



Spring Clean Your Mac

Getting Started

You will need the following tools to clean your computer:

- Compressed Air
- Disinfecting Wipes (no bleach)
- Cotton swabs
- Soft cloth for screen
- Multipurpose or glass cleaner
- Screen cleaning spray (for LCD)
- Magic Erasers
- Goo Gone (For stickers and labels)

Before getting started with cleaning, be sure to **turn off your computer**. As you clean also be careful to keep all liquids away from your computer and to spray any cleaners onto a cloth, never directly onto your computer.

Keyboard

1. After turning off your computer, use a can of compressed air to remove dust and debris from between keys. Be sure to hold the can upright and to avoid shaking the can before use.
2. Use a cotton swab and rubbing alcohol to remove any additional dirt or debris. Be sure that the cotton swab is only damp before using near keys.
3. Finally use a disinfectant wipe over the entire keyboard to clean the tops of keys and case.

Screens

Before selecting a cleaner for your screen, take a moment to see if your screen has a glass surface. Non-glass screens require special cleaners that are gentle and will not damage them (you can also use a soft cloth and water). For screens with a glass covered display, any streak free cleaner should be fine.

1. When cleaning your screen, spray your screen cleaner onto a soft cloth and begin gently wiping away any fingerprints and smudges.

2. Be sure your screen has a chance to dry completely before closing the lid to your computer.

Trackpad (Mouse)

1. Use a cotton ball or soft cloth and rubbing alcohol to clean your trackpad.
2. Your cloth/cotton should be damp, but not dripping.
3. Allow your trackpad to dry completely before using.

Outer Casing

1. Use a disinfecting wipe or multipurpose spray/cloth on the outside of your computer to remove dirt and smudges. (Keep fluids away from all ports)
2. If you find any hard-to-remove grime such as old stickers or labels, Goo Gone will remove them.
3. Check the magnetic power port for dirt or debris, this port may collect staples (use dry cotton swab).

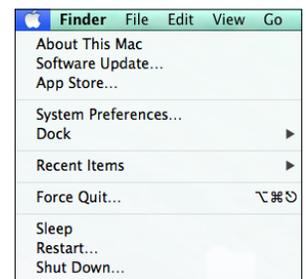
In Case of Spills

In the event of an accidental spill, be sure to shut down your computer, disconnect from power and turn your laptop upside down, forming an A shape. Let it stay in a warm, dry location until it has had a chance to fully dry (72 hrs). It is still recommended to have your machine taken in for repair after a spill, but turning it off quickly can minimize the damage that is done.

Restart

Restarting periodically can help programs run faster and more smoothly.

1. Click the Apple in the top left corner of your screen and select "Restart" from the pull down menu.



Safe Boot:

Restart your computer holding down the **Shift Key**. This will turn off startup items, disconnect the Internet and help resolve issues. (it may take time) Restart again normally after it has finished.

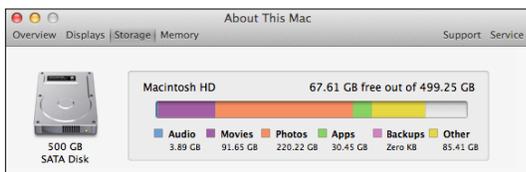


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Cleaning Up Files

Checking Your Available Hard Drive Space:

1. Click the Apple in the top left corner
2. Click "About this Mac", then "More Info" (if shown)
3. Select the "Storage" tab to see details about space.



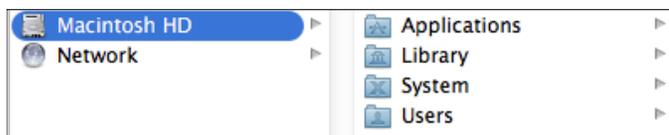
Finder Preferences: Showing Hard Drive on Desktop

1. Click Finder pull down menu and select "Preferences"
2. In "General" Tab, check boxes next to items you want shown on desktop.
3. Change "New Finder windows show" to "House".
4. Click "Sidebar" Tab, check boxes of items you want shown in the sidebar of your finder window. (Uncheck "All My Files" and "Air Drop")



Files that need to stay on your computer

When cleaning, it is tempting to start clearing away anything you do not recognize. Here are the files you should not move, rename, or delete. They are necessary for the functioning of your computer! When in doubt, ask. You can always call 7777 to check with our help center. Leave all folders in your Macintosh HD intact:



Creating New Folders

1. Open a new finder window and select where you would like to create a new folder. Then click: File > New Folder. Example: Create an "Important Information" folder in Documents.

