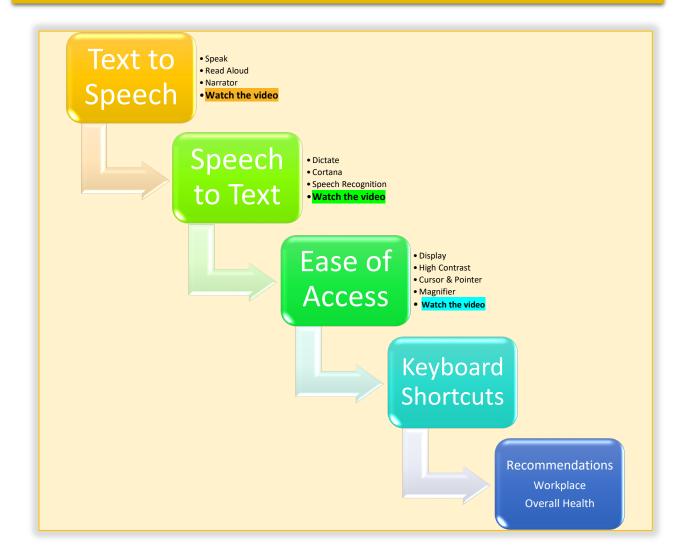


Proactive Ergonomics Program

Decrease screen time and keyboarding

### Set up your device to work with accessibility in Office 365

Office 2016 Office for business Office 365 for home Office 365 Small Business Office Accessibility Center Choose the settings based on your device: <u>Windows macOS iOS Android</u>. For more information: visit <u>Student Accessibility Services</u> – Assistive Software Options

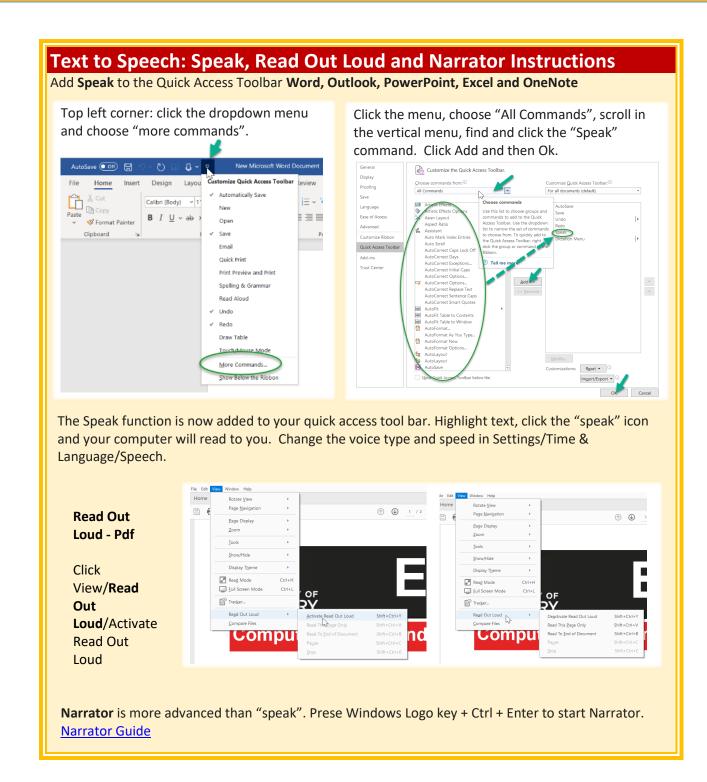


Click on the above buttons for instructions and/or "Watch the Video" for step-by-step instructions.



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mouse.

## **Staff Wellness – Occupational Health**

**Proactive Ergonomics Program** 

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### Speech to Text: Dictate, Cortana, and Voice and Speech Recognition

🖻 Share Get Help on Con dictate your documents in word\*
 9 results Use Dictate in Word, Dictate your documents in Word , ○ Find v € ↓ CReplace ↓ Select ↓ Constituity Check your browser's settings, search for "microphone", and see if you may have denie... Outlook, and Find in Document Use a screen reader to dictate a document in Word PowerPoint, and Editing Voice Sensitivity "dictate your documents in word" 0 results Dictate a document. Use your voice and dictate your document content to quickly draft an outline of a d... - × dictate to audio in Dictate in Microsoft 365 Dictate your documents in Word. Dictate your emails in Outlook. Dictate your notes in OneNote. Dictate your ... ø OneNote. Dictate your documents in Word Use "Speak" Dictation lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It quick and easy way to get your thoughts out, create drafts o outlines, and capture notes. For further information on Instructions on page 2 on, It's a how to use dictate use the to add dictate to the Search in the Quick Access How to use Dictation Quick Access Toolbar. Can't find the Dictate button? The dictation feature is only Toolbar 4 Settings Talk to Cortana Use **Cortana** as your voice-controlled Microphone Find a setting ,p assistant to complete Make sure Cortana can hear me Cortana basis tasks. What is Check the microphone Cortana. Talk to Cortana Hey Cortana Select Settings, under C Permissions Let Cortana respond to "Hey Cortana" Hey Cortana and click On 💽 More details On. To activate, say Keep my device from sleeping when it's plugged in so I can always say "Hey Cortana" (unless I turn it off myself) "Hey Cortana". Cortana uses more battery when this is on A) Voice Recognition **B)** Speech Recognition Windows Speech and E Settings **Voice Recognition** ← Settings Speech A Home Speech Talk instead of type a) Use voice Use dictation to make text entry easie Ease of Access Choose the primary language you speak, manage voices for you device and apps, and set up your microphone. recognition to assist Press the Windows logo key # + H to start dictatio touch keyboard, select the microphone 4 button. Time & Language Speech language B Date & time with dictate and you speak with your device Thoose the language Region English (Canada) Dictate text and control your device using only speech recognition. your voice Recognize non-native accents for this language um on Speech Recognit Speech On On b) Use your PC Speech Recognition is only English (United States, Unit Australia), French, German, Simplified and Chinese Trac Microphone is only available for the is, United Kingdom, Ca arman, Jananese, Mand without a keyboard or

