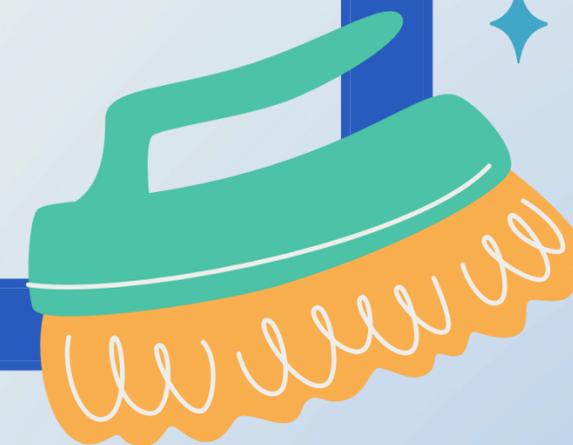
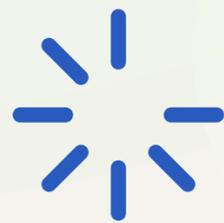


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Tech Time at HTPL

Spring Cleaning Your Devices

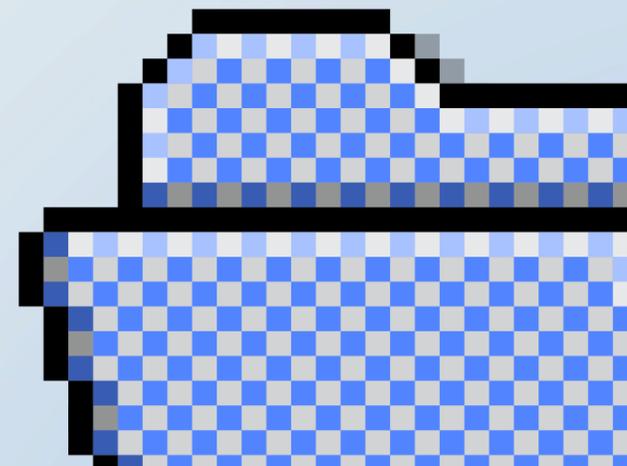
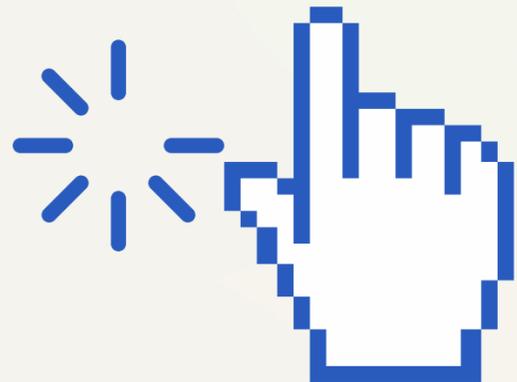


Tip: Use the Search Tool



Instead of aimlessly looking for old apps or programs, take advantage of your device's search tool (most have one).

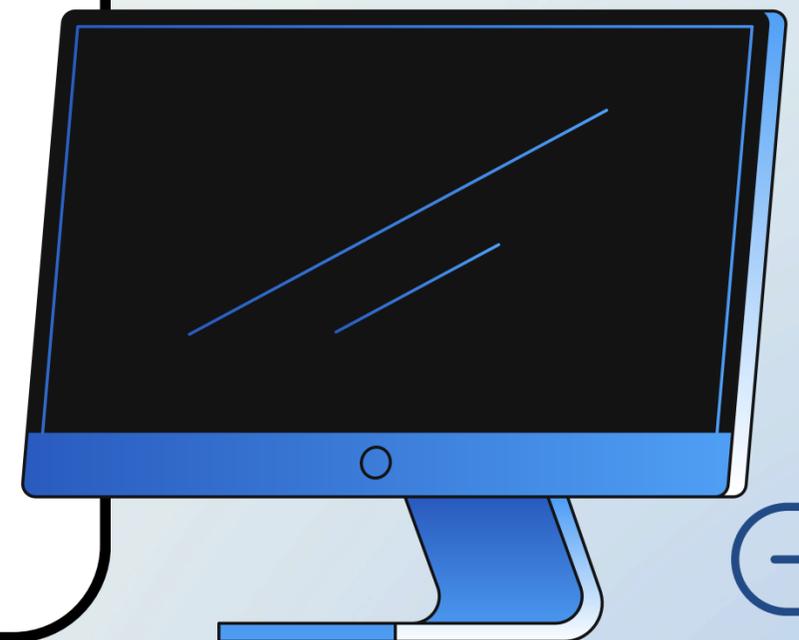
Windows has a search bar at the bottom corner of your screen. Most smartphones also have a search feature - often located on the home screen - or you can navigate to your settings, which should have a search function there.





