

## 3. Keyboard/Calculator/Mouse

Revised May 7, 2012

- If you are experiencing any discomfort, be sure to also review the section on
  - Making Changes to Reduce Discomfort (see Main Menu)

# 3.1. Keyboard/Calculator/Mouse Positioning

- Section 3.1 describes how to position your equipment (e.g. mouse, keyboard) to maximize comfort.
- If you already know how to position your keyboard/ mouse/ calculator, skip to:
  - [3.2. Keyboard/Calculator/Mouse Use](#)

# Adjusting the height and tilt of your keyboard platform

Learn how to operate your keyboard platform at:

- [how to operate your keyboard platform](#)

# Keyboard Platform

- If unsure, ask...
  - Co-worker
  - Supervisor
  - DOHS



# Neutral Arm Posture

- a) When my fingers are on the keyboard
- My upper arms are vertical.
  - My elbows are close to my sides.
  - My wrists are straight both up and down and side to side.
  - My forearms are parallel to the ground or sloping slightly downward. (**Exception:** If you look at the keyboard a lot, it may need to be higher with your forearms sloping up.)



Keyboard higher than “neutral” hand height? (heels are on the floor)



**keyboard**

# Lower keyboard



**keyboard**

What if you can't lower keyboard  
(i.e. not adjustable)?





What if you can't lower keyboard  
(i.e. not adjustable or already at its lowest)?



**keyboard**

# Raise chair



**keyboard**

...and get a footrest



Make sure yours is high enough



# How to set your seat height if you use a footrest

- While standing
  - Raise your seat to its highest
  - Move the footrest in front of your chair
- Sit down
- Position your feet over the footrest
- Lower your seat until you are comfortable (as described earlier)
- Based on this seat height, make changes to your keyboard and monitor heights, if adjustable

## Keyboard Platform Tilt

MYTH: Keyboard platform should slope down



b) The slope of my keyboard is about the same as the slope of my forearms (e.g. keyboard slopes down, -ve tilt, if forearm slopes down)



**keyboard**

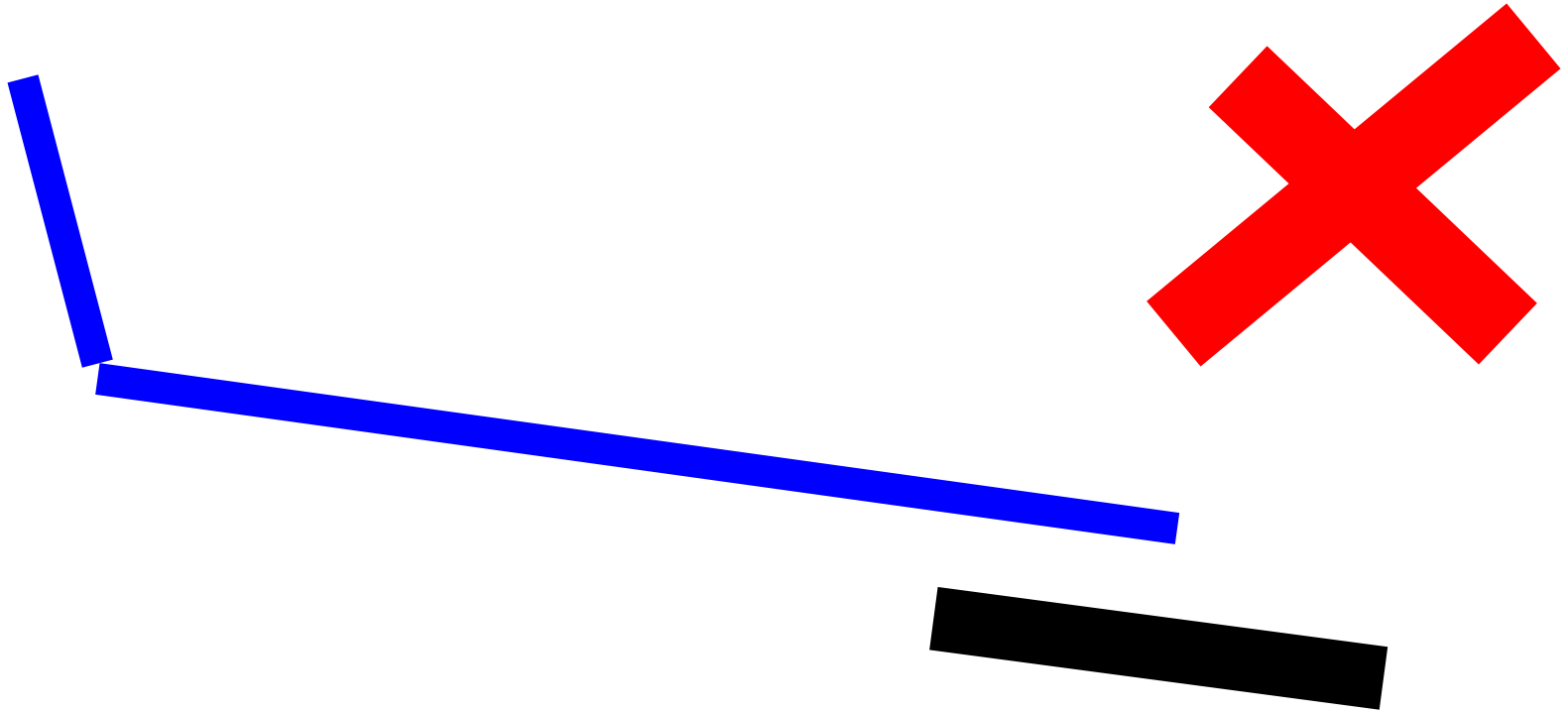
# What if you look at the keyboard a lot? a lot?

