

# 10 STEPS TO SAFER COMPUTING

## NO EQUIPMENT REQUIRED!

Here are 10 simple changes you can make right now to help yourself practice safer computing—the best part is that there's no new equipment required!

- 1) Adjust your monitor so that your eyes are level with the top of the monitor.
- 2) Correctly align your keyboard so that 'B' is centred with your body and the front edge of the keyboard is about 12cm from the edge of the desk.
- 3) Adjust yourself so that your forearms tilt downwards towards the keyboard.
- 4) Flatten keyboard kickstands!
- 5) Loosely rest your hand on your mouse—don't grip it.
- 6) Pivot at your elbow—not your wrist—to move your mouse.
- 7) Trial some of the **free** clickless and break software programs that we've reviewed (ask us for a Helping Hand sheet on either).
- 8) Rest feet flat on the floor or on a foot rest.
- 9) Try out a new keyboard shortcut (see overleaf for a short list).
- 10) Remember to take regular breaks!

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### HELPFUL KEYBOARD SHORTCUTS

- To switch between windows: Ctrl + F6
- Changing font size:
  - To increase: Ctrl + >
  - To decrease: Ctrl + <
- To highlight text:
  - To highlight all text: Ctrl + a
  - To highlight one word at a time: Ctrl + Shift + Arrow Keys
- Document shortcuts:
  - To get to beginning of text: Ctrl + Home
  - To get to end of text: Ctrl + End
  - To get to beginning of line: Home
  - To get to end of line: End
- Zooming:
  - To zoom in on a webpage: Ctrl + +
  - To zoom out on a webpage: Ctrl + -
  - To reset to default zoom on webpage: Ctrl + 0
  - To zoom in/out with mouse: Ctrl + Mousewheel



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