

3.2. Keyboard/Calculator/Mouse Use

Revision October 21, 2013

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

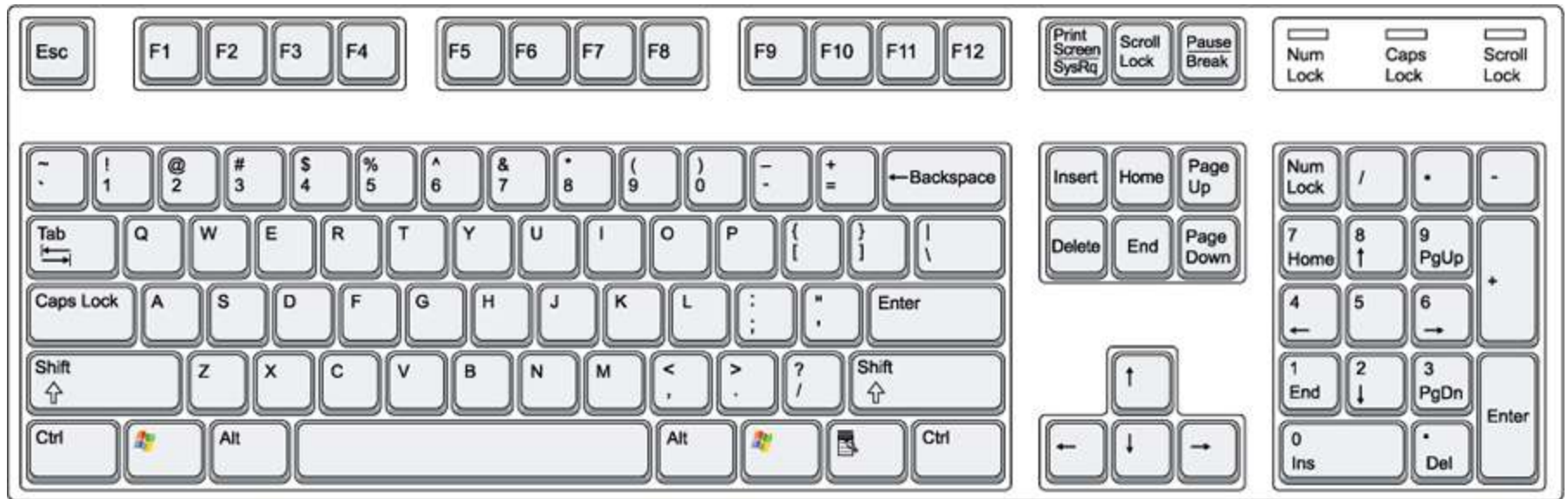
a) I usually type without looking at the keyboard.

- Looking at the keyboard frequently is a source of neck strain.
- If you must look at the keyboard
 - you may wish to have your keyboard higher than normal and/or monitor lower than normal to minimize head movement as you shift gaze between keyboard and monitor
 - review the section on **Keyboard Positioning** for more information about this

Learning how to touch type: Best intervention to reduce this source of discomfort

