

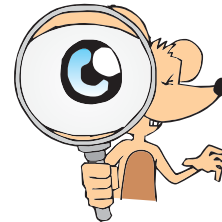
Computer and Your Health

Lesson 12

If you don't take care, you can damage your health while working on computers, especially if you spend long stretches at the screen. However, if you follow some simple guidelines, you can enjoy a danger-free time.

Eyes

Most monitors have an anti-glare screen. Nevertheless, if yours doesn't have, wear tinted glasses. You may feel a bit silly wearing sunglasses indoors, but it can stop you from getting headaches.



Eyes can become strained by focusing at the same distance for a long time. So, every ten minutes, look away from the screen and focus your eyes on something far.

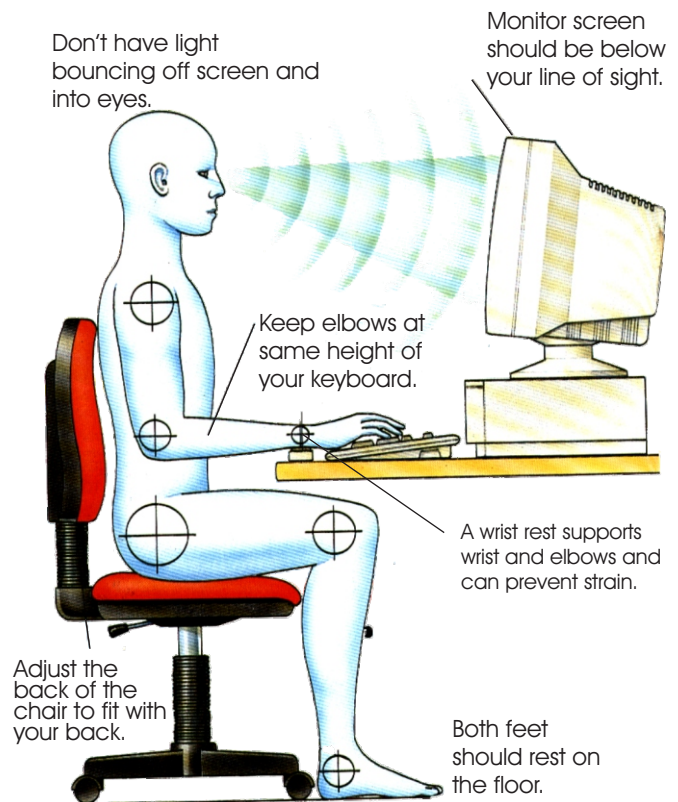
Posture

Sitting at a computer can strain your shoulders and the bottom of your back. So, it is important to sit in a good chair. Find one that can be adjusted to support your lower back and allows you to have both feet on the floor. Your elbows and knees should be bent at 90°. Sit directly in front of your monitor and keyboard. Your keyboard should be at the same height with your elbows. Shrug your shoulders and shake your hands at regular intervals to relieve tension, which builds up in your muscles and joints. Doctors think that an illness called **repetitive strain syndrome (RSS)** can be caused by working at a keyboard and using a mouse every day. It mostly affects wrist, fingers and arms, and has symptoms similar to arthritis. It can be very painful and forces people to give up work. When typing, make sure your wrists are completely relaxed and flat, never bent.

