Solution Sheet for the Mobile Worker

Laptop/Tablet – Single Desk/Table	• Docking station with external monitor, keyboard and mouse • Adjust like traditional workstation
Laptop/Tablet - Mobile/Tabletops (conference rooms, hotels, coffee shops)	• Portable stand • Travel keyboard (Bluetooth) • Bluetooth mouse • Adjust chair (or add cushion, when feasible) • May also consider Laptop desk for keyboard/mouse while laptop/tablet remains on tabletop • Backpack or rolling bag
Laptop/Tablet - Mobile/No Tabletops (airport, lounge chairs, vehicles)	• Laptop desk • Use predictive text/text replacement/shortcuts to decrease keystrokes • Sit back in chair • Limit time in single sitting if unable to be in neutral • Backpack or rolling bag

Tablet/Smartphone – Holding device while using	• Use headset
	• Smaller device: Pop socket
	• Larger device: g-hold microsuction, LoveHandle tablet grip, hand straps
	• Use digital assistant, speaker, dictation, predictive text, text replacement
	    o iPhone – Settings → General → Accessibility → options for vision, interaction, hearing
	    o iPhone – Settings →Keyboards →Text replacement, one-handed keyboard, dictation, predictive text

Save a few clicks with these 10 Excel Shortcuts **Press and hold [Ctrl] while pressing 2nd key**	Hide Row = [Ctrl] 9 Hide Column = [Ctrl] 0 Copy from cell above = [Ctrl] ' (*apostrophe key*) Copy formula from cell above = [Ctrl] ' Copy value from above (not formula) = [Ctrl] [Shift] " Open print preview window = [Ctrl] [F2] Move one screen to right = [Alt] [PgDn] Move one screen to left = [Alt] [PgUp] Move one tab (sheet) to right = [Ctrl] [Alt] [PgDn] Move one tab (sheet) to left = [Ctrl] [Alt] [PgUp]
Independent Office Ergonomic Product Reviews	All Things Ergo www.allthingsergo.com
Computer Vision Syndrome Education Resources	American Optometric Association https://www.aoa.org/patients-and-public/caring-for-your-vision/protecting-your-vision/computer-vision-syndrome#1