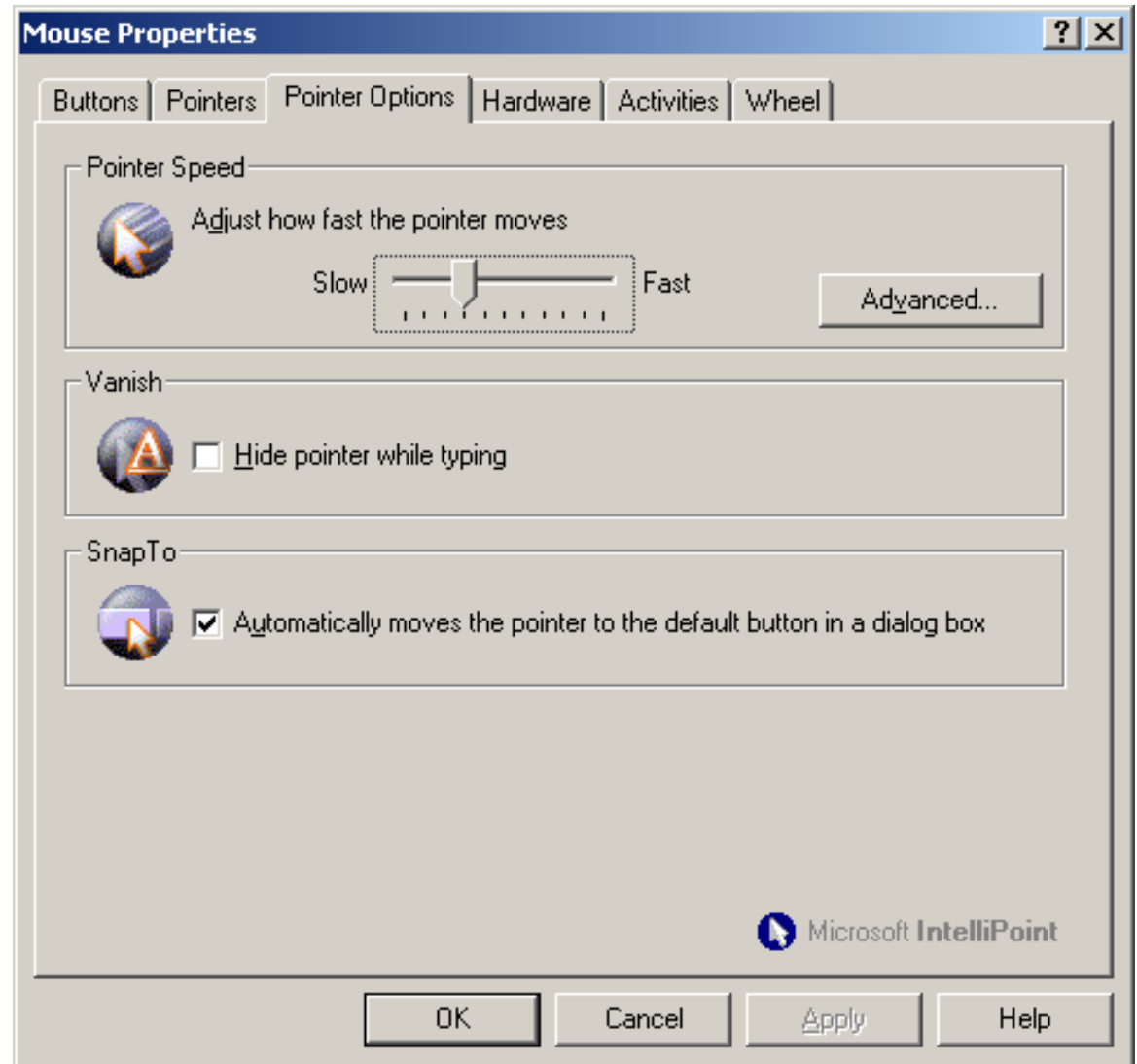
- Make note of the small bumps on your “f” and “j” keys
- Place something you can feel (e.g. a small piece of a fabric bandage) on other keys you have difficulty finding.
- Use a software program to help you learn how to “touch type”
- Print an image of your keyboard layout and post it close to your screen, so you don’t have to look down (see next slide for an example)

Image of keyboard to help with “touch typing”



b) I am familiar with the productivity and comfort enhancements for my mouse in the Control Panel (e.g. "Snap to").

c) The Control Panel on my computer allows me to adjust all the features of my mouse (e.g. wheel, extra buttons).