Taking breaks

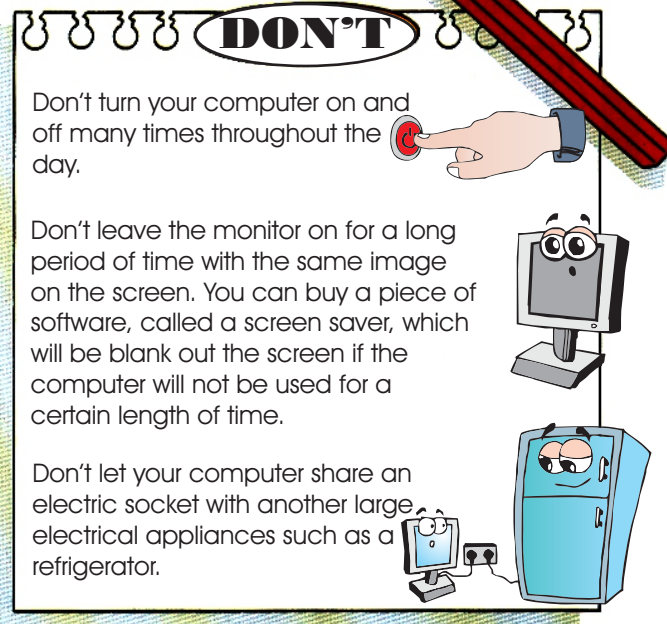
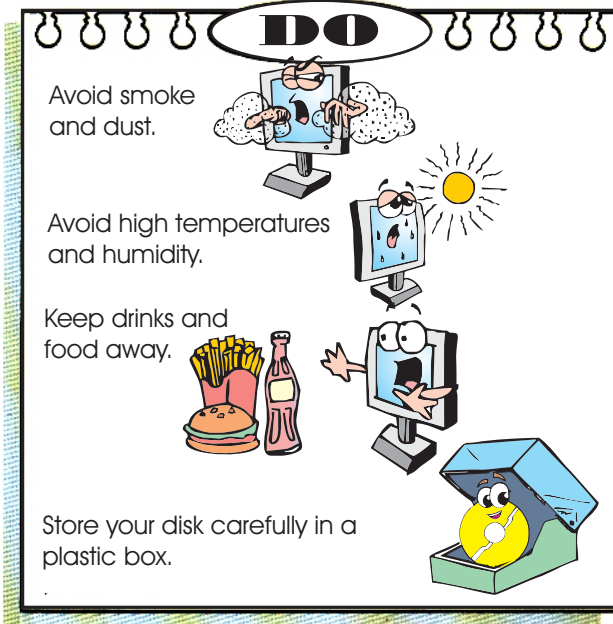
Remember to take a 10 minutes break every hour you work. This will rest your eyes and other parts of your body.

This diagram shows the best way to sit at your computer.



Looking after the hardware

Your computer needs looking after too. It will work much better and last much longer if it is taken care properly. Here are some do's and don'ts of looking after your computer.



Times of trouble

If your computer stops working, check first all your cables if they are properly connected. It's embarrassing to call out a technician and only to find out that your dad unplugged your machine to do the hovering. Read your manual to make sure that you're not doing anything wrong. You can try switching off and restarting the system. If this works, look out for the problem happening again and see if you can work out with what triggers the fault. Most hardware and software manufacturers have