Appendix 15

POEL9J Keyboard

Is your keyboard separate from the screen and does your keyboard have a matt surface, legible symbols, an appropriate layout and sufficient space in front of it?

Do you experience aches or pains in your hands, wrists and arms whilst using your keyboard?

Tips

- Try pushing the display screen further back to create more room for the keyboard.
- If you have a raised, thick keyboard, a wrist rest may help.
- When typing, **aim to avoid**:

    - bending your hands at the wrist
    - hitting the keys too hard
    - over-stretching your fingers

Good keyboard technique is critical. When typing, your forearms should be parallel to the desktop and roughly level with the top of the keyboard. There should also be room to rest your hands when not typing.

There are an increasing number of **ergonomic keyboards** on the market, and also **left-handed keyboards**.

You may need to consider a **document holder and/or writing slope** combined, e.g. a Multirite.