

## July (7.4)

### Laptop lotus land

- The golden rule of office ergonomics is straightforward: Put your body into 'neutral posture' and then find ways to **make your computer fit you**.
- The early designers were right, separating the keyboard and screen is the most important step.
- For the frugal, an external keyboard, mouse and a stack of paper to lift your laptop screen help you get 90% of the way there.
- For the technologically inclined, newer tools like wireless keyboards and mice, USB hubs, laptop holders, larger LCD screens and docking stations will help make your laptop easily adapt and contort to you.
- If you find yourself somewhere and you don't have all of the tools, remember that you still control your work habits. Taking frequent short breaks, changing working positions, using keyboard shortcuts, and managing your day will help you keep discomfort away.



**Shortcut Tip** Windows key, To navigate the start menus and select an application.