

Laptop Care - Dos and Don'ts

Do:

- Use the computer on a flat, stable surface.
- Close the MacBook carefully from the center of the screen. Do not slam shut.
- Before transporting the MacBook from one location to another, close the lid and verify that the sleep light has begun to pulse.
- Pick the computer up with both hands.
- Always put the computer in the bag when moving it over further distances (like class to class or on the bus).
- Always be gentle with your computer, even when it is in the bag.
- Plug your computer in each day when you get home so that it is fully charged for the next day.
- Calibrate the battery every few months: <http://support.apple.com/kb/HT1490>.
- Clean your computer with a water-dampened cloth.
- Be patient. Sometimes computers need time to think.
- Keep sand and water or other liquids away.
- Keep the MacBook away from extreme heat or cold, especially if it is on (even if it is asleep). An unventilated car in the summer can be bad for the components.
- Protect from rain and snow.
- If left in a cold car, let the computer warm up to room temperature before using it.
- Teachers should give students plenty of time to save their work, close their laptop, and insert it into their carrying case before the bell rings.

Don't:

- Eat or drink near your computer.
- Use the computer while walking, or otherwise moving it around. It can damage the hard drive if the computer is jostled while it is operating.
- Leave the computer on the floor or ground. It is more likely to be stepped on.
- Leave the computer on the edge of a desk or chair. It is very easy to knock off.
- Put anything between the screen and keyboard. If you forget it's there and shut the keyboard, you will break the screen. This includes papers!
- Hold the computer by the corner with one hand. This can cause it to bend slightly, stressing the internal components and frame.
- Insert things, especially metal ones, into any MacBook openings.
- Put anything other than a standard CD or DVD in the CD slot.
- Throw, drop, toss, or swing the computer, even when it is in the bag.
- Stack MacBooks, or any Apple portable, more than five units high.