a help line that you can ring for advice. Remember, if you take your computer apart yourself, your guarantee may no longer be valid. So, don't attempt to repair with the electronics yourself.



If your manuals are too full of terminologies, which are hard to understand, you can buy simpler guides that will explain things more clearly.



Organizing your files

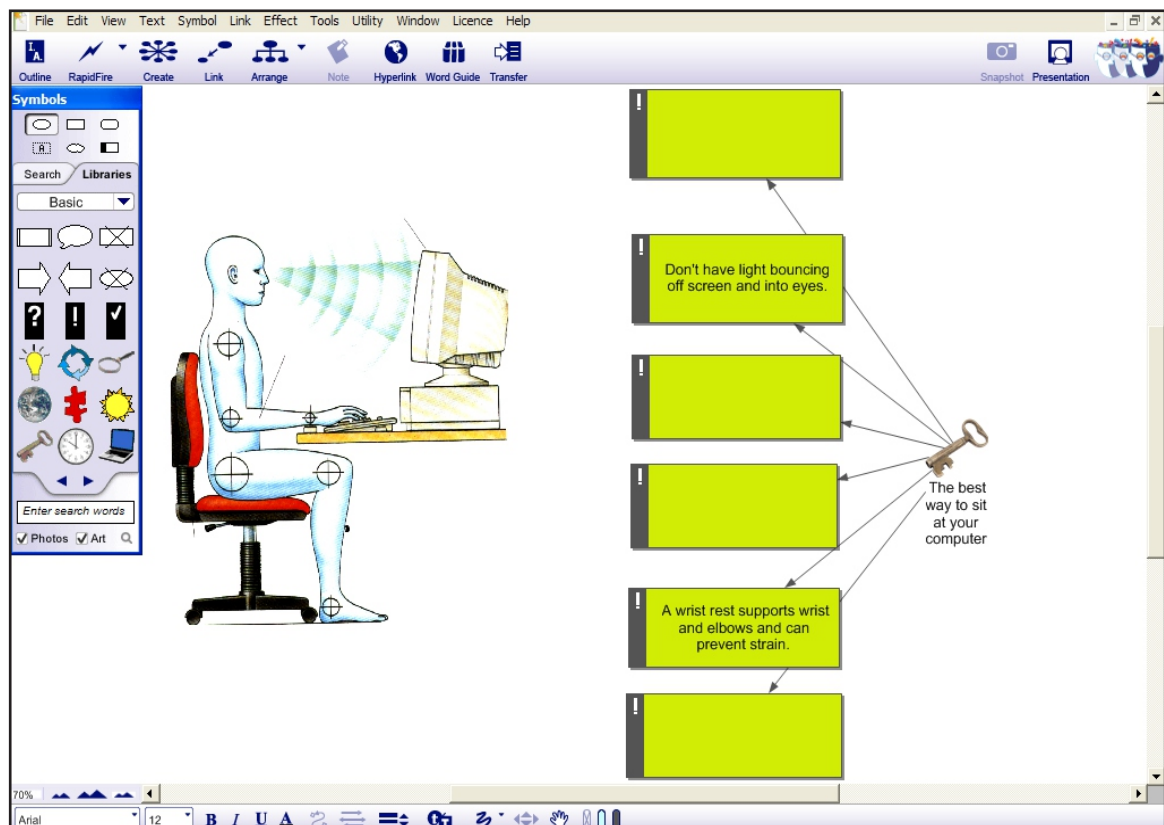
Make sure that your files on the hard disk are organized into different directories so that you can easily find them. At the end of the day, always copy files from your hard disk into two sets of floppy disks. Then, if you lose any files from the hard disk, or if one set of floppy disks corrupts, you will still have a copy of your work. This is called **backing up** your files. When you have backed up files that you are no longer worked on, remove them from the hard disk. When the hard disk gets too full, data can become jumbled and your computer starts working more slowly.