Get started

**Speech Recognition Commands** 

Press the Windows logo key # + Ctrl + S to toggle Spe Recognition on or off.

Eye contro



**Proactive Ergonomics Program** 

Decrease screen time and keyboarding

Ease of Access: Display and High Contrast				
Quick access: press the Windows logo key+U.				
	Settings			
Display	Find a setting     D       Make your display easier to see.			
Change text size	Vision Sample text			
Enlarge text and	Drag the slider until the sample text is easy to read, then click Apply  A A A			
apps	© Magnifier Apply			
Adjust brightness to match environment.	Image: Solution of filters     Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on the main display       Image: Solution of the size of apps and text on tex			
Use night light to decrease blue light	Hearing Change the size of apps and text on other displays Change the size and color of your cursor and mouse pointer			
	Closed captions Make everything brighter Change the brightness of your built-in display Interaction Speech Change brightness automatically or ute night light			
High Contrast	Settings			
See text and items on your screen better.	Find a setting     D       Kase of Access     Use high contrast			
Turn On, choose a theme and	Upplay     Off     Press left Ant + left Shift + Print Screen to turn high contrast on     and off.			
select colour.	Q. Magnifier     Choose a theme       Image: Color filters     High Contrast Black			
Turn On from the keyboard, press left Alt + left Shift +	** High contrast     Select a colored rectangle to customize high contrast colors       C3 Narrator     Text			
Print Screen.	Hearing Hyperlinks			
Rrefer to Use high contrast in Windows	40     Audio       63     Closed captions         Selected Text			
	Interaction Button Text			
	Keyboard     Keyboard     Keyboard			
	0 Mouse			
	Cancel			



**Proactive Ergonomics Program** 

Decrease screen time and keyboarding

#### Ease of Access: Cursor & Pointer and Magnifier Quick access: press the Windows logo key+U. ⇐ Settings Magnifier Magnifier Change Magnifier view Use Magnifier to zoom in on parts of your display. Magnifier can run in full screen, in a separate window, or as a lens that follows your mouse pointer around the screen. Find a setting Full Screen, Docked (separate Ease of Access window) or Lens (follows the Use Magnifier Vision pointer) レ Display Turn on Magnifier 💽 On 8 Cursor & pointer **Turn Magnifier On** Press the Windows logo key # + Plus (+) to turn on Magnifier. Press the Windows logo key # + Esc to turn off Magnifier. ( Magnifier Make everything on my computer bigger Color filters To magnify the screen content \* High contrast Change zoom level press Windows logo key + plus - 100% + 😂 Narrator 6 Change zoom increment key(+) (-) 100% (default) Hearing Press the Windows logo key 🖬 + Plus (+) or Minus (-) to zoom in の) Audio To exit Magnifier and close the Or, press and hold Ctrl + Alt and rotate the wheel on your mouse to zoom in or out. Closed captions tool, press the Windows logo Start Magnifier after sign-in key+Esc. Interaction Start Magnifier before sign-in for everyone Speech Collapse Magnifier window to a floating transparent For more information, go to Use 🖼 Keyboard magnifying gl Smooth edges of images and text Magnifier to see items on the ① Mouse Invert colors Press Ctrl + Alt + I to invert colors screen Eye control Change Magnifier view Choose a view Setting 命 Home Cursor & pointer Change Cursor thickness, Find a setting Make pointer, cursor, and touch feedback easier to see. size and colour Ease of Access Change pointer size and color Change pointer size Vision 6-4 🖵 Display Change pointer color 5 Cursor & pointe . . D Magnifier Color filters Make the cursor easier to see when typing ☆ High contrast Change cursor thickness abc 1 PO Nameta



