



## Wellnomics® Break & Exercises (WorkPace®) 4.2 User's Guide

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Wellnomics Breaks & Exercises (WorkPace®) and Wellnomics Risk Management have a significant reliance upon Microsoft software, utilities and operating systems. Between significant version releases of such products Microsoft issue a large number of Service Packs and Software Updates, often at short notice. Experience has indicated that Service Packs and Software Updates can have unexpected impacts on operational systems not necessarily covered by the supporting documentation.

As a software vendor Wellnomics Ltd endeavors to check the impact of such Service Packs and Software Updates, however we are unable to replicate all of our client's technical environments and configurations. This can lead to situations where our own tests reveal no problems but some customer's installations exhibit detrimental effects from installing the Service Pack or Software Update.

For the above reasons you are strongly advised to investigate, in a test environment, the impact of a Service Pack or Software Update on the operation of the Wellnomics applications, as well as any other applications likely to be affected, prior to applying to an operational / live system.

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# 1 ABOUT THIS GUIDE

This guide has been written for users of Wellnomics® Break & Exercises (WorkPace®) 4.2.

What this Guide covers:

- An introduction to Wellnomics® Break & Exercises (WorkPace®)
- Advice on getting started
- Help with using Wellnomics® Break & Exercises (WorkPace®)
- Features of the Wellnomics® Break & Exercises (WorkPace®) Console
- Tips on fine-tuning Wellnomics® Break & Exercises (WorkPace®)

**Note:** Unless otherwise indicated, the items covered in this guide refer to the Windows version of Wellnomics® Break & Exercises (WorkPace®) 4.2.

For more information on Wellnomics® Break & Exercises (WorkPace®), see the website at <http://www.workpace.com>

## 2 INTRODUCTION

In This Chapter:

Office Ergonomics and Wellnomics® Break & Exercises (WorkPace®) .....	5
Wellnomics® Break & Exercises (WorkPace®) Features.....	6
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### *Office Ergonomics and Wellnomics® Break & Exercises (WorkPace®)*

Over the last few decades information technology has revolutionized the way in which we work, with computers now the most commonly used tool in the workplace. As many tasks have now shifted into the electronic realm (such as email, personal organizers and online documentation) there is increasingly less physical variety left in our work. Many long-term computer users complain of eyestrain, headaches, discomfort and pain in various parts of their upper bodies. Lack of physical activity in our work day can also decrease our ability to focus on the task at hand and reduce our effectiveness and productivity.

This now well recognized problem has led to the development over the last decade of the field of 'office ergonomics'. Many devices and tools - including copy holders, ergonomic mice, ergonomic keyboards, forearm and foot rests have been developed to try to make computer use more comfortable, and less likely to cause problems. However there is an increasingly common misconception that office ergonomics is now just about designing comfortable workstations and equipment. In reality, ergonomics is the science of 'fitting the task to the worker', and this involves more than just the physical environment. Although less tangible, other factors including workload, work flow, task variety and psychological demands are just as important. Good ergonomic equipment makes it easier for our bodies to cope with these factors, but it is not enough - there is an increasing need to 'reintroduce' this lost physical variety, in order to maintain maximum well-being and productivity. Wellnomics® Break & Exercises (WorkPace®) is a software tool designed to help you achieve this, in a manner which fits in with your work as smoothly as possible.

Wellnomics® Break & Exercises (WorkPace®) reintroduces physical variety into your work day by prompting you to take micropauses to relax your muscles, reminding you to take regular breaks away from the computer, and guiding you through exercises and stretches to re-invigorate your body and mind. Introducing regular breaks and variety into your work day has now been proven to both increase productivity and reduce discomfort and complaints among computer users.

(see [www.workpace.com/doc/Research-on-Benefits-of-Break-Software.pdf](http://www.workpace.com/doc/Research-on-Benefits-of-Break-Software.pdf) for more information).

Using Wellnomics® Break & Exercises (WorkPace®) enables you keep working safe in the knowledge that the risks of prolonged computer use are being minimized.

#### **What does Wellnomics® Break & Exercises (WorkPace®) do?**

Wellnomics® Break & Exercises (WorkPace®) helps you achieve safe and healthy work habits at your computer by:

**Educating** you about muscle fatigue and recovery.

**Alerting** you to when micropauses and breaks are needed.

**Guiding** you through regular exercises and stretches designed to reduce fatigue.

**Monitoring** your exposure to, and the intensity of, your computer use.

**Providing** you with feedback on how you are doing.

Wellnomics® Break & Exercises (WorkPace®) is like an intelligent office friend who keeps you healthy and productive, by sitting in the background and watching your work habits. You can relax in the knowledge that Wellnomics® Break & Exercises (WorkPace®) is looking after you - helping you to minimize the risks, and maximize your productivity at your computer.

