

Annual Spring Cleanup



Right Click Solutions has been partnering with the Village of Mount Kisco's Beautification Committee annually since 2013, in preparation of the Memorial Day Parade and to keep the village looking sharp. Although we are not able to participate this year, due to current events, all of us at Right Click Solutions will be doing our part virtually, to continue efforts of keeping our surroundings clean with the following suggestions. We hope you will share these ideas with your colleagues and friends.

Remove the clutter and donate! For those working in a remote workspace – look around and see if you have unwanted items that someone else can use. Several of our non-profit clients could use the donations, as well as others struggling through these times.

- Libraries are always willing to accept donations of gently used books or consider sharing books with friends or family. We can also suggest organizations that are in need.
- Disposing or donating electronics safely. Call us for our recommended ways to dispose of or donate older technology. Be sure to remove any personal information and hard drives before getting rid of any devices.
- Many charitable organizations accept household décor and furniture and there are social media community groups for giving away unwanted items. You never know if that end table or chair that you no longer need might be the perfect piece for an organization, family, or person in need.

Clean your tech! When your computer is powered off, perform these simple and safe methods to keep your peripherals clean. Technology items used daily that may not be top of mind to clean are:

- Keyboards: Turn the keyboard upside down and gently shake it to remove dirt and dust or use a can of compressed air to clean between the keys. The tops of the keys can be cleaned with a cotton ball moistened with rubbing alcohol or a disinfectant wipe.
- Mouse: The top and bottom of the mouse can also be cleaned with rubbing alcohol or a disinfectant wipe.
- Monitor: Use a soft clean cloth moistened with water to wipe the screen clean. Never spray anything on the monitor directly and do not use glass cleaner to clean a monitor as many screens have anti-glare coatings that can be damaged by glass cleaner.

Perform a Digital Spring Cleaning! Our technology gets cluttered too and this can cause a degradation in performance and potentially prohibit us from installing new programs.

- Go through your email accounts and delete or categorize old, obsolete, and dated emails.
- Check your hard drive and free up space by deleting or moving large picture or video files onto an external hard drive for safe keeping. Some operating systems have utilities that can help you identify large files taking up space.

