

# The keyboard & the mouse

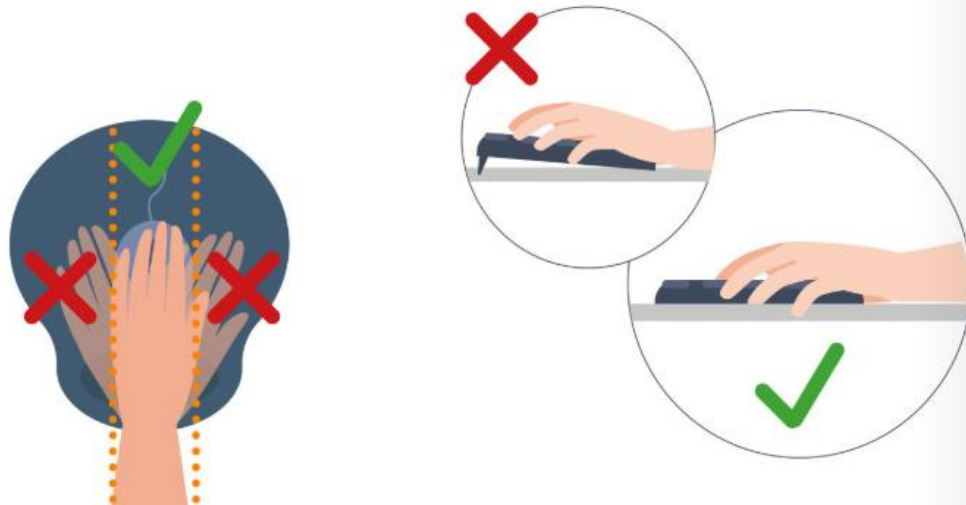
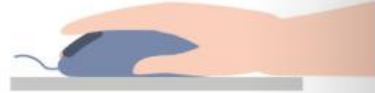
## How to install your keyboard and mouse?

It is important to take into account the keyboard-mouse setup.

To support your hands and forearms, the keyboard should be in front of you at a distance of about 10-15 cm from the edge of the desk.

The mouse should be placed as close as possible to the keyboard, in line with your shoulder, elbow, and wrist, and handled with your forearm on the desk. Its size and shape must be adapted to your hand.

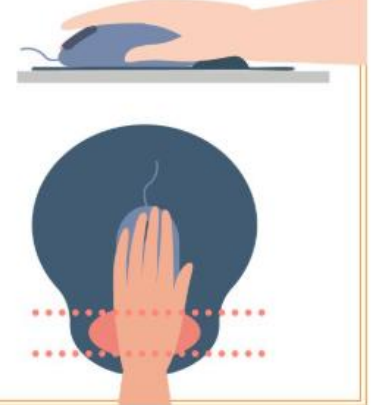
A keyboard with a detachable numeric keypad allows the mouse to be brought closer to the keyboard. Do not unfold the keyboard's legs or elevate it (by putting documents underneath), as this would accentuate the angle of your wrists.



## Should you use a wrist rest (keyboard or mouse)?

The wrist rest should be called a palm rest because the palm of the hand, not the wrist, should rest on the pad to keep the wrist in a neutral position.

Using a wrist rest may provide some comfort. However, if used incorrectly, it can impede wrist mobility when using the mouse and restrain the hand when moving the fingers over the keyboard.



## >>> An alternative to the mouse: keyboard shortcuts

Some examples:

|    |  |           |                |
|----|--|-----------|----------------|
| PC |  | Ctrl + O  | New document   |
|    |  | Ctrl + S  | Save           |
|    |  |           | Next field     |
|    |  | Ctrl + ←  | Previous field |
|    |  | Ctrl + P  | Print          |
|    |  | Ctrl + F4 | Close program  |
|    |  | Ctrl + A  | Select all     |

|     |  |         |                     |
|-----|--|---------|---------------------|
| MAC |  | Cmd + O | Open file           |
|     |  | Cmd + S | Save                |
|     |  |         | Next field          |
|     |  | Cmd + N | Open Finder         |
|     |  | Cmd + P | Print               |
|     |  | Cmd + W | Close active window |
|     |  | Cmd + A | Select all          |

## >>> Mouse settings

You can adjust your mouse's movement and scrolling speed, as well as the number of clicks required (PC: System Settings, Mac: System Preferences).