



IT@Intel Technology Tips

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Intel IT creates and publishes articles for Intel employees to educate them on a variety of information technology subjects. Our goal is to help them improve productivity, take advantage of new IT services and raise awareness on other IT topics of interest. We've modified these articles from their original version for sharing with external audiences.

Take a bite out of grime: Keeping your computer clean

Getting rid of dust, crumbs, and other dirt takes minimal effort

You use your computer every day, but have you noticed the dirt and grime that builds up on the keyboard, mouse, and exterior case? Yuck! Even if you're a very neat person, you still need to regularly clean your desktop or notebook PC to keep it running smoothly.

Sticky keys, a sluggish mouse, and finger prints on your monitor can be taken care of with minimal effort. Follow the tips below to maintain a clean sheen in 2011.

Notebook cover

Occasionally, dirt or grime gets on the outside cover of your notebook (maybe a spill occurred while you were logging on from your local coffee house). Here's how to clean the cover:

1. Mix a small amount of non-abrasive liquid kitchen detergent with water (approximately five parts water to one part detergent). Rub a small amount of the mixture on the exterior cover of the notebook with a soft cloth or sponge.
2. Rinse the sponge or cloth with clean water and wipe the cover clean.
3. Dry the surface with a soft cloth.

Keyboard

Stray crumbs and other debris settles in between the keys of your keyboard. Cleaning your keyboard takes a little effort but is easy to do.

For PCs with a separate keyboard:

1. Unplug the keyboard, turn it upside down and tap it gently to knock out loose dirt. You'll be amazed at what falls out. You can also use a can of compressed air and spray air between the keys.
2. Once the gunk is out between the keys, start on the surface of the keyboard. Put a small amount of alcohol on a clean,

dry cotton cloth and wipe it over the surface. Use a cotton swab to clean between the keys.

3. Wipe the keyboard dry with a cotton cloth.

For notebooks:

Don't shake the notebook or turn it upside down or you could damage the internal parts.

1. Spray compressed air between the keys to get rid of any crumbs or debris.
2. Put a small amount of alcohol on a clean, dry cotton cloth and wipe it over the surface. Use a cotton swab to clean between the keys.
3. Wipe the keyboard dry with a cotton cloth.

Under the mouse roller

If your mechanical mouse stops rolling properly, a little "mousekeeping" might help.

1. Unplug mouse and turn it upside down.
2. Remove the plastic protective disk and the interior roller ball.
3. Using a cotton swab, remove the clumps of dirt from the three rollers inside the mouse.
4. With a cotton cloth, wipe the surface of the roller ball to remove any oils or grime.
5. Reassemble the mouse and plug it back in.

Monitor

Although you may find cleaning products that advertise that they are made especially for electronic devices, most of the dust and fingerprints on monitors can be cleaned with regular water. Glass cleaner can leave streaks, and paper towels can leave lint. And if you've heard that anti-static dryer sheets are good for keeping dust off your monitor, be aware that the sheets can cause scratches to the monitor, so it's best to leave them in the laundry.

Always remember to turn the monitor off before you clean it. Moisten a soft cloth with water, gently rub the screen, and wipe it dry. Use a lint-free cloth.

If you have stubborn grime that doesn't come off with water, you can use a small amount of isopropyl alcohol mixed with water on a clean cloth and wipe the screen gently. Be sure to wipe the monitor dry when you're finished.

Job well done

Now that you have a sparkling clean PC, you can move on to your next cleaning task: the laundry, the house, the yard ...

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