## **COMPUTER MAINTENANCE**

The inside of a computer tower can get dusty over time. This dust will cause the fans to move slower and the cooling equipment to not work as well as when you first bought the computer. This excess heat can cause your pc to slow down or overheat. The following guide will help you to clean out your computer case which will cut down on heat and increase the computer's speed.

**Items you'll need:** Can of compressed air & a damp, soft cloth (Compressed air can be purchased at Walmart, Office Depot, OfficeMax, or BestBuy)

Follow these steps:

1. The first thing you want to do is turn off the computer and unplug the unit from the power source. Failure to do so could result in electric shock and possible damage to the hard drive. This is a very important safety step.

2. Next, take the can of compressed air and clean the external air vents and fan vents.

3. The next thing you will want to do is open up your computer case. You may need a screwdriver for this. As said before, make sure the computer is not powered on or plugged in before opening the case. 4. Now that you have the case open, you will use the compressed air to clean out the inside of the case. Give the inside of the case a good cleaning making sure to pay special attention to the CPU fan, the power supply fan, any video card fans (if applicable), and the tower fans. To locate the power supply, simply look on the outside of the case where the electric plug connects. The power supply is the unit in which this plug connects. The CPU and the Video card are attached to the motherboard, and the fans should be clearly visible. If you have onboard graphics, there probably won't be a fan for the video card. You can now use the damp rag to wipe down the inside of the case cover. After this, close the case back up.

5. The last step is to take the damp rag and wipe down the outside of the case.

6. Once this process is complete, close the computer case and plug your computer back up. Turn computer on.