Let's take a look at how Wellnomics® Break & Exercises (WorkPace®) monitors your computer activities, and how it knows when to prompt you into taking a break.

## Wellnomics® Break & Exercises (WorkPace®) Features

Wellnomics® Break & Exercises (WorkPace®) has many features:

### Setup Wizard creates a customized profile tailored to your needs

After completing a questionnaire on your computer use and any pre-existing complaints, the Setup Wizard creates a customized breaks and exercise profile adapted to your needs.

### Reminds you to take both short and long breaks

Wellnomics® Break & Exercises (WorkPace®) provides reminders to take both short relaxation breaks (called 'micropauses on page 22'), and longer breaks on page 25 away from the computer to introduce physical task variety and allow muscle recovery.

### Exercises and stretches

Wellnomics® Break & Exercises (WorkPace®) guides you regularly through a range of exercises and stretches specifically designed for computer users.

### Continuous on-screen feedback on break times, work intensity and break quality

The unique Wellnomics® Break & Exercises (WorkPace®) Status Panel provides you with a continuous readout of your work intensity, and your break compliance. Timers show when the next break is due.

Continuous feedback on your working habits is now provided with the Work Intensity and Break Compliance Indicator. See at a glance how intensively you have been using the computer, and how well you have taken needed breaks.



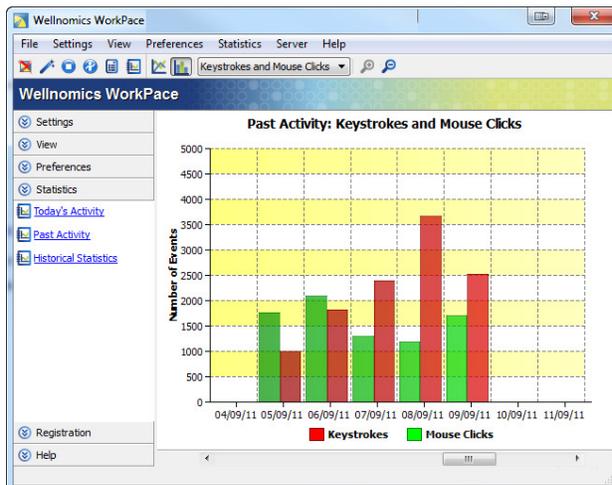
Work Intensity Indicator on page 54



Break Compliance Indicator on page 53

### Charts and statistics of your computer use

To help you manage your workload better, Wellnomics® Break & Exercises (WorkPace®) displays statistics on your computer use. These include how much time you spend on the computer, how often you take breaks, and how many keystrokes and mouse-clicks you do. You can look at charts of these statistics to see how your computer use varies during the day, or across many months.



### Support for multiple languages

Wellnomics® Break & Exercises (WorkPace®) supports several languages, including English, Spanish, Portuguese, Norwegian, Swedish and Dutch.

### Wellnomics Risk Management Software

Wellnomics® Break & Exercises (WorkPace®) is fully compatible with the web-server based Wellnomics Risk Management Software, allowing for central storage of all statistical data safely within your own corporate firewall. The Wellnomics Risk Management Software allowed authorized Health & Safety Managers to manage, schedule and view risk assessment reports on their assigned members of staff throughout the entire organization.

## Getting the Most from Wellnomics® Break & Exercises (WorkPace®)

Getting the greatest benefit from Wellnomics® Break & Exercises (WorkPace®) often requires a change in your work habits - taking breaks more often, and doing stretches and exercises regularly. This can take a while to get used to, but in the long-term is beneficial by increasing your comfort at the computer, and even improving your productivity.

We recommend you go through the following steps when first using Wellnomics® Break & Exercises (WorkPace®).

- 1 Use the Setup Wizard to create a settings profile customized to your needs.
- 2 Use Wellnomics® Break & Exercises (WorkPace®) for a few weeks remembering to take micropauses and breaks correctly. Persevere even if you find Wellnomics® Break & Exercises (WorkPace®) a bit irritating at first. After a while you should adapt to your new, better working regime. For suggestions on how you can adjust your settings, see Fine-Tuning Wellnomics® Break & Exercises (WorkPace®).

