

Mouse Settings

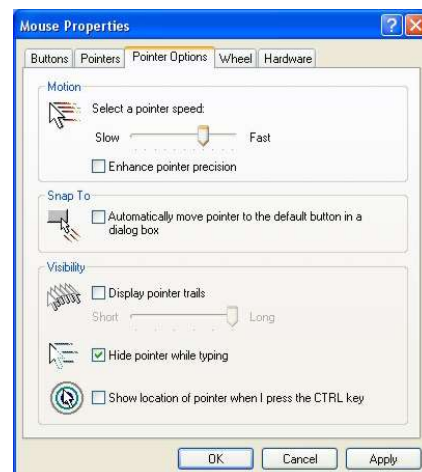
The following mouse options and keyboard shortcut keys can assist with minimising excessive and unnecessary wrist and hand movements and promote an even work distribution between both hands and wrists. These approaches can assist with relieving pain and discomfort.

Adjusting your mouse speed

You can adjust your mouse speed so that it moves across the screen faster. This is particularly recommended with the use of dual monitors.

Go to: 'Control Panel'
'Mouse'
'Pointer Options'
Under 'Motion': Select a pointer speed
Drag the cursor towards 'fast'
Click 'Apply'

You can make these mouse speed increases gradually over a period of time.



Adjusting the mouse wheel speed

You can increase the mouse wheel speed to scroll through more lines at a time.

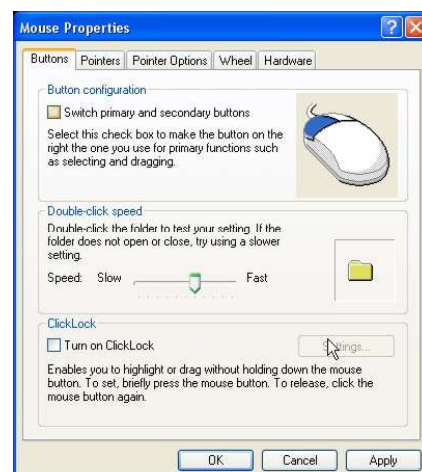
Got to: 'Control Panel'
'Mouse'
'Wheel'
Under 'Vertical Scrolling': Increase the number of lines at a time
Click 'Apply'

It is recommended to set the speed between 4 – 6 lines.



Adjusting the mouse for left and right handed use

Go to: 'Control Panel'
'Mouse'
'Buttons'
Select right handed primary click or left handed primary click
Click 'Apply'



Adjusting Screen Brightness and Contrast

Contrast and brightness can be adjusted to your personal comfort level. Use the buttons at the bottom of your monitor. When using dual monitors, both screens should have similar colour schemes and brightness to avoid discomfort and glare.



...maximising your potential

Shortcut Keys

To reduce mouse use and 'clicking' there are a number of shortcut keys for commonly performed functions.

Navigating Documents

Home	Goes to beginning of current line
End	Goes to end of current line
Ctrl + ↑	Moves to the beginning of the line or paragraph
Ctrl + ↓	Moves to the end of the paragraph
Ctrl + ←	Moves one word to the left at a time
Ctrl + →	Moves one word to the right at a time
Ctrl + End	Moves the cursor to the end of the document
Ctrl + Home	Moves the cursor to the beginning of the document
Shift + Home	Highlights from current position to beginning of line
Shift + End	Highlights from current position to end of line
Ctrl + O	Opens document menu
Ctrl + N	Opens new document, Powerpoint or Excel spreadsheet
Ctrl + P	Print document
Ctrl + A	Select All

Cutting and Pasting Text

Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action

Formatting Text

Ctrl + B	Bold highlighted selection
Ctrl + I	Italic highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + Shift + K	Change case to Small Caps






Deleting Words

Ctrl + Backspace	Deletes word to left of cursor
Ctrl + Delete	Deletes word to right of cursor

Navigating Applications

Alt + Tab	Switch between applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Esc	Switch between open applications on taskbar

Operating System

 + L	Lock screen
 + D	Return to desktop & hit again to return to previous window
	Bring up windows menu & pressing again will minimise
 + E	Opens up File explorer
 + M	Minimises all applications
Tab	Move between boxes in databases
Letter	Takes cursor to word commencing with letter once in drop down boxes
Shift tab	Move to previous box
Alt + D	In browser, moves cursor to the address bar

Email Shortcuts

Up/down arrows	Move between emails
Enter	Open email highlighted
Ctrl + R	Reply
Ctrl + Shift + R	Reply to all
Ctrl + F	Forward
Ctrl + Enter	Send
Exit email	Escape
Ctrl + N	New message
Ctrl + P	Prints message
Highlight and shift	Picks up individual highlighted emails, for deleting and moving to folders
Highlight and ctrl	Pick up all emails between two highlighted emails, for deleting or moving to folders



...maximising your potential