Removing Unwanted Programs or Apps

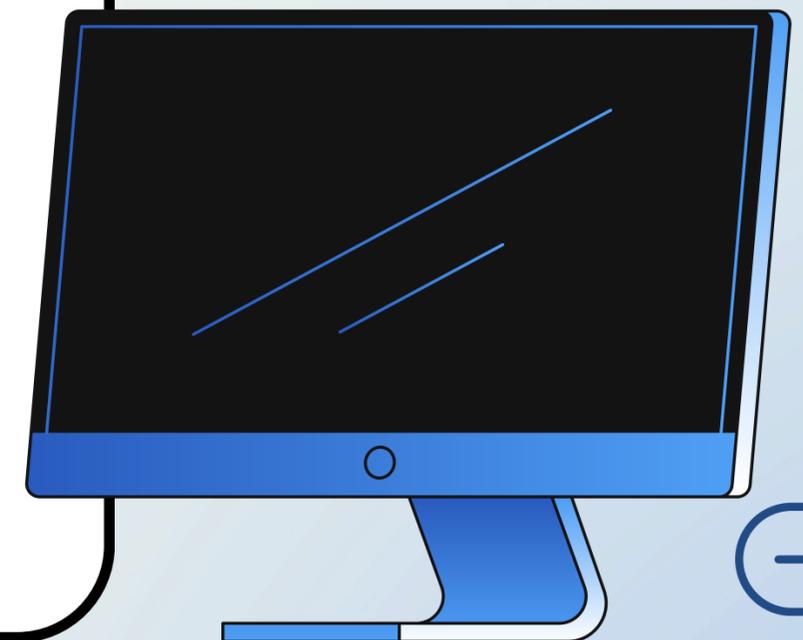
- **Getting rid of unwanted programs or apps clears up space on your device's hard drive, allowing for more space for files, photos, etc. that you might want**
- **Windows computers**: Type "add or remove programs" in search bar (or access from settings)
 - Select "uninstall" on programs you don't use
 - Do not uninstall anything you're unfamiliar with without researching it first!
 - Example: you can uninstall "XBOX" if you don't play video games, but don't uninstall anything relating to security
- **Apple computers**: Use Finder to find the app you want to uninstall, then drag the app to the trash icon or select file -> move to trash





Removing Unwanted Programs or Apps

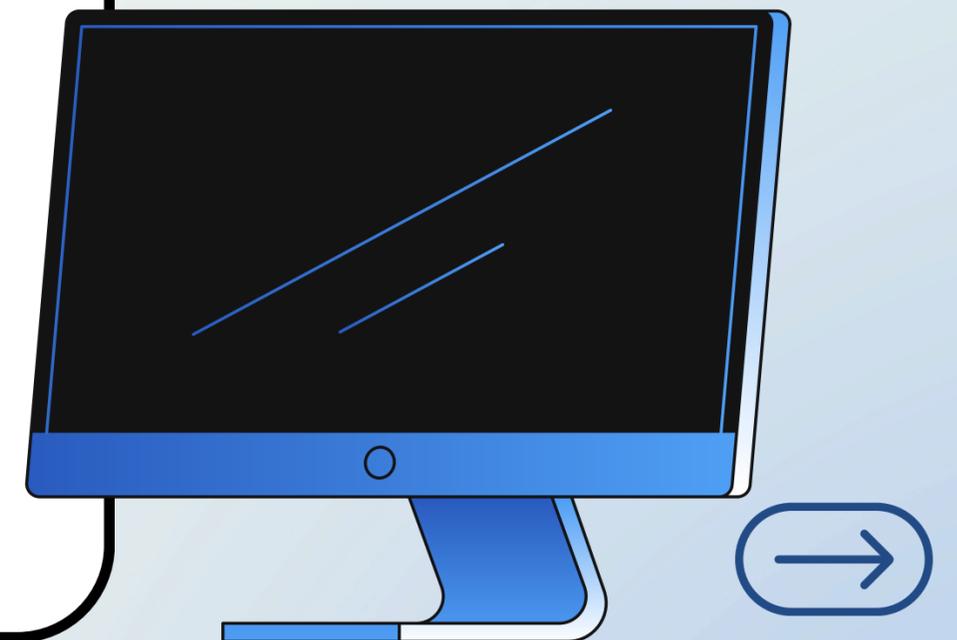
- **Removing apps from your phone**
 - **Apple iPhones:** Find the app you wish to remove on your home screen. Tap and hold on the app. You can hit “remove app,” then “delete app.” Or, if the apps start to shake, you can directly select “delete app.”
 - **Most Androids:** Swipe up on your home screen to see your “app drawer,” hold down the app icon of the one you wish to uninstall, and select “uninstall.” On some devices, you have to tap “app info,” *then* “uninstall.”
- **Aim to remove apps that you don’t use regularly, especially if they take up storage space.** You can see the amount of space they take up in your settings.