- Possible neck strain from looking down at low keyboard

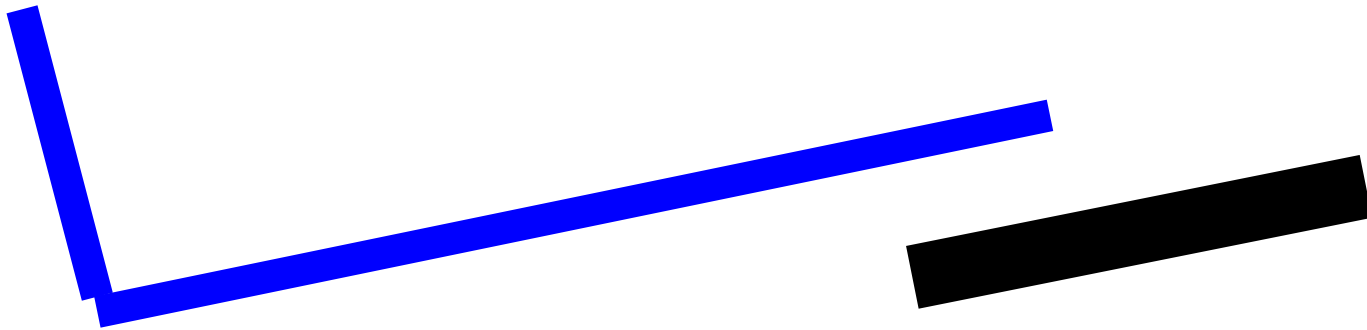




Neck strain if you look at the  
keyboard a lot



Easier to look at if raised and tilted



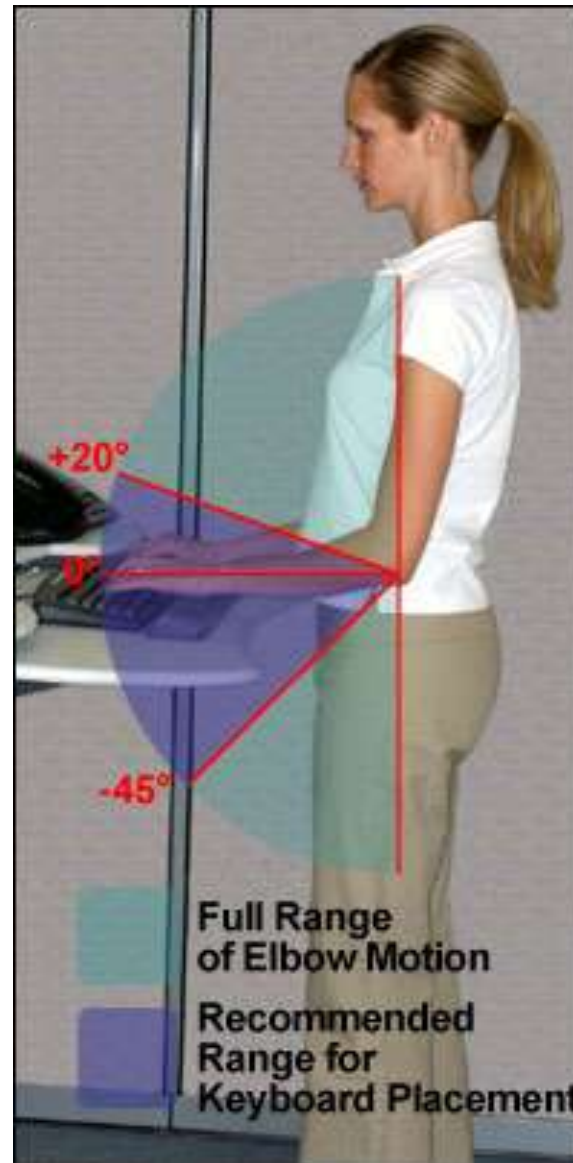
**Forearms and keyboard slope up (+ve tilt)**