### Always remember!

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Some important points:

- When and how often you take breaks is more important than how long they are.
- Wellnomics® Break & Exercises (WorkPace®) only prompts you when you need to take breaks, and if you do not take natural breaks yourself.
- When you are working under stress, or to a deadline, taking breaks may seem inconvenient, but this is the time when you really need them, as it is when you are most at risk.
- Taking breaks guided by Wellnomics® Break & Exercises (WorkPace®) will ensure you spend the least time taking breaks for the greatest benefit. For most people Wellnomics® Break & Exercises (WorkPace®) prompted breaks take less than 10 minutes a day!
- Using Wellnomics® Break & Exercises (WorkPace®) often requires a change in work habits. Try to vary your work as much as you can and where possible, alternate between computer and non computer-based tasks (for example, reading, filing).
- Remember to drop your hands, relax your muscles, and look away from your computer screen during micropauses, otherwise they will not be as effective.

## Further Information

Wellnomics® Break & Exercises (WorkPace®) news, updates and new versions are available from the Wellnomics® Break & Exercises (WorkPace®) website:

<http://www.workpace.com>

For support options and answers to frequently asked questions see **Support** under the Wellnomics® Break & Exercises (WorkPace®) Help menu. (Right-click the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray on page 53, or open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54, and look under Help.)

First-line telephone support is available from Wellnomics® Break & Exercises (WorkPace®) Resellers in a number of regions. For larger clients, on-site assistance with training and implementation can be arranged with official Wellnomics® Break & Exercises (WorkPace®) Resellers or directly with Wellnomics Ltd.

### Other resources

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This document is the User's Guide and is designed primarily for the Wellnomics® Break & Exercises (WorkPace®) end user. It explains the Wellnomics® Break & Exercises (WorkPace®) user interface, and focuses on the visible features of Wellnomics® Break & Exercises (WorkPace®). Other guides are available with information on the Wellnomics Risk Management Software and general advice on computer ergonomics.

### Administrator's Guide

A technical reference resource covering installation and customization options, it provides instructions on customizing Wellnomics® Break & Exercises (WorkPace®) to an organization's requirements.

**Wellnomics Risk Management Software IT Administrator's Guide**

This is a technical reference document covering the installation and administration of the Wellnomics Risk Management Software.

**Guide to Healthy Computing**

This is a comprehensive ergonomics guide for computer users. It includes background information about musculoskeletal disorders (RSI), advice on setting up the computer and work area, suggestions on good techniques for keyboard and mouse use, and descriptions of recommended exercises. It is targeted to the end user.

## 3 GETTING STARTED

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### System Requirements

#### Windows

##### Minimum

- Microsoft Windows XP, Vista & Windows 7
- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

### Installing Wellnomics® Break & Exercises (WorkPace®)

#### Downloading and Installing Wellnomics® Break & Exercises (WorkPace®) for Windows from the Internet

- 1 Open your browser (for example, Internet Explorer) and type in <http://www.workpace.com>
- 2 Select **Downloads** from the main menu.
- 3 If you have purchased Wellnomics® Break & Exercises (WorkPace®) and have your *Registration Details* (Registration Name on page 53 and Registration Key on page 53), then select **Download Registered Version**, otherwise select **Download Trial Software**.
- 4 Click on one of the links provided to begin the download.
- 5 When prompted select **Save this File to Disk**, and save the download file onto your desktop.
- 6 When the download has finished double-click on the file on your desktop called **wp4setup.exe**.
- 7 The *Wellnomics® Break & Exercises (WorkPace®) Installation Wizard* should now appear. Follow the on-screen instructions to finish installing Wellnomics® Break & Exercises (WorkPace®).
- 8 Once the installation has completed and Wellnomics® Break & Exercises (WorkPace®) is setup please save a copy of the downloaded file to a safe location for retrieval at a later date should you need to reinstall the software for any reason.

**Note:** Security 'Firewalls' in some organizations may prevent you from downloading self-installing executable files like the Wellnomics® Break & Exercises (WorkPace®) installation. If you have problems downloading and installing Wellnomics® Break & Exercises (WorkPace®) you may need the assistance of your IT personnel.

#### Upgrading to a new version

You can upgrade to a new version of Wellnomics® Break & Exercises (WorkPace®) by simply installing the new version over the top of the old version. Wellnomics® Break & Exercises (WorkPace®) will automatically copy across your old settings, and pick up your existing registration details.

**Note:** If your existing Registration is not valid for the new version, then the new version of Wellnomics® Break & Exercises (WorkPace®) will need to be installed as a Trial version. This means it will expire after 30 days. To continue using the new version you will need to obtain a new Registration by purchasing an upgrade. See **Help > Ordering** for more instructions on upgrading.