How Storage Works

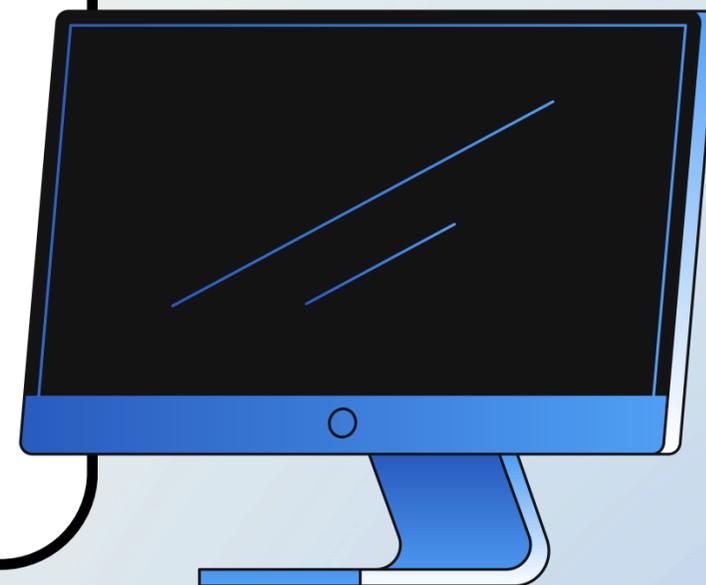
- You will see that programs or apps take up **MB** or **GB (megabytes or gigabytes)**.
- A gigabyte (GB) is a larger unit of digital storage than a megabyte (MB), with 1 GB equaling 1,024 MB (or roughly 1,000 MB).
 - Example: an app that takes up 2 GB takes up more room than an app that takes up 500 MB
- **Programs/apps that take up lots of space:**
 - Social media apps (they store photos and files often) like TikTok, Facebook, Twitter/X, Spotify, WhatsApp
 - Your photos app may show as taking up a lot of storage. Deleting individual photos/videos will help reduce the amount of space it takes up.
 - Mobile games





Change Startup Programs

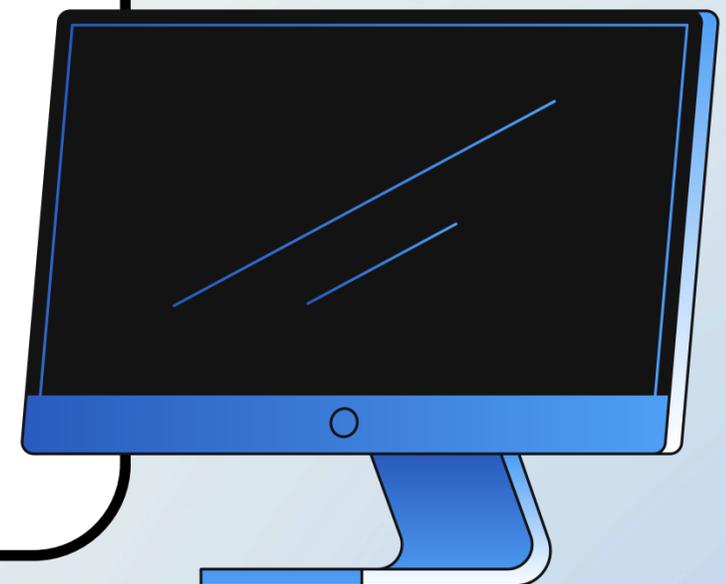
- When you turn on your computer, the device runs all of the core programs to get it running such as the clock, the screen interface, and the drivers to run your mouse and keyboard. As you use your computer more, you will find more programs opening automatically at start.
- To prevent these programs from automatically running, type **Startup Apps** into the Windows search box and click on it. Do not turn off programs you do not know. DO turn off programs you do not use daily such as Spotify, Teams, etc. The programs may be turned off at startup by clicking on the toggle button beside them.
- Helps your computer run more efficiently





