[](https://www.google.com/url?sa=i&url=https://www.alamo.edu/sac/news-events/media/logos/&psig=AOvVaw2WBj7YUwjKXYcJop5FZia2&ust=1585403830665000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCPjd8dvnuugCFQAAAAAdAAAAABAD)

**Please take care of this laptop**

|  |  |
| --- | --- |
| Keep liquids and food away from your laptop!!  [Amazon.com: AK Wall Art No Food or Drink Sign Vinyl Sticker - Car ...](https://www.google.com/url?sa=i&url=https://www.amazon.com/Food-Drink-Sign-Vinyl-Sticker/dp/B015S0UPXI&psig=AOvVaw3cpSxg7IHN4UmxiuxuJkVq&ust=1585345025480000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCIDJ69qMuegCFQAAAAAdAAAAABAD) | Use a microfiber cloth to clean your screen when needed.  https://www.wikihow.com/images/thumb/2/2f/Clean-a-Laptop-Step-4-Version-4.jpg/v4-760px-Clean-a-Laptop-Step-4-Version-4.jpg |
| Keep laptop in an area that is clean and free of dust, always place on a flat surface.  [Free Picture Of Check Mark, Download Free Clip Art, Free Clip Art ...](https://www.google.com/url?sa=i&url=http://clipart-library.com/picture-of-check-mark.html&psig=AOvVaw0WJJ1ZyfwfhEqkFw4hSQD3&ust=1585403944908000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNjAjYrouugCFQAAAAAdAAAAABAW) | Clear items from your laptop “before” you close the lid (pencils, flash drives or other hard objects can damage the screen when you close the lid)  [Pencils Leads and Pens - Construction Drawings - Northern Architecture](https://www.google.com/url?sa=i&url=https://www.northernarchitecture.us/construction-drawings/pencils-leads-and-pens.html&psig=AOvVaw1mAvu1HL5wBGutHSklt3Oy&ust=1585401437200000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCPDGgeLeuugCFQAAAAAdAAAAABAE)[Usb Flash Drive Clipart](https://www.google.com/url?sa=i&url=https://www.clipart.email/clipart/usb-flash-drive-clipart-151144.html&psig=AOvVaw0_FBt1bUSylCWCZzHx0Rtb&ust=1585401498863000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCIig2__euugCFQAAAAAdAAAAABAD)[Paper Clip Drawing at PaintingValley.com | Explore collection of ...](https://www.google.com/url?sa=i&url=https://paintingvalley.com/paper-clip-drawing&psig=AOvVaw2J_A1dpWDuPimXAZQtV5y8&ust=1585401551928000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCOCarZXfuugCFQAAAAAdAAAAABAI) |
| Keep laptop vents clear of dust and hair  Use a microfiber cloth or a cotton ball that is lightly dipped in isopropyl alcohol to clean the keys on the keyboard. Please do so on a regular basis at least  once a week.  https://www.wikihow.com/images/thumb/2/20/Clean-a-Laptop-Keyboard-Step-5-Version-9.jpg/v4-760px-Clean-a-Laptop-Keyboard-Step-5-Version-9.jpgImage titled Clean a Laptop Keyboard Step 4 | Safeguard the laptop from extreme temperature changes. Warmer months are coming and leaving the laptop in a hot car will damage it. It will also expose it to thieves.  [Will your gadgets freeze in your car in the winter? - NBC News](https://www.google.com/url?sa=i&url=https://www.nbcnews.com/technolog/will-your-gadgets-freeze-your-car-winter-1C7505412&psig=AOvVaw0sk76yzhPf3O2D98cWUj5g&ust=1585414127439000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNil0oGOu-gCFQAAAAAdAAAAABAI) |
| Be careful with placing any heavy items on the laptop. Pressure can crack the casing and severely damage the screen.  [Here's a reminder from 👉 Robinsons... - Robinsons Town Mall ...](https://www.google.com/url?sa=i&url=https://www.facebook.com/RTMMalabon/posts/heres-a-reminder-from-robinsons-appliances-keep-your-heavy-items-away-from-your-/1113110422207180/&psig=AOvVaw25WbfPdzEYdvWuwwnPCj36&ust=1585418989706000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCKDnjJCgu-gCFQAAAAAdAAAAABAJ) | Please use a bag to carry your laptop, the style is unimportant, it only needs to be large enough and sturdy enough to carry your laptop and its accessories.  [laptop case luggage, briefcases, leather bags and promotional ...](https://www.google.com/url?sa=i&url=https://www.cscpromo.com/computer-bags/laptop-case-luggage-picture.aspx&psig=AOvVaw1KWMWgfWWOMaWs3rT73Bz5&ust=1585414508833000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCLCl4LePu-gCFQAAAAAdAAAAABA7) |
| Roll up your power cords, they can be trip hazards!! Be careful where you place them.  [Amazon.com: 45W AC Charger Fit for HP Flagship 15-ay191MS HD ...](https://www.google.com/url?sa=i&url=https://www.amazon.com/Charger-Flagship-15-ay191MS-Touchscreen-Signature/dp/B06XTJ3GJP&psig=AOvVaw3YPvxLeXxFLogM8fV19ob4&ust=1585424992689000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNDVleS2u-gCFQAAAAAdAAAAABAM) [Accident, down, fall, man, slip, trip, wire icon](https://www.google.com/url?sa=i&url=https://www.iconfinder.com/icons/2195906/accident_down_fall_man_slip_trip_wire_icon&psig=AOvVaw2bXBLvJkO-mlIBshjzxT1Q&ust=1585425265460000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCODu4MC3u-gCFQAAAAAdAAAAABAV) | Never yank a power cord from a laptop or a wall, it can cause serious damage!!  [How to Repair a Bad Power Plug | B&H Explora](https://www.google.com/url?sa=i&url=https://www.bhphotovideo.com/explora/computers/tips-and-solutions/how-repair-bad-power-plug&psig=AOvVaw1H4rwk7i080qCVMbwj-Ezm&ust=1585425640122000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCPjqgfi4u-gCFQAAAAAdAAAAABAD) |

Please be aware that this laptop will be essential in helping you complete your coursework during these challenging times. It is extremely important that you take the appropriate steps to safeguard it!

Happy Computing!!

[](https://www.google.com/url?sa=i&url=https://www.pinterest.com/pin/524528687832787531/&psig=AOvVaw3JsHiAbao_QSF9nb64ISS7&ust=1585402028677000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNCRzP3guugCFQAAAAAdAAAAABAD)