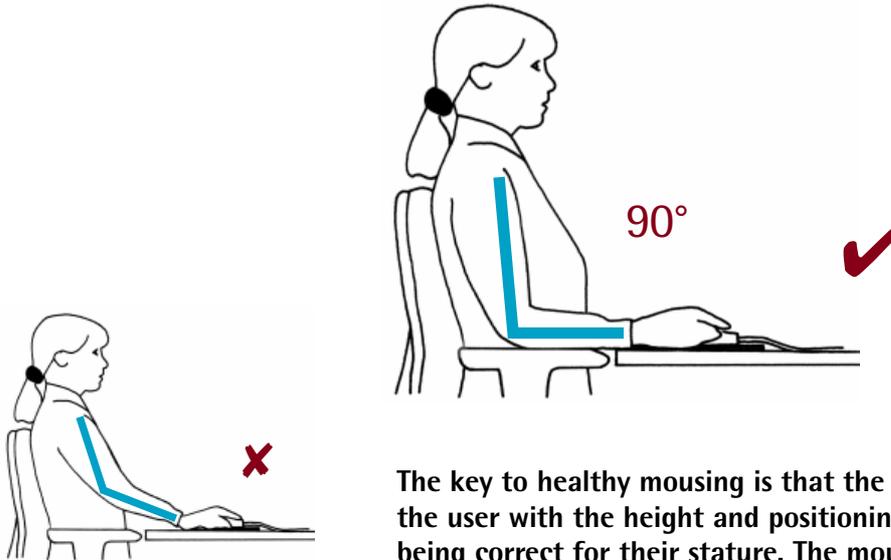


## using a mouse



The key to healthy mousing is that the workstation must suit the user with the height and positioning of the equipment being correct for their stature. The mouse must be within easy reach, with sufficient space for it to be used in a relaxed, comfortable manner.

### Sitting

#### Arm Position – very important

Forearm should be horizontal to the floor with elbow, wrist and fingertips in a straight line to the top of the mouse.

Keep the shoulders relaxed with elbows 'tucked in' comfortably by one's side with a 90° angle between lower/upper arm.

Avoid constant clicking with the arm straight and fingers tense.

#### The chair

Use a fully adjustable chair with back/seat depth suited for your stature/size.

The seat should be level or slightly tilted forwards.<sup>(1)</sup>

Adjust seat height so the hip joint is slightly higher than the knee joint.

Sit well back into the chair to support the spine/pelvis.

Rock, change posture, to increase blood flow and reduce fatigue.

#### Desk height

If the desk is too low use 'Desk Feet' to raise it. If your desk is too high use a 'Foot Stand' and raise the seat height.

#### Space

Arrange desk layout to give ease of movement.

Use a mouse plate attached to the desk/chair if space is limited in the easy reach zone.

(1) The use of a forward tilting seat is not advisable for certain medical conditions, if there is any pain do not persist, use the seat in a level position or where comfortable. Initially vary posture regularly to allow muscle groups to adjust to the new position.

### Mousing

#### Mouse size

Check that it fits comfortably into the hand.

#### Mouse position

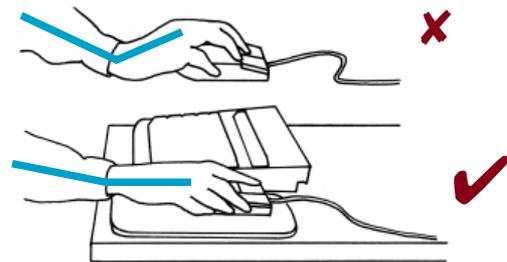
Keep it close to one side of the keyboard, within the "Easy Reach" zone and use a mouse mat.

Position to avoid cable drag and leave space for adequate movement. (i.e. mind the coffee cup!)

#### Tips

Avoid quick repetitive movements.

Watch the wrist angle:



Use function commands on the keyboard, a wheel on the mouse or programmable buttons if possible. Keep mouse pad clean so the contact ball and wheels move freely. Replace a mouse immediately if buttons become faulty. Break up 'mousing' activity with other tasks.

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