



RGE Tech Tips from the Field – Client Edition

Topic:  Give Your Computer a Spa Day

Give Your Computer a Spa Day

A Simple, Safe PC & Laptop Tune-Up Guide

Presented by Red Glen Electronics (RGE)

Fast • Safe • Out of Trouble — *No IT Degree Required*

First Things First

Your computer usually isn't broken.
Most of the time, it's just:

-  Tired
-  Dusty
-  Overworked
-  Holding onto old junk

This guide shows you:

-  What's safe to do yourself
 -  What's best handled with tech assistance
-

A Quick Safety Line (Important)

Some tune-up steps **sound simple** but can cause problems if done incorrectly.

Today's Rule

If it involves:

- deleting programs
- changing startup behavior
- security or antivirus software
- browser internals

 **Stop and get help.** That's not fear — that's smart computing.



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🔧 The #1 Fix in Tech

Have You Tried Turning It Off and On Again?

It really does work.

🛌 Sleep = A Nap

The computer is still half-awake.

🔄 Restart = Deep Sleep

Clears glitches and gives everything a fresh start.

✅ **Safe Habit:** Restart your computer **once a week**

🔪 Everyday Digital Habits (Safe for Everyone)

🌐 Browser Tabs

- 1 tab = 1 grandkid
- 50 tabs = chaos

Close tabs you're not using.

🔔 System Tray Icons

Look near the clock.

Lots of tiny icons = programs quietly running
(These steal speed.)

🎧 Listen to Your Computer

If it sounds like a jet engine while you're doing nothing — it's overworked.



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💉 Updates = Flu Shots for Your Computer

Updates protect you from:

- Hackers
- Errors
- Slowdowns

📌 Let's make a pact:

No more clicking *"Remind me tomorrow"* for weeks.

➡ When it asks — click **OK**.

Five minutes of updates beats five days of problems.

🧼 Physical Cleaning (Outside Only)

You're cleaning **around** the computer — not inside it.

🖨️ Keyboard Snack Bar

Turn it upside down.

Gently shake over a trash can.

🌀 Canned Air

Dust = Heat

Heat = Slow

✓ Use short bursts

⚠ Keep the can upright — **do not shake or flip**

📄 Screen Cleaning

Spray the cloth — **not** the screen

Use gentle circular motions



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Storage Space — Your Digital Attic

When storage fills up, everything slows down.

Biggest Space Hogs

-  Photos & videos
-  Downloads folder (the junk drawer)

Easy, Safe Wins

- ✓ Empty the Trash / Recycle Bin
- ✓ Delete files you *recognize* and no longer need

Tune-Ups That Need Tech Assistance

These steps are **important** — but **not click-around projects**.

Startup Programs — ⚡ Tech-Assisted

Some programs don't need to start the moment your computer turns on.

⚠ Changing startup behavior incorrectly can cause problems.

⚡ Best Practice:

Have a tech person review and adjust startup programs for you.

Unused Programs — ⚡ Review First

Removing unused programs *can* help —
but some programs only *look* unused.

⚡ Best Practice:

Have a tech person review programs **before uninstalling anything**.



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Browser Cache — ✂ Awareness Only

Clearing cache can fix odd website behavior — but it can also:

- Sign you out of websites
- Require passwords again
- Reset saved preferences

✂ Best Practice:

Have a tech person guide you the first time — or do it for you.

Antivirus — ✂ Get Advice Before Changing

- One good antivirus is enough
- More ≠ better (they can fight each other)

✂ Best Practice:

Have a tech person confirm what you already have and that it's updating properly.

Repair or Replace?

The 5-Year Rule

• Under 5 years old?

Almost always worth fixing.

• Over 6–7 years and struggling?

That's time doing its thing — not failure.

The Grandchild Test

If your grandkid sits down and says:

“Wow... what *is* this?”

 That's your sign.



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✓ Your Monthly Computer Spa Day Checklist

✓ Safe Monthly Habits (Everyone)

- ✓ Restart weekly
- ✓ Close unused browser tabs
- ✓ Install updates when prompted
- ✓ Empty the Trash

✂ Tech-Assisted Tune-Ups (As Needed)

- ✓ Startup program review
 - ✓ Browser cache clearing
 - ✓ Program uninstalls
 - ✓ Antivirus review
-

🚫 WHAT NOT TO CLICK

(Without Tech Guidance)

This page is **just as important** as the rest.

⚠ Do NOT click around or experiment with:

- 🚫 Startup program lists
- 🚫 Uninstall / Remove Program screens
- 🚫 Antivirus install, removal, or replacement
- 🚫 Browser “advanced” or “privacy” menus
- 🚫 Anything labeled *Advanced*, *Experimental*, or *Reset*

👉 If you're unsure — stop.



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Need Help? Take This Step Today

Don't guess.

Don't experiment.

Don't stress.

 **Stop at the front desk today**
and schedule a **“Tech Tuesday” appointment**

A few minutes with a tech person beats hours of frustration later.

Final Thought

You're the boss — not the computer.

Technology should serve you, not intimidate you.

And remember:

Your computer may smell fear...
but it cannot survive good judgment and a Tech Tuesday. 