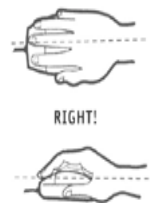
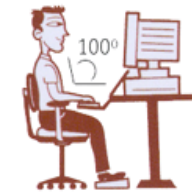


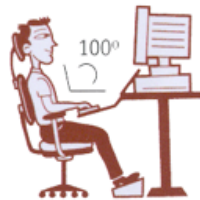
A Guide for Computer Users

MAINTAIN GOOD POSTURE WHEN WORKING. Sit all the way back in the chair against the backrest. Keep your knees equal to, or lower, than your hips with your feet supported.



KEEP YOUR WRISTS STRAIGHT AND HANDS RELAXED when using your pointer. Don't hold the pointer with a tight grip or extend fingers above the activation buttons. Avoid moving the pointer with your thumb or wrist. Movement should originate at your shoulder and elbow.

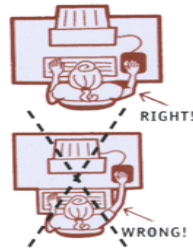
KEEP YOUR ELBOWS IN A SLIGHTLY OPEN ANGLE (100° TO 110°) WITH YOUR WRISTS IN A STRAIGHT POSITION. The keyboard tilt can help you attain the correct arm position. A negative tilt (front of keyboard higher than back) helps when working in upright sitting positions. If you recline, a positive tilt (front of the keyboard lower than the back) might be necessary.



CUSTOMISE YOUR COMPUTER SETTINGS. The screen font, contrast, pointer size, speed, and color can be adjusted to maximize comfort and efficiency.

REDUCE GLARE. Place your monitor away from bright lights and windows. Use an optical glass glare filter when necessary.

PLACE SOURCE DOCUMENTS ON A DOCUMENT FOLDER positioned between your monitor and keyboard. If there is not enough space, place documents on an elevated surface close to your screen.



TAKE EYE BREAKS and intermittently refocus on distant objects. Try palming your eyes in your hands to reduce eye fatigue.

WORK AT A REASONABLE PACE AND TAKE FREQUENT STRETCH BREAKS. Take 1 or 2 minute breaks every 20-30 minutes, and 5 minute breaks every hour. Every few hours, try to get up and move around.

USE OF NON-PRESCRIBED MEDICATIONS, OR WRIST SPLINTS, CAN OFTEN BE MORE HARMFUL THAN HELPFUL. If you begin to develop symptoms, seek help. Early intervention can prevent future problems.

PLACE SOURCE DOCUMENTS ON A DOCUMENT FOLDER positioned between your monitor and keyboard. If there is not enough space, place documents on an elevated surface close to your screen.



YOUR LIFE STYLE AND PHYSICAL FITNESS AFFECT HOW YOU FEEL AT WORK. Stay in shape by stretching and exercising regularly

USE GOOD TYPING TECHNIQUE. FLOAT YOUR ARMS ABOVE THE KEYBOARD and keep your wrist straight when keying. If you use a wrist rest, use it to support your palms when pausing, not whilst typing. Hit the keyboards with light force.