Cleaning Cookies & Cache

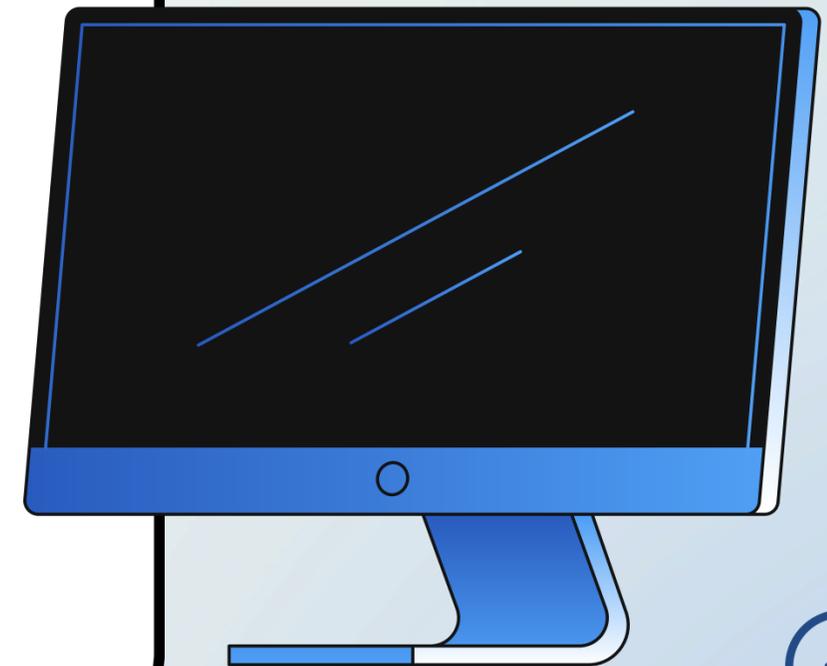
- Cookies store user-specific data like preferences and login details, while cache stores temporary website resources like images and scripts to speed up loading times
- Clearing both can help resolve slow loading times
- **KEEP IN MIND:** clearing cookies may log you out of websites and remove personalized settings. **Make sure your usernames and passwords are saved elsewhere before doing this.**
- To delete browsing data in most browsers, use Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac) and select either Cookies or Cache options, then select “clear.”





Freeing Storage Space

- **Delete photos and videos**
 - From computer: Go through your downloads, pictures, and videos
 - From phone or tablet: Go to your photos app. Videos take up the most amount of space.
- **Move files to a different device, USB, Cloud storage, etc.**
 - Useful links on the final slide of this presentation
- **On your phone/tablet, disable background refresh**
 - Background refresh allows apps to automatically search for new info even if they're not directly running on the screen
 - Can drain your battery, storage, and data
 - Settings -> General -> Background App Refresh



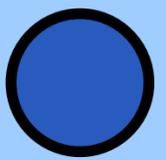
Check Security and Updates

- **Windows computers**

- Windows Security is included on computers to protect from malware/viruses
 - Malware is malicious software which can do nasty things to your computer or figure out weak passwords.
 - Viruses are like malware, but like the human virus, they reproduce again and again inside software.
- Type “security” to find Windows Security. This page will give you an overview of what Windows Security has found wrong/not wrong with your device.
- Type “update” in your Windows search box and click to see if there are any updates you have not installed

- **Mac computers**

- MacOS includes anti-virus protection programs (<https://www.apple.com/macos/security/>) so it is not recommended to download any third party software.
- To check for updates, select system settings -> general -> software update, or search “update” in your search function.