Activity 31

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 12 Activity 31 **How To Work With**.
3. Enumerate the remaining 4 ways on how to work best in a computer. Key in your answers in the symbols provided for them.
4. Determine which of the ways you can find the line of sight of the diagram by using the Link tool.

Preview:



5. Save the activity as **How To Work With**.




Things To Remember

Lesson 12

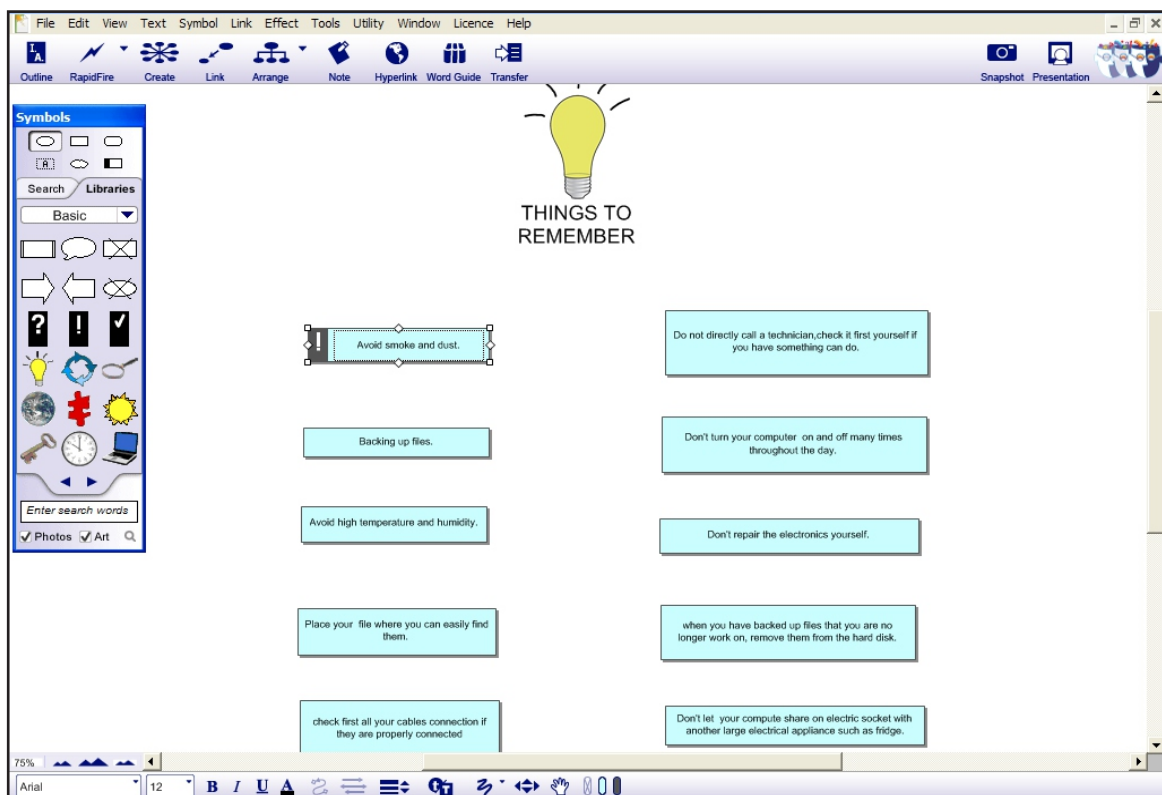
Score

Activity 32

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 12 Activity 32 **Things To Remember**.
3. Read the statements carefully. Replace the current symbols with the symbols from the library to the following:  symbol if it is a statement looking after the hardware,  symbol if the statement is about times of trouble and  symbol if the statement is organizing files.
4. Link the replacement symbols to the main topic.

Preview:

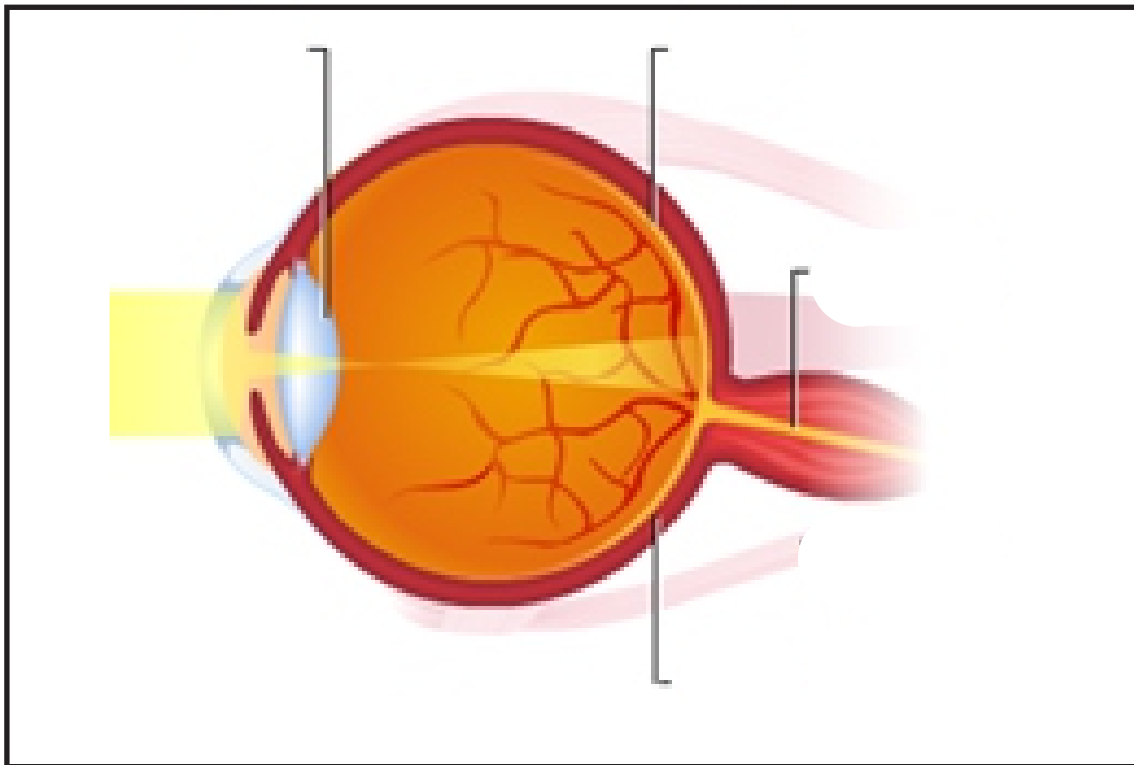


5. Save the activity as **Things To Remember**.

Activity 33

Directions:

1. Launch Encarta Kids or Microsoft Student.
2. Research about the human eyes and label the parts of the eye below.



3. After labeling the eye, answer the following questions.
 - a. How important are your eyes?
 - b. Give at least five (5) tips of taking good care of your eyes.Write your answers in the space beside the illustration of an eye.