## Registration

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When you purchase Wellnomics® Break & Exercises (WorkPace®) you receive a matching Registration Name on page 53 and 20 character Registration Key on page 53, similar to those shown below:

Registration Name: ACME Sales Company Ltd

Registration Key: 3H9N-7D0Z-5LFS-NPC5-XE56

You should receive your registration details in an email when you purchase Wellnomics® Break & Exercises (WorkPace®) or on the License Agreement included with the Wellnomics® Break & Exercises (WorkPace®) manual.

If you have previously purchased Wellnomics® Break & Exercises (WorkPace®) with the Upgrade and Maintenance Agreement, then your existing registration details may be valid for the new version of Wellnomics WorkPace.

Enter your *Registration Name* and *Registration Key* **exactly** as shown. If a previous version of Wellnomics® Break & Exercises (WorkPace®) is already installed on your computer then your existing Registration details may be displayed automatically.

Remember that unless you purchased the Upgrade and Maintenance Agreement option originally you may need to obtain a new *Registration Key* to use the new version.

Note: You can install Wellnomics® Break & Exercises (WorkPace®) as a Trial, and later enter new Registration details by selecting **Registration** from the **Wellnomics® Break & Exercises (WorkPace®) Console** on page 54.

## Important file locations

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By default Wellnomics® Break & Exercises (WorkPace®) is installed into the **Program Files** folder on your computer in a subdirectory called **Wellnomics® Break & Exercises (WorkPace®)** and your Wellnomics® Break & Exercises (WorkPace®) settings profile and historical statistics will be stored in the Windows folder **Documents and Settings > [your windows login id] > Local Settings > Application Data > Wellnomics > WorkPace**. Wellnomics® Break & Exercises (WorkPace®) is now setup with all the features of Wellnomics® Break & Exercises (WorkPace®) Personal to be used on your computer.

## Uninstalling Wellnomics® Break & Exercises (WorkPace®)

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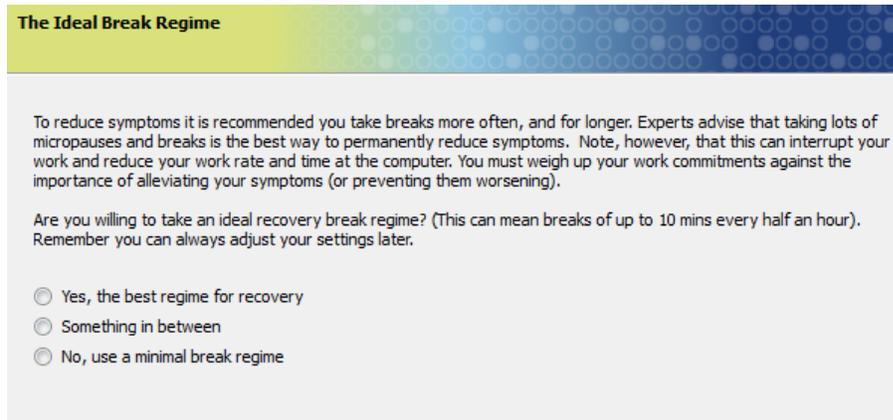
To remove Wellnomics® Break & Exercises (WorkPace®) from your computer please first exit the application by right-clicking on one of the Wellnomics® Break & Exercises (WorkPace®) icons in the Windows System Tray, and then left-clicking the 'Exit' option:

- 1 Click the Windows **Start** button (bottom left-hand corner of your screen) to open the Start menu.
- 2 Select **Settings**, and then click **Control Panel**. The Control Panel opens.
- 3 Double-click the **Programs and Features** icon. The Programs and Features dialog box opens.
- 4 Scroll through the list box to find **Wellnomics® Break & Exercises (WorkPace®)**.
- 5 Highlight Wellnomics® Break & Exercises (WorkPace®).
- 6 Click the **Uninstall/Change**. The uninstall setup program starts.
- 7 Follow the on-screen prompts.

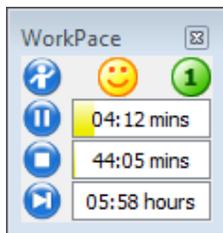
## Running Wellnomics® Break & Exercises (WorkPace®) for the First Time

When using Wellnomics® Break & Exercises (WorkPace®) for the first time you will usually go through the following steps:

Wellnomics® Break & Exercises (WorkPace®) Setup Wizard: Asks a number of questions about your current health and work habits and then creates a customized settings profile adapted to your needs. The Setup Wizard determines, for example, how often and how long your breaks should be, and what type of exercises is most suitable.



Wellnomics® Break & Exercises (WorkPace®) will then run and you will see the Status Panel appear on the screen.