Adding Colors to your Folders



1. Use colors to visually organize items on your desktop or in other locations.
2. To add a color to your folder, control click the file name and select your color from the bottom of the pull down menu.
3. You can also search for items using color tags to locate important files quickly.

Sorting and Organizing Files

Preview Files Quickly to Sort Them into Folders:

Use the space bar to quickly preview files to see their content without opening a new program.

Rename Files: Update and rename files with short and specific titles to help identify them later.

Move Files to New Folders: After renaming and sorting files, move them to more appropriate folders to keep documents organized.

Sorting Photos into Albums:



1. Open iPhoto, click the "Photos" tab in the left sidebar and locate any images you would like to add to a folder.
2. Select a range of photos by clicking the first in a series, holding the shift key, and clicking the last (all images in between will be selected).
3. Click "File", "New Album". Give your album a name and press return to set it. Selected photos will appear in your new folder (They will also stay in the main "Photos" section. Deleting photos from albums will not take them out of your iPhoto Library)



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Clearing Space on your Hard Drive

Downloads Folder:

1. Click Finder and open a new window.
2. Select "Downloads" from the sidebar.
3. This is where attachments and files from websites are stored. Peruse for files to put in your trash.

Removing Old .dmg Files:

.dmg files are the compressed packages that contained applications you have installed.

1. Click in the search bar in the top right corner of downloads, type in ".dmg", and press return. This will show files to delete.

Running Updates

You will need the username and password for your computer and your Apple ID and password to install updates. Be sure you are connected to power and have a strong Internet connection before you begin.

1. Click the Apple in top left corner, select "Software Update".
2. Choose "Update All". You may need to restart your computer after installing updates.
3. After restarting, click "Software Update" again to see if any new updates are available.



Emptying the Trash:

There are multiple trash cans located within your computer. To free up space, be sure to periodically check each one to be sure they are empty.

System Trash

1. Click and hold over the **Trash** icon in your dock, or from Finder, select "Empty Trash" from pull down menu.
2. Secure Empty Trash: Finder > Secure Empty Trash. Overwrites deleted data to make it harder to recover.



iPhoto Trash:

1. Open iPhoto (Finder > Applications)
2. Click the trash can icon in left sidebar.
3. Check that there are no important files in the trash folder, drag any that you would like to keep back into your Photos folder. (Left sidebar: under Library)
4. From the trash can folder, select "Empty Trash" to delete all files contained in Trash Folder or click "iPhoto" "Empty iPhoto Trash".



iMovie Trash

Clips located in iMovie will be tagged as "Rejected" when selected and deleted using delete key. To permanently remove them from your computer:

1. Open iMovie Application
2. Select clips and choose: File > "Move to Trash" (Or ctrl click on clip to see Trash option)
3. You will see a warning that your last copy is about to be put in the trash. Say "OK" and the file will be moved and deleted the next time you empty trash.



Backing Up Your Computer:



Having important files stored in multiple locations can save time and frustration when the unthinkable happens. Backing up your computer may take time, so be sure to connect your computer to power and that you are in a place you can leave your machine to run for any length of time that is needed. (Don't start right before you need to take your laptop to an important meeting)



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Using an External Hard Drive

An external hard drive is a storage device that is large enough to hold multiple copies of your computer's information and is used for regular back-ups. Purchase a drive with extra space to grow into (a terabyte is a good place to start). USB or Firewire drives are both fine.



Connecting your Hard Drive:

1. Using the cords provided with your hard drive, connect the drive to a port on your computer.
2. You will see a symbol on the end of the cord that should match up with the symbol near one of the ports on the side of your computer.

Copying your Home Folder:

1. Double click on your hard drive (on your desktop).
2. If you do not see your hard drive, click on your desktop, then click "Finder" from the top toolbar, and select "Preferences".
3. In the "General" Tab of your preferences window, check the boxes next to "Hard Disks, External disks, CD's, DVD's and iPods, and Connected Servers"
4. Once you have your hard drive open, click "Users".
5. Drag your "Home Folder" onto your Hard Drive to begin backing up files.
6. This will backup all files from your account. It may take some time and you will need to leave your computer open and connected to power while it is working.



