

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 our 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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