

Steps To Safer Computing

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 centered with your body and the front edge of the keyboard is about 12cm from the edge of the desk.
3. Adjust your seat so that your forearms tilt slightly 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. Rest feet flat on the floor or on a foot rest.
8. Learn keyboard shortcuts—try out a new one every week (see overhead for a short list).

Helpful Keyboard Shortcuts

Windows

- To switch between windows: Alt + tab
- Highlight all text: Ctrl + a
- Highlight single character at a time: Shift + arrow keys
- Zoom in: Windows key + plus sign
- Zoom out: Windows key + minus key
- Lock Screen: Windows key + l
- Open file explorer: Windows key + e

Mac

- To switch between windows: Command + tab
- Highlight all text: Command + a
- Highlight single character at a time: Shift + arrow keys
- Zoom in: Option + Command + equals key
- Zoom out : Option + Command + minus key
- Look screen: Control + Command + q