.

Another hint...

- Look at the documents you have and then think of a filing cabinet. Each drawer of the cabinet will have a folder or a subfolder name. Where would you logically file this in the filing cabinet? That's all you are doing is organizing a filing cabinet on your computer.
- Once you have your written outline for folders and subfolders, you can start to clean out your computer.

Cleaning your files...



Starting to clean...

- Before starting to clean and organize, empty out your recycle bin.
- It probably has a 30 day automatic deletion but emptying it when you start cleaning out your files allows you to quickly find something you deleted yesterday that you now realize you want to keep.

The Sorting Hat...

- Create a new folder on your desktop and call it something fun like The Sorting Hat. You Harry Potter fans will recognize that name.
- Select a number of files that need to be reviewed and cleaned up or select all of them in a single folder. Then drag and drop them to The Sorting Hat.
- This is similar to just cleaning out one drawer at a time in your home. This will allow you to spend a short amount of time each day in order to get through a big project.

- Sort the files by date with the newest date at the top. If you have a lot of files in your Sorting Hat, then just do the past month.
- Review each file.
- You only have two decisions to make...

Files to keep...

- Keep it or Delete it.
- If you want to keep it, make sure the name of the file tells you exactly what's in it. If it isn't, then you need to change the name so at a glance you know what it's about.
- To change the name, right click on the file and look for Rename in the menu that pops up. Try to use words that you know you would search for, i.e., Dad's Birth Certificate.

Files to delete...

- When it comes to deleting a file, ask yourself if you will ever reference that file again. Do you actually need to keep the file and for what reason? Is it a legal document that you do need to keep or just something that caught your eye and thought you might need someday? Can you get the info off the internet or from somewhere or someone else?
- The final question is if you completely lost that file because your laptop or computer failed, how negatively would that affect your life?
- Delete as much as you can.

- When you start filing, you may find that you have too many folders and subfolders. Each folder should have a minimum of about 10 files in it. If you only have two or three files in each folder, you need to reconsider your structure.
- Stick with it. Don't just give up after a few days. It always takes a little time to adapt. Commit to using your file structure for a couple of weeks before scrapping it.

Downloads...

- These are a pain as far as I'm concerned. I just checked my own computer and right now I have 72 files in there. I should have zero.
- So I need to start putting some of those downloads into the Sorting Hat so that at the end of this week, I can decide to keep or delete. If I keep, I need to check the file name and decide what folder it should go in.
- If I don't need it, then I should delete the darn thing.

After the cleanup...

- Once you are organized. Continue to use the Sorting Hat to keep your files neat.
- As soon as you create or receive a file put it in its proper place or into the Sorting Hat folder. At the end of the week, go through the Sorting Hat and decide what you want to keep and file it away. Make sure the name is telling you precisely what is in the file.
- If you delete, go over the questions you used before to determine whether or not to keep a file.

- Questions???
- Suggestions???
- One last thing...

During election season...

If a “news item” makes you laugh,



sad,



angry,



or tugs at your heart strings,



be suspicious.

It may be something they are using to manipulate you.