

Take care of your notebook.

It's the smart thing to do.



Ten easy ways to keep your notebook safe.

- 1** Always carry your notebook in a case to make sure it stays safe.
- 2** Always keep heavy items, like books, off your notebook.
- 3** Always make sure nothing is on your keyboard when you close your notebook.
- 4** Always treat your notebook like your favorite device and be careful not to drop it.
- 5** Always store your notebook in a safe place away from the sun, and keep it from getting wet.
- 6** Always keep food and drinks away from your notebook.
- 7** Always use your notebook on a desk or table—not on the bed, floor or your lap.
- 8** Always have clean hands when using your notebook.
- 9** Always handle your notebook gently—never grab, squeeze or throw it.
- 10** Always keep your pens and pencils in a separate area from your notebook.