Updating Your Smartphone/Tablet

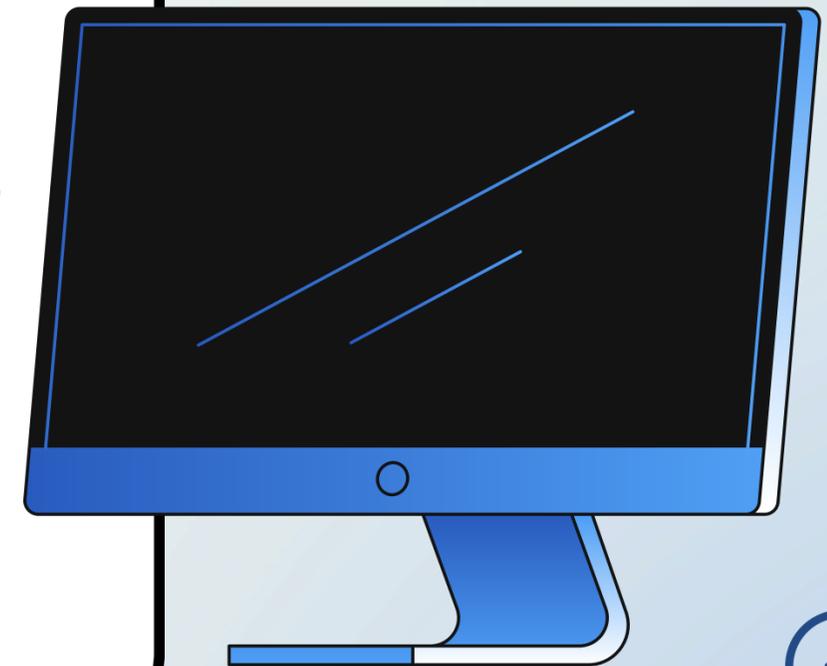
- **Updates do take up a chunk of storage on your smartphone or tablet.** If your phone is fairly up-to-date (last 2 years) you should be okay to skip an update if you are low on storage. It is up to personal preference. Updates will make your device run more efficiently, but if you prefer to save storage, you can often skip them.
- **Open your device's settings app.** Whether your device is an Android or Apple phone/tablet, you should be able to open settings and search for something containing the words "software update." You can even use the search bar if your settings app has one and type in "update."
- **Things to remember before updating:** you must be connected to Wi-Fi, your device must be charged, and you must have enough storage space available to download the update.





Check Digital Privacy and Settings

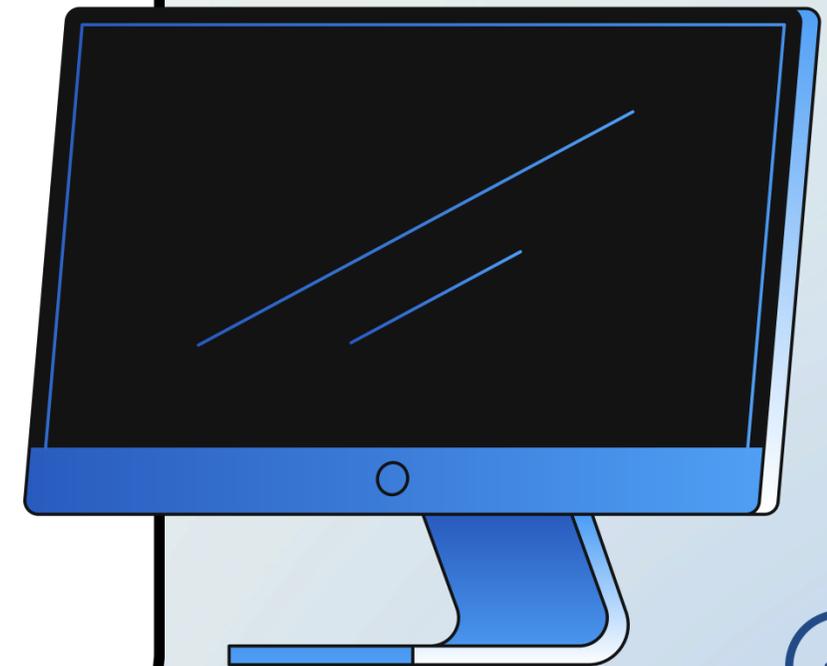
- Digital privacy and settings refers to what you use online. A big example of this would be your email account. You want to make sure your privacy settings are up-to-date on your email account. ie: Google account security
- Some other common examples would be checking your Facebook, Instagram, or other social media account settings. Do you want your profile to be public or private? What do you want your online friends to be able to view?
- Most applications have a settings function that can be found from the main menu. Once there, there is usually a “privacy” tab.





