

Are You Sitting Comfortably....?

When you are using a computer it is important that you are sitting comfortably &, if necessary, the computer is adjusted to suit your needs.

This sheet lets you know some of the possibilities.....

1. Make sure you are sitting squarely in front of the computer equipment. Adjust the height of the chair so that you are comfortable, ask for help if need be. Some people prefer to use an ordinary chair with fixed legs, rather than a pedestal style chair on castors. Just let us know what you prefer.
2. If you are left-handed the mouse can be moved to the left-hand side of the keyboard, & the buttons can be swapped over to suit you.
3. Many people find the mouse difficult to use at first. Like any new skill, it takes some practice. But if you have particular problems, you may prefer to try a '**tracker ball**' instead. We have a number of different tracker balls you can try at ACE IT, so please ask and you can have a go.
4. Some people prefer / need to use the keyboard (instead of a mouse / tracker ball) for moving around the computer screen. As with using a mouse, it takes some practice, but let us know if you would like to explore this option.
5. If you have difficulty seeing the characters on the keyboard, we have a '**big keys**' keyboard which you can try. Another option is to use '**keyboard stickers**' to make the letter/numbers more visible.

6. If you have difficulty seeing the computer screen, there are a number of ways the computer can be adjusted:
 - Text size
 - Background colour
 - Mouse pointer
7. Sometimes the glare from the computer screen can lead to headaches or tiredness, if this is a problem for you let us know & we will try to sort out the problem.
8. For some people these adjustments to the screen are not enough, if you feel you are still struggling to see the screen, we have a specialist screen magnification program called '**SuperNova**'. Just ask and you can have a go to see if that suits you better.
9. If you wear bifocals for reading, you may find these are not suitable when you use them for looking at a computer screen, as the reading part of bifocals assumes you are looking down at a book rather than on the level as you usually do with a computer screen. You may wish to seek advice from your optician.
10. We also have a software program called '**Pen Pal**', which can help if you have a problem such as dyslexia, as it helps to predict the spelling of words.
11. If you are reading this at home AbilityNet have a very helpful & easy to use web site which tells you about the different things you can do to make your computer easier to use. Why not check it out....?

<http://www.abilitynet.org.uk/myway/>

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