The Wellnomics® Break & Exercises (WorkPace®) program icon , together with the Break Compliance  and Work Intensity  Indicators will appear in the Windows System Tray.



You can double-click on the Wellnomics® Break & Exercises (WorkPace®) icon to open the Wellnomics® Break & Exercises (WorkPace®) Console, which provides access to your Wellnomics® Break & Exercises (WorkPace®) settings, and to charts of your computer activity.

For more information about the Status Panel on page 53 and Wellnomics® Break & Exercises (WorkPace®) Console on page 54 see Using Wellnomics® Break & Exercises (WorkPace®) on page 16.

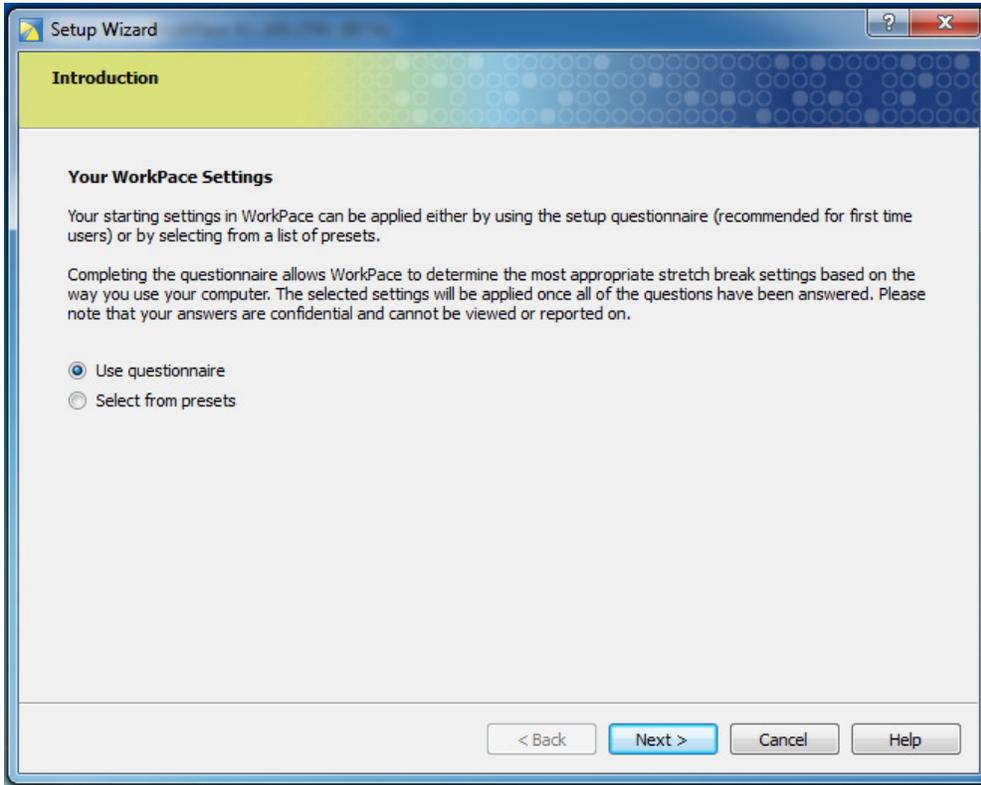
## Setup Wizard

Unless your system administrator has chosen otherwise, when you first run Wellnomics® Break & Exercises (WorkPace®), the Setup Wizard on page 53 will run automatically to assist you in selecting settings that are most suitable for your needs. When using the Setup Wizard you can select either the *questionnaire*, or the *presets* option. The questionnaire is the default, and the recommended choice for first-time users.

You can run the Setup Wizard again at any time by opening the Wellnomics® Break & Exercises (WorkPace®) Console on page 54 and either:

- Clicking on the Setup Wizard button  in the toolbar, or

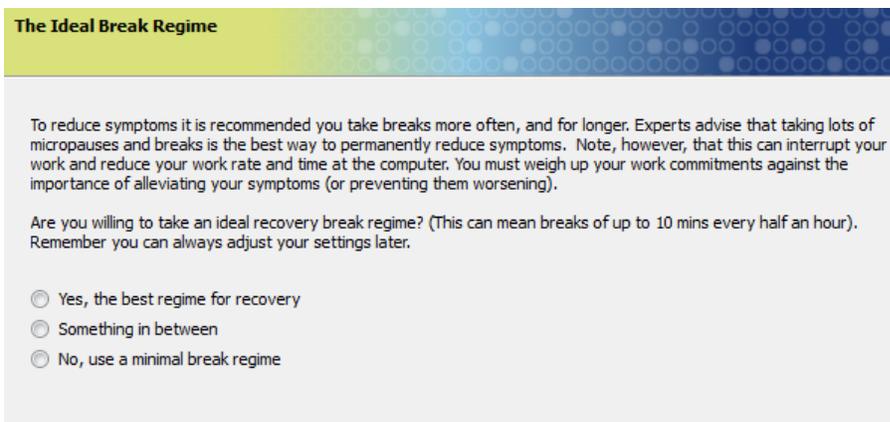
- Selecting **Settings > Run Setup Wizard** from the menu.



