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TECH TUESDAY

[tips and tricks everyone should know]

Tip of the day: Protecting your Laptop

Because a laptop is expensive to replace, it's important that you know how to take care of it. It's an investment that can pay for itself many times over. Here are some tips on how to do so if you haven't already:

- If you're going to travel, remove any CDs, DVDs and thumb drives that might be in your computer, also, turn the laptop off—don't simply put it in sleep or standby mode.
- Clean laptop screen with approved solutions or monitor wipes, as the screen is the most fragile and at-risk component, and can be cracked and damaged easily. Don't touch the screen with pens or any pointer that can scratch the surface.
- You shouldn't put a laptop close to appliances that generate a strong magnetic field, such as televisions, large speakers and even some high-tech refrigerators. You should even avoid putting your cellphone on top of your laptop while both are on.
- Set up passwords for access to your laptop (for family members who might also use it). Make sure they do not use "password," "ABCD" or other simple passwords any thief could guess, in case it's ever stolen.

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