Cleaning Up Social Media/Email

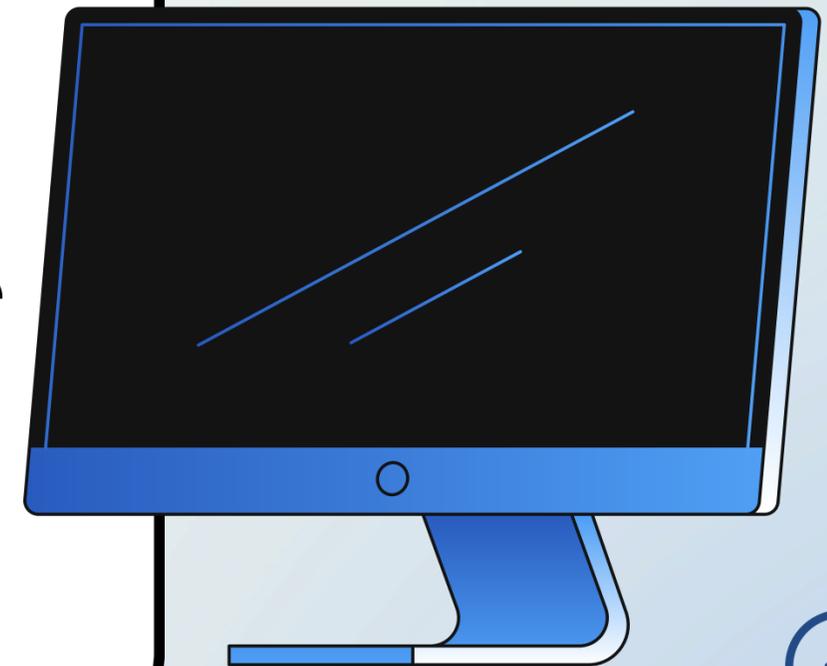
- **Deactivate unwanted social media accounts**
- **Check privacy settings on social media**
 - ie: Facebook - is your page set to private?
- **Create folders in email and relocate saved messages**
- **Unsubscribe from unnecessary email subscriptions (stores, email chains, etc.)**
- **Update your passwords**
 - It's a good idea to change your password if you haven't in a long time (or ever) if you have sensitive information or personal photos/content on email/social media.





Cleaning Out Your Bookmarks

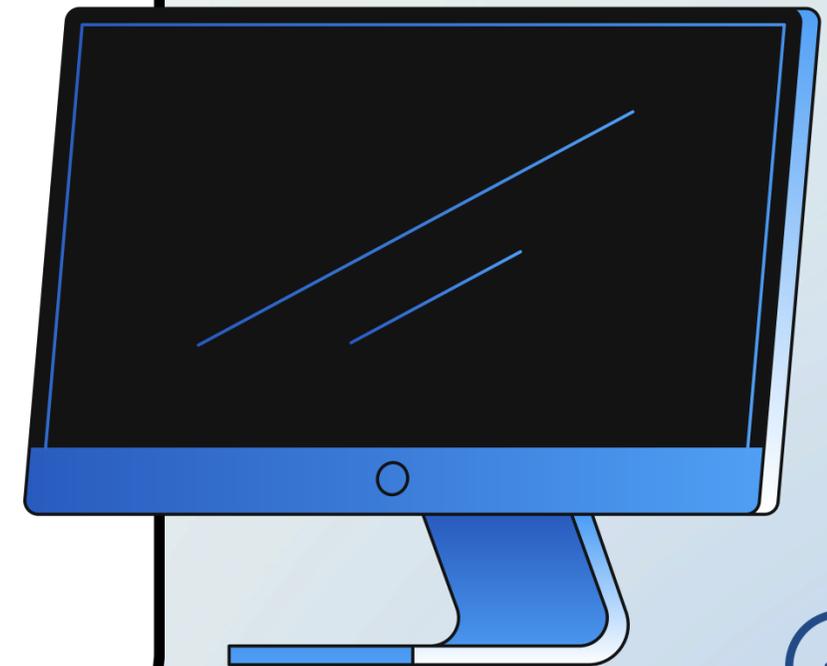
- **Bookmarks on web browsers**
 - These allow you to click on a button to travel to favorite websites
 - Most browsers allow you to create a bookmarks bar
- The fastest way to create a bookmark is to select the star in the search bar or press ctrl + D at the same time
- If you right-click the bookmarks bar, you will see “bookmarks manager,” where you can delete and organize bookmarks into folders