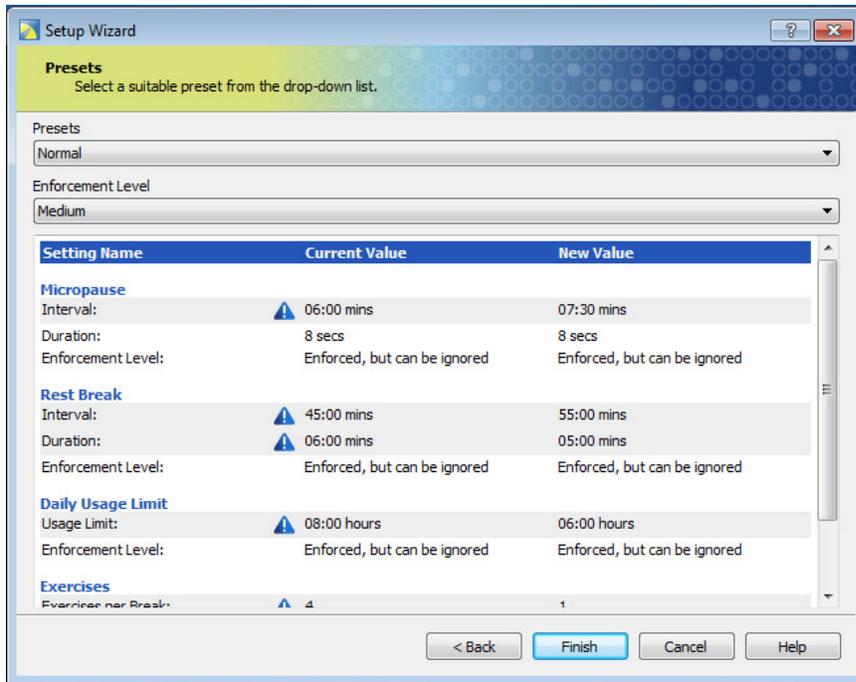
*Setup Wizard selection panel*

### Setup Wizard questionnaire

The Setup Wizard questionnaire on page 53 asks about 20 questions to find out your work habits, and any existing symptoms you have. From your answers Wellnomics® Break & Exercises (WorkPace®) then calculates a suitable settings profile for you. In the final step a summary of your new settings is shown.



