

# Technology Tips & Tricks to Reduce Ergonomic Risk

## Quick Keys to Reduce Wrist Risk

Use these quick keys to create shortcuts to save time, reduce mouse usage and increase efficiency while you work. ([Downloadable](#))

CLIPBOARD RELATED COMMANDS	
YOU PRESS	IT DOES
Ctrl+X	Cut selected area
Ctrl+C	Copy selected area
Ctrl+V	Paste selected area

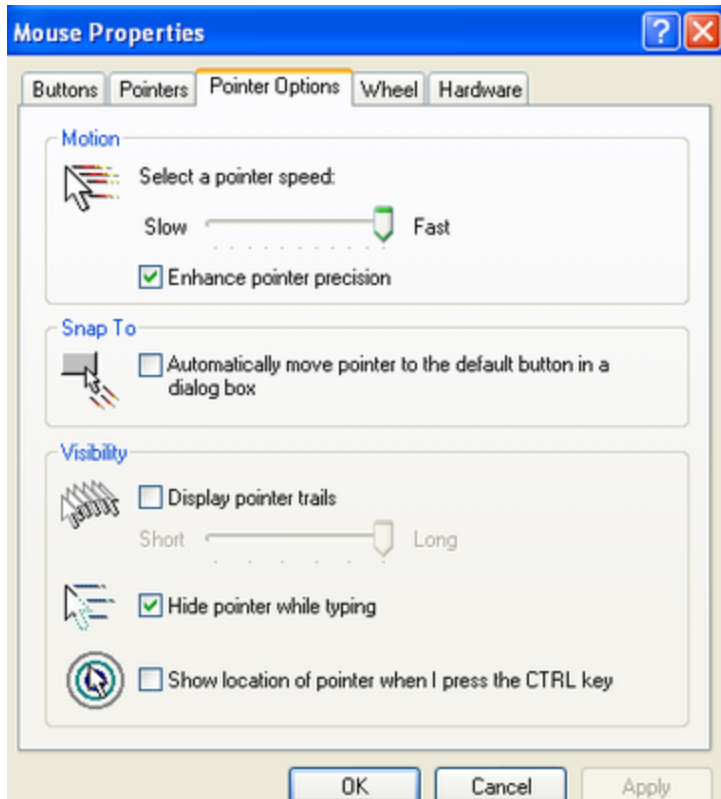
EDITING AND FORMATTING	
YOU PRESS	IT DOES
Ctrl+B	Bold selected area
Ctrl+I	Italicize selected area
Ctrl+U	Underline selected area
Ctrl+Enter	New page
Ctrl+Z	Undo
Ctrl+A	Select all

BASIC FUNCTIONS	
YOU PRESS	IT DOES
Ctrl+Esc	Activate Start Menu
Shift+F10	Right-click/context
Tab	Next field
Ctrl+Tab	Previous field
Ctrl+F4	Close sub-window
Alt+Tab	Next program
Alt+F4	Close program

## Increase Mouse Tracking Speed to Reduce Wrist Risk

Repetitive movement of the mouse can increase strains on the wrists. Increasing the mouse sensitivity will increase the movement per stroke.

1. Click Start (Windows Logo)
2. In the Search Box, type in "Mouse" and select the mouse options
3. On the top tabs, click on the tab labeled "Pointer Options"
4. Increase the pointer speed by moving it right into the "Fast" section



## Increase Font Size to Reduce Neck and Eye Strain

Many times people lean forward or squint their eyes when the font on the screen is too small to read comfortably. Use these tricks to help with your posture and reading on your monitor.

**Method 1:** Increasing the font size on a program (Microsoft Word, Outlook, etc.) or website. Please adjust the font size to where you can read it comfortably while seated all the way back in your chair. The program should save your font settings.

## Hold Ctrl Button + Scroll Mouse Up or Down



**Method 2:** Increasing the font size on Windows 7 (or later) will increase the size of all programs, icons and fonts on your computer. Please adjust the font size to where you can read it comfortable while seated all the way back in your chair.

1. Click Start (Windows Logo)
2. In the Search Box, type in "Display" and select the Display options
3. Change size to either "Medium" or "Large"
4. Click Apply, Log off/on to see changes to font, icons and programs (Try both to see how each change your windows experience)

#### Make it easier to read what's on your screen

You can change the size of text and other items on your screen by choosing one of these options. To temporarily enlarge just part of the screen, use the [Magnifier](#) tool.

Smaller - 100% (default)

Preview

Medium - 125%



Larger - 150%

Apply