# Look at keyboard occasionally?



**Forearms and keyboard parallel to floor (no tilt)**

# Recommended range for keyboard angle



Source: [www.osha.gov](http://www.osha.gov)

# Chair/desk not the right height & not adjustable?

Touch typists



Source: The Original LapDesk Company

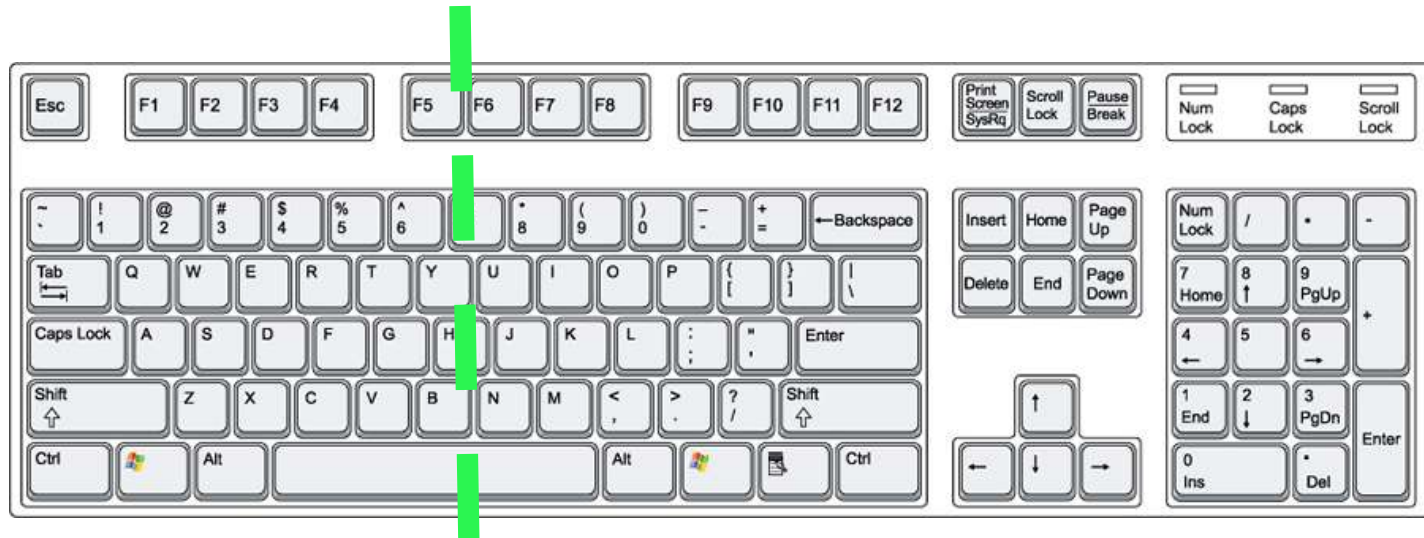
Not touch typists



Source: ErgoCanada

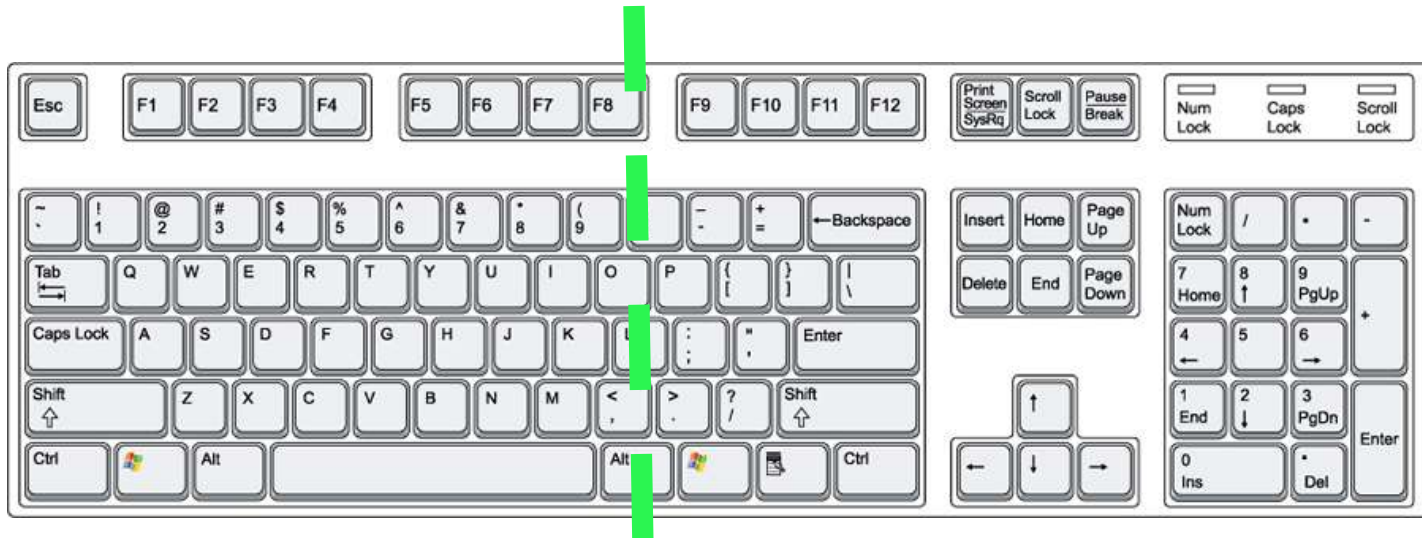
c) I have moved my keyboard side to side, so that my belly button is in front of the H key