**Proactive Ergonomics Program** 

Decrease screen time and keyboarding

Keyboard Shortcuts				
DOCUMENTS				
Select all	Ctrl + A			
Сору	Ctrl + C	Ctrl + Insert		
Paste	Ctrl + V	Shift + Insert		
Cut	Ctrl + X			
Undo	Ctrl + Z			
Redo	Ctrl + Y			
Bold	Ctrl + B			
Underline	Ctrl + U			
Italics	Ctrl + I			
Find	Ctrl + F			
Beginning or End of Document	Ctrl + Shift + Home or End			
Page up or down	Shift + Pg Up or PG Dn			
Beginning or End of line	Shift + Home or End			
Move/highlight one character	Shift + Right or Left arrow			
Move/highlight one word	Ctrl + Shift + Right or Left arrow			
Move/highlight one line	Shift + Up or Down arrow			
FILES & WINDOWS				
Open File Explorer	🚱 + E			
New document or window	Ctrl + N			
Close window	Alt + F4			
Switch between windows	Alt + Tab			
Open start menu	🚭 Windows key			
Desktop	🚳 + D			
Minimize all windows	🚳 + M			
Open minimized windows	🚳 + Shift + M			
Minimize all windows except the	🚳 + HOME			
current window				
Minimize current window	😻 + Down arrow			
Maximize current window	🚭 + Up arrow			
Snap window to right or left	🚳 + left or right arrow			
Move window to second monitor	🚳 + Shift + left or right arrow			
Task view	🚳 + Tab			
Move through tasks	🚳 + Ctrl + right or left arrow			
Close task view	🚳 + Ctrl + F4			
ASSISTANCE				



**Proactive Ergonomics Program** 

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Open Cortana	🚳 + C	"hey Cortana"	
Open Settings	🚳 + I		
Lock computer	🚳 + L		
Open Ease of Access Center	🚳 + U		
Zoom using magnifier	🚳 + (+) or (-)		
Exit magnifier	🚳 + Esc		
Additional keyboard shortcuts			

### **Work Environment**

- Set up your workstation ergonomically using the Office Ergonomics Self Adjustment Tool.
- Limit screen time (phones, I-pads, TV, computers) and ensure multiple computer screens have the same settings (brightness and similar font size).
- Keep your screens clean.
- Minimize glare: turn off your screen and check for glare. You may need to close blinds or adjust your monitor. Anti-glare screens are available for purchase.
- Reducing lighting (bright sunny days, reflections, fluorescent lights, and device screens):
  - □ Adjust screen brightness similar to the environment.
  - □ Install blue light reducing apps (see Windows 10 Night Light feature or blue light filter options on your devices).
  - □ Wear a hat indoors and outdoors.
  - □ Wear polarized sunglasses outdoors.
  - Use warm light within the office: for temporary impairments, <u>Staff Wellness Ergonomic</u> <u>Program</u> will loan lamps, if available.
- > 20 x 20 x 20 look 20 feet away from your screen, every 20 minutes, for 20 seconds.
- Use voice search and speech to text on your phone.
- > Avoid loud sounds: use earplugs or noise cancelling devices.
- Decrease sound notifications.
- > Avoid quick and repetitive movements of your head and neck.
- > Decrease movement on your screen: pop ups, videos, disable screen rotation on your phone or I-pad.
- Use an app to remind yourself to take screen breaks and drink water.
- Take regular movement breaks away from your workstation to stretch and relax your eyes, neck and shoulders. 5 minutes/hour, for example:
  - Work 20 minutes: 20 second break (20 x 20 x 20 microbreak)
  - Work 40 minutes: stand up, stretch, take deep breaths, and perform eye exercises for 2 3 minutes.
  - Work 60 minutes: walk around for 2-3 minutes or repeat the 20 x 20 x 20 microbreak
- Stay hydrated: have a water bottle at your workstation.



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#### **Overall Health**

#### Sleep:

- Avoid screens 2 hours before bed
- Keep a sleep schedule go to bed and get up at the same time everyday
- Have a relaxing sleep routine
- Try to avoid napping
- Avoid caffeine and energy drinks (especially after 3:00 pm).

#### Eating:

- Eat proper meals do not skip a meal
- Avoid foods/drinks that may cause headaches such as: "aged cheeses, chocolate, citrus, processed food, wine, caffeine and food with additive like MSG (monosodium glutamate) and nitrates and artificial sweeteners." Sunnybrook Health Science Centre: Mild Traumatic Brain Injury/Concussion: Your Guide To Recovery
- Avoid stimulants such as energy drinks.

#### Exercise:

- Keep active and gradually increase your physical activities
- If you were not previously active start with walking and speak with your Exercise Professional prior to starting an exercise program.

#### Mental Wellness:

- Be patient with yourself and be kind to yourself
- Manage stress: take time to relax and try to return to some things you enjoy that do not require increased stress
- Talk to someone you trust or reach out for professional assistance to assist with your mood, emotions, and stress
- Visit the <u>WellBeing and WorkLife</u> website for resources and workshops or to speak to UClagary's Mental Health Consultant
- The University of Calgary staff, faculty, and post-doctoral scholars have access to the Employee and Family Assistance Plan (EFAP). This is a confidential service, available at no cost, with services in counseling, lifestyle coaching, and online resources. More information, and how to access this service, can be found on the <u>Staff Wellness, WellBeing and WorkLife</u> website

#### Medication:

Speak with your Health Care Provider about frequency and quantity of medication use (prescription and non-prescribed); pay attention to changes in medication use with increases in activity and/or stress level.