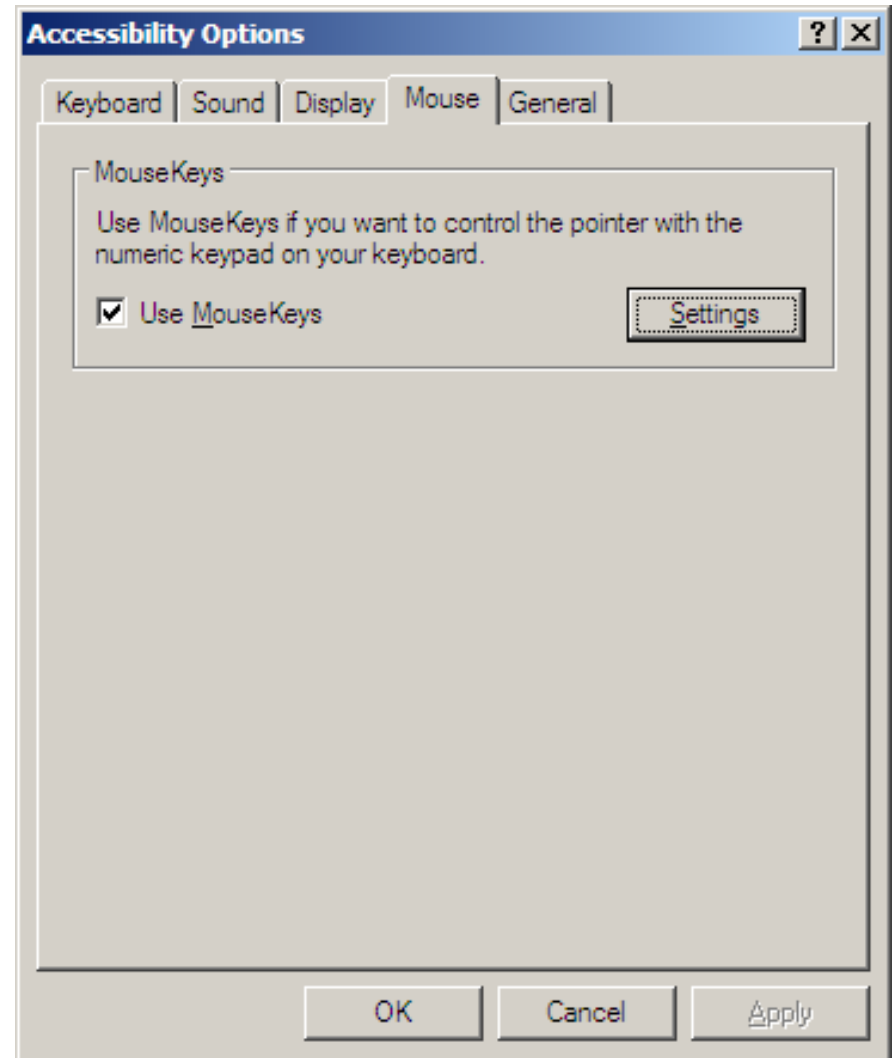


MouseKeys: Use your keyboard to help with clicking and dragging

Go to Control panel,
then Accessibility Options,
then Mouse

More tips are at:

- [How to use Mousekeys](#)



d) I regularly use keyboard alternatives to mouse functions.

Lotus Notes (v8.5): press <ctrl-shift-L>

More tips on how to do this are at

- [keyboard alternatives to mouse functions](#)

Start key



Quick menu/"Right click" key



e) I am aware of features in my software/programs to automate repetitive tasks (macros, scripts, templates, autocorrect, etc)

Examples:

[Lotus Notes tips](#)

Microsoft Office tips

[@YorkU](#)

[@Microsoft.com](#)

f) While typing, all of my fingers are slightly curled.

- **Potential problem:** Thumb and/or baby fingers are straight.

Fingers straight



Fingers curled



Typing technique

Wrists resting in front of keyboard, no wrist rest (wrists bent, fingers straighten to reach farther keys)



Wrists resting in front of keyboard, with wrist rest (wrists straight, fingers straighten to reach farther keys)



Wrists floating (easiest to keep fingers curled when reaching for farther keys)



Worst



Best

Arms on armrests may require fingers to straighten

When to use armrests (video option):

Prolonged non neutral arm postures (e.g. poorly positioned mouse or keyboard)

Prolonged work where hands can be neutral without moving arms

e.g. repetitive keying of one or two keys that are close together (e.g. page up/down)



Armrest Height Guidelines

(repeat from Chair section)

a) While typing, my natural arm movements are not impeded by my armrests.

b) During non-typing activities (mousing, talking on the phone, reading, etc), I can rest my arm on the armrest without having to elevate my shoulder or lean significantly to the side.

c) When in my preferred position, my armrests do NOT bump into my desk.



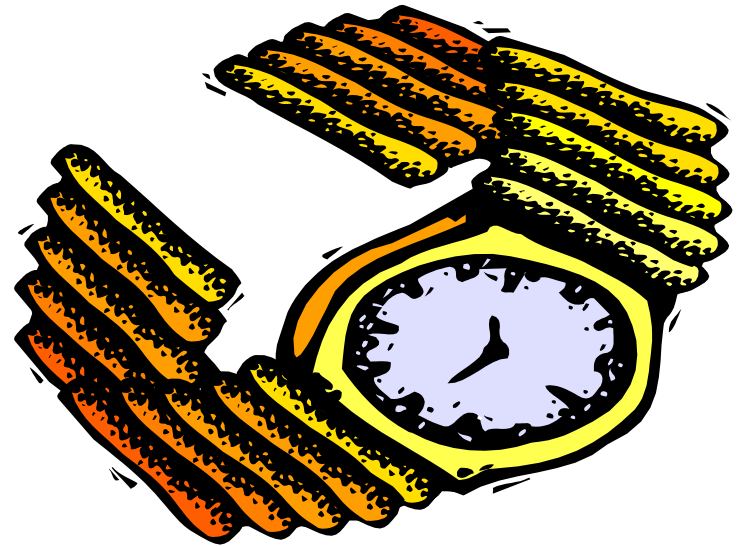
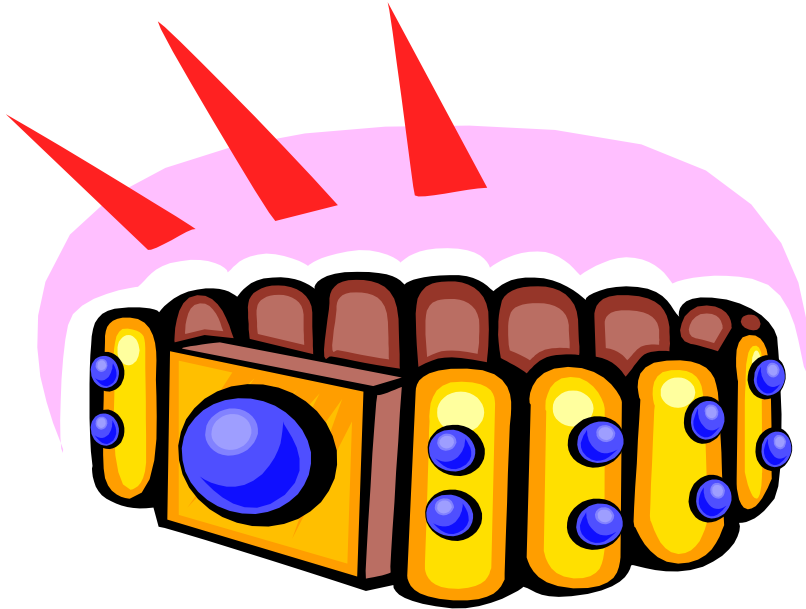
g) While typing, my hands float above the keyboard.



