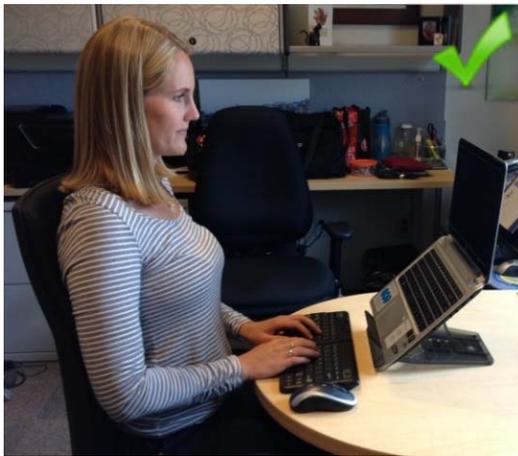


ERGONOMIC TIPS FOR THE USE OF NOTEBOOK COMPUTERS

Setting up your notebook computer

Maintaining a neutral spine and neck posture is the primary objective while working on your notebook computer. The following guidelines are recommended in order to help you achieve this:

- ✓ Find a supportive chair that is comfortable and allows you to sit upright or slightly reclined. Try to avoid using your notebook while seated in a soft chair or on a bed.
- ✓ Place your notebook on a stable support surface, such as reams of paper, books, or a laptop stand and make sure the top of the screen is at about eye level.
 - ▶ GoldTouch Go! Laptop Stand (<http://goldtouch.com/laptop-tablet-stands/>)
- ✓ Use an external keyboard and mouse. They should be positioned at or slightly below elbow height.



- ✓ If not using an external keyboard, use a 3-ring binder under the computer if available. Do not rest your wrists on the hard notebook surface while typing as it places pressure on your carpal tunnel. The slight angle of the binder will help you to keep your wrists straight.
- ✓ Reduce glare by positioning the screen at a right angle to windows and away from overhead lighting.
- ✓ Clean the screen frequently as dust can make it difficult to read and may increase eyestrain.
- ✓ It is important to take breaks and change your position often due to the inability to achieve a truly ergonomic position with notebook use. Take frequent stretch breaks every 30 to 45 minutes.



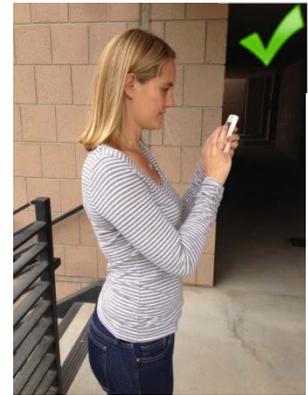
Carrying your notebook computer

- ✓ Minimize the weight wherever possible.
- ✓ Use a backpack to evenly distribute the weight or use a rolling bag to eliminate handling and carrying altogether.
- ✓ If using a shoulder bag, be sure that the shoulder strap is padded.



ERGONOMIC TIPS FOR THE USE OF HAND-HELD DEVICES

- ✓ Keep your head up in a neutral position as much as possible, with your elbows relaxed below your shoulders.
- ✓ Try to avoid using your thumbs.
- ✓ Write fewer and shorter messages. Use the devices dictation software if available.
- ✓ Take frequent breaks from typing. Don't type for more than a few minutes at a time.

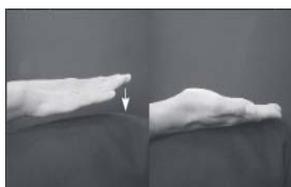


The American Physical Therapy Association recommends the following hand exercises:

1. Tap each finger with the thumb of the same hand. Repeat 5 times.
2. Alternately tap the palm of your hand and the back of your hand against your thigh as quickly as you can. Repeat 20 times.
3. Open up your hands and spread your fingers as far apart as possible. Hold for 10 seconds and repeat 8 times.
4. Fold your hands together; turn your palms away from your body as you extend your arms forward. You should only feel a gentle stretch. Hold for 10 seconds and repeat 8 times.
5. Fold your hands together; turn your palms away from your body as you extend your arms overhead. You should feel a stretch in your upper torso and shoulders to hand. Hold for 10 seconds and repeat 8 times.



1



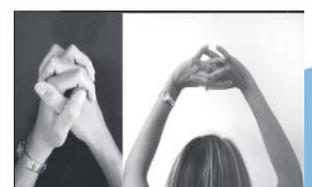
2



3



4



5