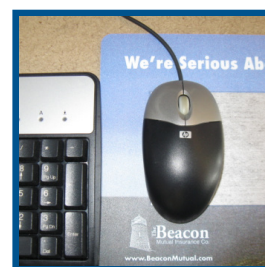


# ERGO BULLETIN

## 8 Ways to Mouse with Style & Comfort

*The computer mouse or other pointing device can come in many sizes, shapes and configurations. In addition to the conventional mouse that most likely came with your computer purchase, there are trackballs, touch pads, joysticks and more recently, the vertical or handshake mouse. Each device has its pros and cons, which makes selecting the right mouse even more important. With the right mouse in hand, these suggestions will help make your mousing experience as comfortable and productive as possible.*

1. The mouse should be positioned at the same height and as close to your keyboard as possible. Raise/lower your chair or adjust your keyboard tray for the proper position. **Remember:** shoulders relaxed, elbow at your side/flexed to 90 degrees and your wrist straight.
2. Hold the mouse gently with all your fingers. Keep your palm off of the work surface as you keep your wrist straight.
3. Use a full arm motion from the shoulder or elbow when guiding the mouse.
4. When you are not using the mouse, avoid holding it. Give your hand a rest and place it back on the keyboard palm rest.
5. Avoid mouse pads with raised palm rest surfaces. If you need support for your hand/wrist, try a different mouse or try a palm rest that attaches to and moves with the mouse versus being stationary.
6. Adjust the sensitivity and speed of your mouse so the pointer can cover the full screen with the least amount of mouse movement of the mouse.
7. Try reducing your mouse use by learning keyboard shortcuts such as Ctrl+S to save, Ctrl+P to print, or Alt-Tab to move between screens.
8. Change It Up! If your job or short-term project requires a large amount of point-and-click work, try switching hands to share the load. It may feel awkward at first but most workers adjust quickly and find the change beneficial.



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