*Example question from Setup Wizard questionnaire*

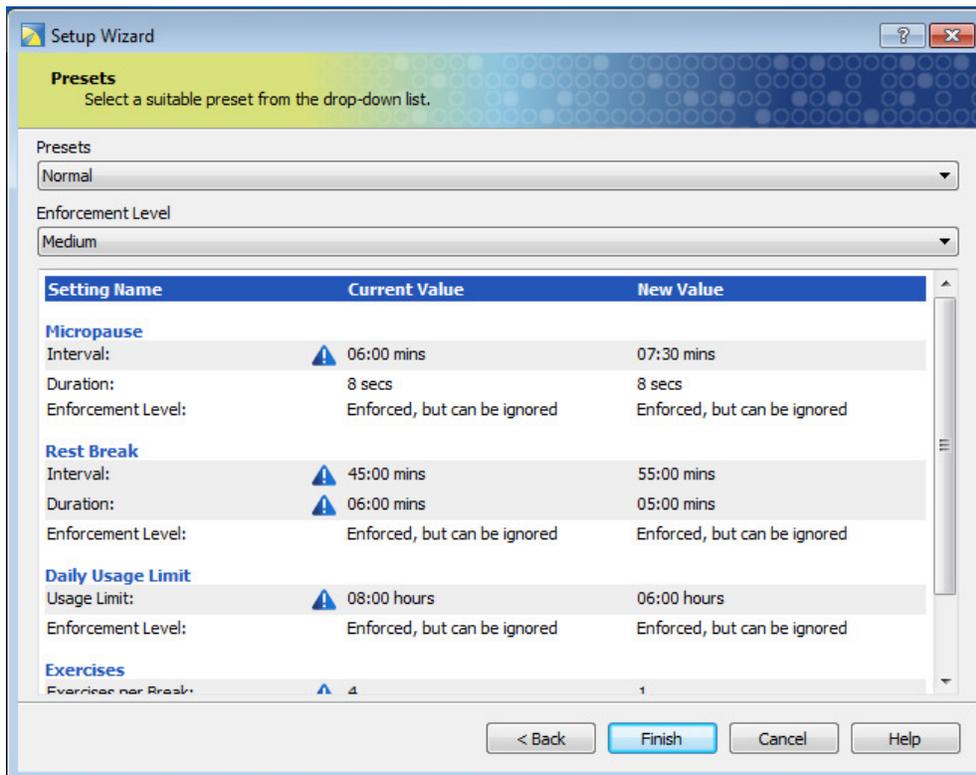


*Setup Wizard summary window*

### Setup Wizard presets

If you want more control over your settings, use the Presets option. Choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

Access the presets option by selecting **Settings > Run Setup Wizard** on page 53 and then choosing the second option 'Select from presets' from the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.



*Setup Wizard presets on page 53*

## Standby

You can place Wellnomics® Break & Exercises (WorkPace®) on Standby if you want to use the computer for a while without being interrupted. This may be useful if you are:

- Giving a presentation.
- Demonstrating something on your computer to another person.
- Doing some critical work that must not be interrupted.

To put Wellnomics® Break & Exercises (WorkPace®) on Standby:

- 1 Right-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray (bottom right-hand corner of the screen), or right-click anywhere on the Status Panel.
- 2 Choose **Standby** from the shortcut menu.
- 3 Choose one of the **15 minutes**, **30 minutes**, **1 hour**, or **Rest of the day** (when activated) options.

Wellnomics® Break & Exercises (WorkPace®) will go into standby and automatically resume after the selected amount of time has passed, or the **resume** option is chosen from the menu.

or

- 1 Double-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray on page 53 (bottom right-hand corner of screen) to open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 Click on the **Standby** button  on the toolbar.

Wellnomics® Break & Exercises (WorkPace®) will go into standby and automatically resume after 15 minutes.

To take Wellnomics® Break & Exercises (WorkPace®) off Standby, use the same steps as above and select **Resume** from the shortcut menu, or unselect the **Standby** button  in the Wellnomics® Break & Exercises (WorkPace®) Console toolbar.

**Note:** While on Standby Wellnomics® Break & Exercises (WorkPace®) will continue monitoring your computer use as normal, but will not prompt you to take any breaks. When Wellnomics® Break & Exercises (WorkPace®) resumes you may find you are now overdue for a break and are immediately prompted to take this overdue break.

Remember: Resist the temptation to put Wellnomics® Break & Exercises (WorkPace®) on Standby when you have something urgent work to complete and do not want to be interrupted. Continuing to take regular micropauses and breaks, even when under pressure, is the key to preventing computer-related injuries.

## Exiting Wellnomics® Break & Exercises (WorkPace®)

Wellnomics® Break & Exercises (WorkPace®) should be running all the time you are using the computer in order to monitor and help you. You should never normally need to exit Wellnomics® Break & Exercises (WorkPace®) - if you want to stop Wellnomics® Break & Exercises (WorkPace®) for a while then put Wellnomics® Break & Exercises (WorkPace®) on Standby.

If you do need to close Wellnomics® Break & Exercises (WorkPace®) down completely then either:

- 1 Right-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the *Windows System Tray* (bottom right-hand corner of screen).
- 2 Select **Exit** from the shortcut menu.

or

- 1 Double-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the *Windows System Tray* (bottom right-hand corner of screen) to open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.

2 Select **File > Exit** from the menu.

### Getting Help

To get help at any time you can:

- Press **F1** for context sensitive Help about the current window.
- Right-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the *Windows System Tray* (bottom right-hand corner of screen) to display the Wellnomics® Break & Exercises (WorkPace®) shortcut menu, and select **Help**.
- Open the Wellnomics® Break & Exercises (WorkPace®) Console and look under the **Help** section.

## 4 USING WELLNOMICS® BREAK & EXERCISES (WORKPACE®)

This chapter explains the user interface of Wellnomics® Break & Exercises (WorkPace®), and describes the features of Wellnomics® Break & Exercises (WorkPace®) and how to get the greatest benefit from them.

