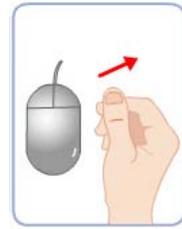


Recommended Keyboard Shortcuts



Too much mousing can cause wrist, arm, elbow, or shoulder pain.



Keyboard shortcuts are easier than mousing. There is less reaching to a keyboard VS mouse, and most shortcuts can be done with only one or two fingers and straight wrists, whereas mousing requires five fingers and bent wrists. **Learn and use Keyboard shortcuts!**



Start button. Use this to pull up the start menu. Find these on the bottom row of the keyboard.



Escape button. Shortcut for *Stop, No, Quit, Exit, Cancel, or Abort*.



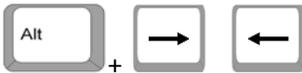
Enter button. Begins functions, or selects the highlighted/default key in a pop-up window.



Hold **Alt** with your thumb and touch **Tab** to toggle between other active programs. Release Alt & Tab to select new program.



Hold **Ctrl** with thumb and touch **Tab** to toggle between windows/ tabs within the same program. (i.e. between inbox and an active email screen)



Hold **Alt** and hit **arrow** Right or Left to navigate forward or back on web pages.



Control & P. This brings up the Print screen.



Plus (+)

Control & "+" Zoom in- enlarge screen

Minus (-)

Control & "-" Zoom out- smaller screen



Page Down, Page Up, and Arrow UP or Down replace the scroll bar. (Click screen with the mouse to activate).



Tab moves the cursor from field to field, **Shift + Tab** moves the cursor back.



Alt + Space bar, opens up a menu to Minimize, Maximize, or Close a window or program.

Mouse Settings to Reduce Wrist and Hand Movement:

Applying the following mouse settings can improve mouse performance and help reduce wrist bending and discomfort. Try these settings and also the Recommended Keyboard Shortcuts to improve your comfort and work performance.

Pathway: Start> Settings> Control Panel> Mouse Properties> Pointer Options

