

### Helpful Hints on understanding computer terminology:

- KB = kilobyte = about 1,000 (one thousand) bytes
- MB = megabyte = about 1,000,000 (one million) bytes
- GB= gigabyte = about 1,000,000,000 (one billion) bytes

### Start Up Menu Information:

- Programs - accesses installed programs.
- Favorites - accesses book-marked webpages
- Documents - accesses the most recently opened documents
- Settings - accesses system applications such as Control Panel, printers, taskbar and Start Menu options
- Find - searches for specific files or folders
- Help - offers helpful topics for computer use
- Run - user can input commands to run specific programs
- Log Off - allows a password-protected user to log off and another to log on
- Shut Down - shuts down or restarts the computer

### Cleaning your computer:

- **Never** spray your monitor screen (or any other computer component) with glass cleaner. You can spray a lint-free cloth *lightly* with glass cleaner, then clean the screen.
- Computer components should be kept as dust-free as possible.
- Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
- The rubber ball inside the bottom of a mouse may need occasional cleaning. If the mouse does not perform correctly, check your user guide for cleaning directions.
- Keep all liquids and food items away from your computer.
- Wash your hands before using the computer to avoid "sticky keys."
- When in doubt about how to clean your computer system, consult your user manual or technical support.