The IT Geek’s
“Tip of the Week”

Cleaning Keyboard Trays

Keyboard trays (those trays that fit beneath the desk surface to hold you keyboard) are notorious magnets for small particles of debris. While vendors manufacture special anti-static vacuums for cleaning the trays, here’s a low tech and inexpensive solution.

Reach over and pull several inches of scotch tape from the dispenser on your desk. Use the sticky side to pick up the debris and dust (yes, it’s that simple!). Then, toss the piece of tape into the trash. If necessary, repeat this process. Before you know it—you’ll have a clean keyboard tray.

This process works well on many other things. Beware, however, because it may be habit forming!

We’d love to hear from you! Please send your questions and comments to HelpDesk@csum.edu. Previous tips are online at: http://www.csum.edu/IT/tipoftheweek.asp