For comfortable typing



**belly button**

c) ~~I have moved my keyboard side to side, so that my belly button is in front of the H key; or because I mouse more than I type, I sit closer to my mouse in front of the L key~~



**belly button**

## d) When holding my mouse

- My upper arm is vertical.
- My elbow is close to my side.
- My wrist is straight both up and down and side to side.
- My forearm is parallel to the ground or sloping slightly downward



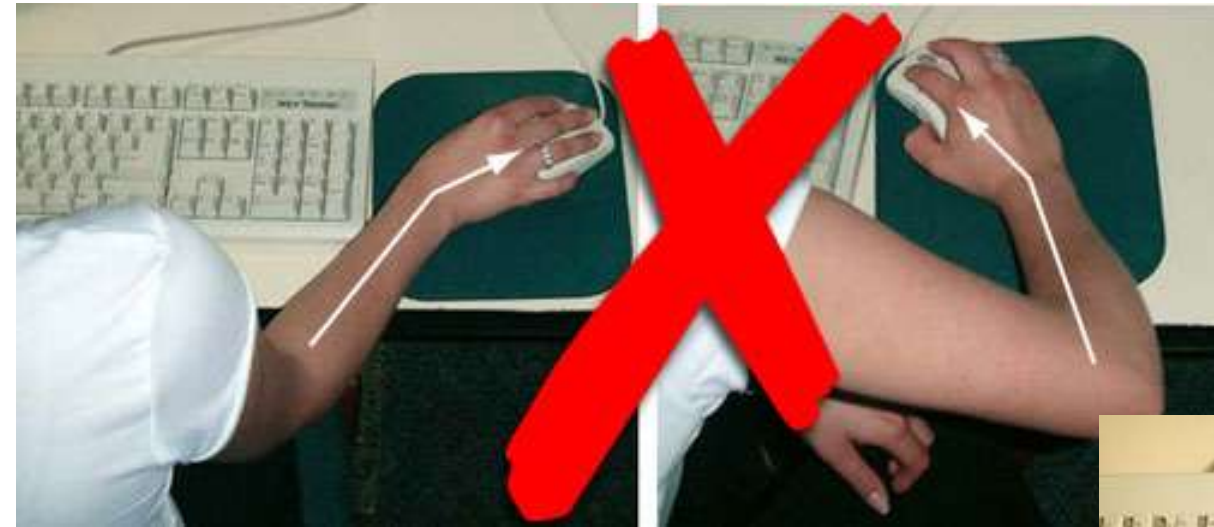


# Keyboard vs Mouse Height



- Good height for typing may be too low for mousing
- Set platform height for what you are using more (mouse or keyboard)
- Or raise mouse with book, etc

# Mouse Arm Postures



“My elbow is close to my side”  
Mouse left vs right?



# Left hand mousing

- Switch buttons (optional)
- To reduce the workload on your left hand, use [MouseKeys](#) for help with clicking and dragging by pressing keys with your right hand
- Begin with part of the day
  - At a less busy time
  - Ramp up to a full day
  - Up to 2 weeks
- Long term
  - Keep on left
  - Alternate right and left



**e) My mouse is beside and as close to my keyboard as possible**



f) My mouse is on the same surface as my keyboard.





# Mouse Bridge





# Mouse left



# End of Section

- To proceed to the next section
- Click on the link below or press <Tab> then <Enter>

[Keyboard/Mouse Use](#)