Backing up to the Server:

4J staff have access to storage space on our district servers. This space is for backing up work related files, such as documents, grades, and limited media files. If

you have large amounts of school related music, photos, and videos, we would recommend storing those on external hard drives, CD's or DVDs.

Connecting to Files¹

1. Be sure you are connected to the Internet, then click on your desktop, then select Go > Connect to Server from the top toolbar.
2. In the window that opens enter the address: smb://files1.4j.lane.edu (Use the plus sign to the right of the address to save it in your favorites.)
3. You will need to log in with the username and password you use to access your 4J email.
4. When a list appears, select your username and choose "OK".
5. Once inside your server, create a new folder called "Backups" to store your important documents. (To make a folder, click on your username and go to "File" "New Folder" from the top toolbar.
6. Drag any files you wish to backup to this new folder. (Example: Drag your documents folder over periodically to save recent changes.)

Backing-up Photos Online:

It is always a good idea to have things saved in more than one location to prevent lost files. Storing photos and videos online allows you to quickly access and share media and have images saved off your computer as an added level of backup in case your computer or external hard drive ever encounter problems.

Two favorite options are Google Photos and Flickr.

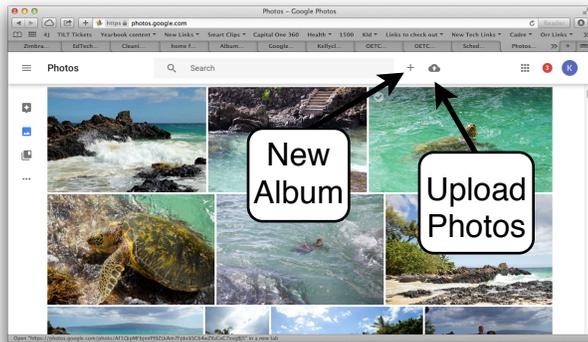
Google Photos: Free unlimited storage for "high quality" photos. Original size files count against allotted free storage. Log in with your personal Gmail account.

<https://photos.google.com>





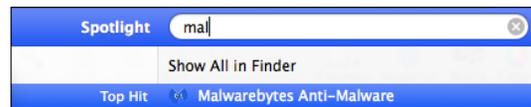
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4. In the next window drag and drop the Malwarebytes icon onto the Applications folder on the right.



5. Click Spotlight (magnifying glass in top right corner) and type in Malwarebytes (click on the top hit).



6. When prompted, accept terms of use.
7. You will need to enter your computer's password to complete the installation and begin scanning.
8. Click "Scan". Next a window will appear sharing if any malware was discovered and give you the option to remove it.

Cleaning Out Your Email:

1. Empty your Zimbra Trash: Click "Trash" folder in left sidebar.
2. Click checkbox next to any messages you want to delete. Click the checkbox at the top of the window to select all messages on the page at once.
3. Delete messages with large attachments: From your Inbox, click the "Size" tab to have messages sorted by size. Quickly decide if you want to save them.



Removing Malware: Malware (malicious software) are programs that can be downloaded onto your machine that create pop up ads, make changes to your browser settings, and cause problems.

1. Download Malware Byte Scan: <https://goo.gl/elQd5k>
2. The program will automatically begin downloading. Once finished, open the MBAM-MAC.dmg from your downloads folder.
3. A window will appear saying "Malwarebytes Anti-Malware is an application downloaded from the Internet. Are you sure you want to open it?" Click "Open".



Changing Folder Icons

You can customize the way your files look by changing their icons to other images.

1. Find images you would like to use as icons on fancyicons.com (hover over "categories")
2. Click the large image to save to Downloads.
3. Double click the file to open the image in Preview.
4. Select "Edit" then "Copy" (Command C)
5. Click once on the folder you would like to change the icon for, then press "Command i" on your keyboard.
6. Click once on the tiny icon at the top of the window and press "command v" or edit, paste.
7. Close the window to see your new folder icon.
8. Throw original photo used to make icon in trash.