Physical Cleaning Tips

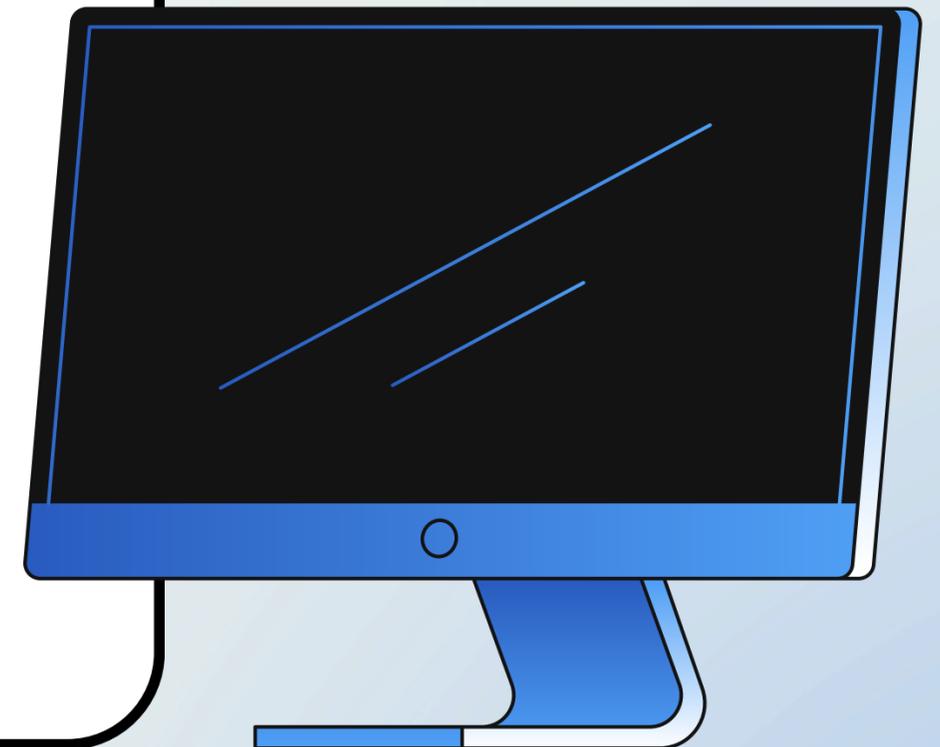
- Use disinfecting wipes on earbuds
- Lightly spritz a microfiber cloth with either rubbing alcohol or a 50/50 mix of mild soap and water to wipe down the entire surface of the device. Use circular motions to buff out fingerprints and smudges.
 - Do not use Windex on screens!
- Loosen any dust in and around any ports, vents, and openings with a soft-bristled paint brush. You can also use a can of compressed air or a hose attachment on your vacuum to gently remove dust or debris.





Other Organization Tips

- **Create a password journal**
 - Can also get a password managing software or app (links in next slide)
- **Recycle unwanted electronic devices**
 - HTPL is having an Electronics Recycling Day this summer on July 26th from 10 am to noon! More info to come in May.
- **Declutter your home screens**
 - Delete old/unused shortcuts from your desktop, change your wallpaper, organize apps into folders, etc.



Other Resources

- **More clean-up resources:** <https://it.nc.gov/resources/online-safety-privacy/tips-guidance/digital-spring-cleaning>
- **Password Management Software Recommendations:** <https://www.consumerreports.org/electronics-computers/password-managers/> and <https://www.cnet.com/tech/services-and-software/best-password-manager/>
- **More spring cleaning tips:** <https://www.geeksforgeeks.org/how-to-spring-clean-your-digital-devices/>
- **Using iCloud for Photos:** <https://support.apple.com/en-us/108782#:~:text=Go%20to%20Settings%20%3E%20%5Byour%20name,to%20Sync%20this%20%5Bdevice%5D>
- **WikiHow for Putting Pictures on a Flash Drive:** <https://www.wikihow.com/Put-Pictures-on-a-Flash-Drive>
- **Digital Privacy Info:** <https://www.idx.us/knowledge-center/what-is-digital-privacy-and-how-can-it-be-protected>
- **Free Computer/Tech Courses:** <https://www.digitallearn.org/>