h) If I rest my hands in front of the keyboard/mouse, my wrists are NOT on any hard edges.



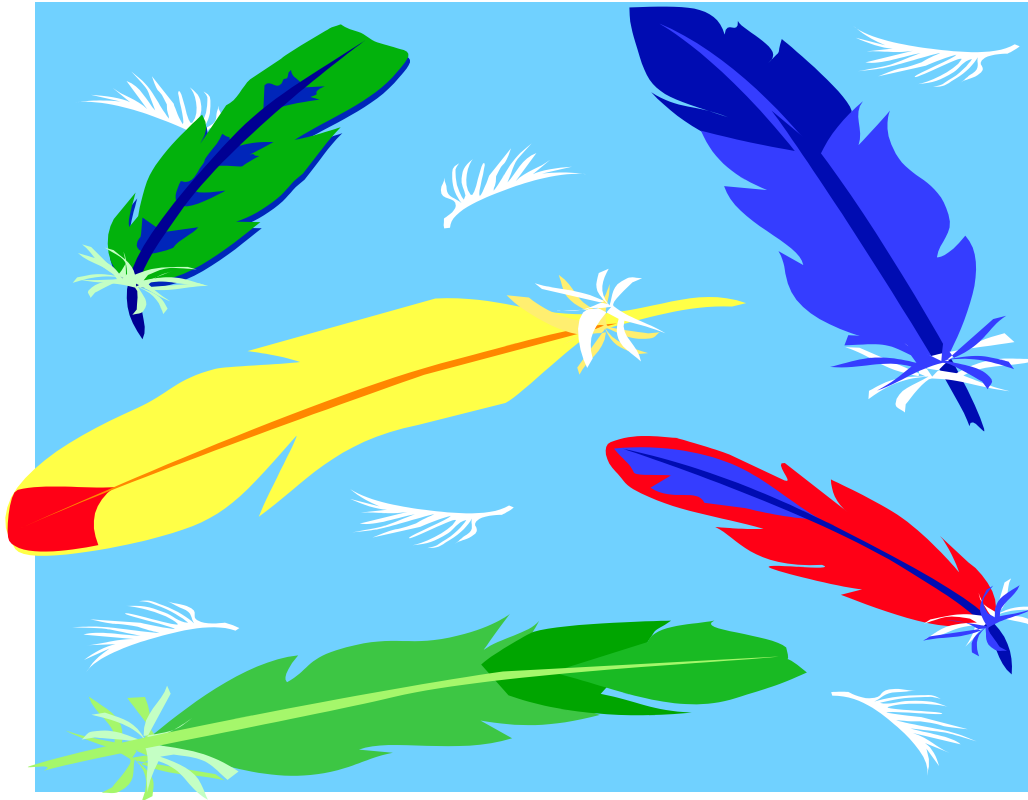
i) My wrists are free from pressure from watches or bracelets.



j) My hands rest on my lap when I am not actively typing or mousing.



k) I press keys and click as lightly as possible.



Does the pressure required to press a key or click feel about the same as other keyboards/mice you've used?

l) The mouse pointer follows my hand movements precisely.

If your mouse isn't tracking well, check the glides to see if they are dirty



Mouse Cord: What will this do to hand posture?



m) My mouse moves easily without the cord pulling.

If not, secure the cord by taping it or by some other means



n) All my fingers rest on the mouse.

- **Potential problem:** Middle finger hovers above the mouse button.



o) I grip my mouse as lightly as possible.

p) While gripping my mouse, the spacing between all of my fingers is consistent.

Potential problem:

- Large gaps between some fingers.

Mouse- and keyboard-related discomfort

- More tips on preventing mouse-related discomfort are at:
 - [mouse-related discomfort](#)
- More tips on preventing keyboard-related discomfort are at:
 - [keyboard-related discomfort](#)

End of Section

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

[Monitor](#)