Do you need to fill a small area in your newsletter? Perhaps one of these three mini-articles will work. Don’t forget about attribution.

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**Unplug Your Laptop. The Battery Will Thank You.**

Unplug your laptop. Stop plugging it into the wall. You are killing your battery. That's the Cliff Notes version of an article published by Gizmodo. This also applies to iPads and smartphones. These devices were made to run on batteries.

Here's how Gizmodo explains it. "Do you want to be chained to an outlet for the rest of your life? Of course not. That's why you got a laptop in the first place. Somewhere down the line, many of us got the idea that our laptops should always be plugged in to improve their performance. This is a myth that's slowly killing your laptop. Once your laptop is charged, you need to unplug it, or you might be tethered to the wall forever."

If your tech devices are constantly plugged into the wall, the batteries will die much faster than if you unplug and use battery power. Gizmodo spoke to Kent Griffith, an assistant professor at the University of San Diego in California. Here's his warning: "When your laptop battery is sitting in this worst condition – 100% charge – for weeks or months at a time, that can be pretty damaging to it…So when you take it off and expect it to last for 8 or 10 hours, it might only give you half of what you expect because it degraded a lot during that time."

The article notes that Apple's newest M3 MacBooks sport 18-hour battery lives. But if you keep them plugged in constantly, the battery life in those laptops will be cut in half in only a few short years.

**Save Your Apple Watch Battery Courtesy: Apple Inc.**

Got an Apple Watch? Tom's Guide recommends you start by using a setting engineered by Apple to make its smartwatch batteries last longer. It's called Optimized Charging and helps keep your Apple Watch battery healthy. Plenty of us are overcharging the batteries by leaving the watch plugged in after the batteries are fully charged.

You can switch to Optimized Charging to protect your Apple Watch battery on all models running watchOS 7 and later. On a new Apple Watch, Optimized Charging is automatically turned on. But if you have an older Apple Watch or it's turned off, here's how to activate it, according to Tom's Guide:

• Open Settings

• Open the battery settings menu

• Select battery health

• Use the green slider to turn on Optimized Battery Charging. If you own an Apple

Watch Ultra, you can use Optimized Charge Limit instead, which stops, instead of pauses, the charging of your watch.

Here's how Apple explains Optimized Battery Charging. "When the feature is turned on, your watch delays charging past 80% in certain situations. The watch's battery level remains between 75% and 80% in these situations.

Your watch uses on-device machine learning to learn your daily charging routine, so Optimized Battery Charging activates only when your watch predicts it will be connected to a charger for an extended period of time. The algorithm aims to ensure that your Apple Watch is still fully charged when you remove it from the charger.

**Spring Cleaning: Organize Your Desk**

PCMag offers several tips for organizing your work area and desk. Spring cleaning is underway, and this doesn't just apply to your yard or closet. It's time to tackle your desk, too.

First, PCMag recommends buying anything you might need for your workspace, whether a laptop or a new keyboard.

Next, clear all objects off your desk. This includes any cables plugged into a wall outlet or surge protector, lamps, coasters, mugs, and everything else. Then, use a micro-fiber cloth that is slightly damp with water. You can use other products, but don't spray your computer monitor or desk with chemicals containing ammonia or other harsh cleaners. PCMag recommends getting out the vacuum if you need to clean off your desk chair.

PCMag notes you should start placing your items back on the desk, but don't plug in any items yet. Check to make sure the feel is right, your monitor is at the right level, and you're practicing good ergonomics.

Once you are ready, get your cables under control. Use Velcro cable ties or some other method to contain all of those excess cables.