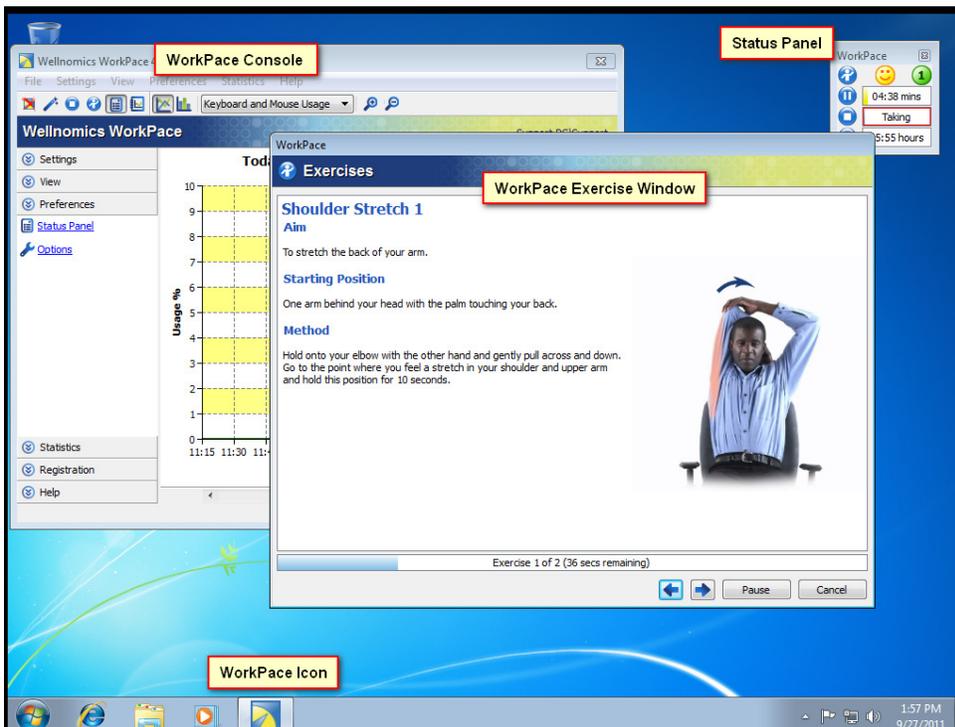
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### Overview of the Wellnomics® Break & Exercises (WorkPace®) User Interface

The Wellnomics® Break & Exercises (WorkPace®) User Interface consists of 4 parts:

- System Tray (bottom right-hand corner of screen) icons
- Status Panel
- Wellnomics® Break & Exercises (WorkPace®) Alert and Break windows, such as the Wellnomics® Break & Exercises (WorkPace®) Exercise window.
- Wellnomics® Break & Exercises (WorkPace®) Console



Wellnomics® Break & Exercises (WorkPace®) makes extensive use of color and graphics to communicate information at a glance. Special symbols represent the different features of Wellnomics® Break & Exercises (WorkPace®). The meaning of each symbol is below.

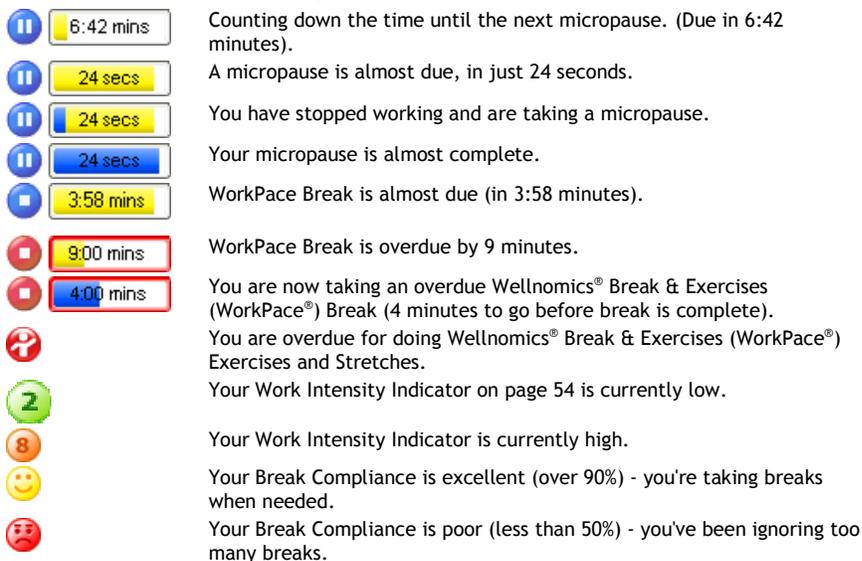


If a symbol becomes red (e.g. ) then it means a break is overdue, you are working too hard, or not taking enough breaks.

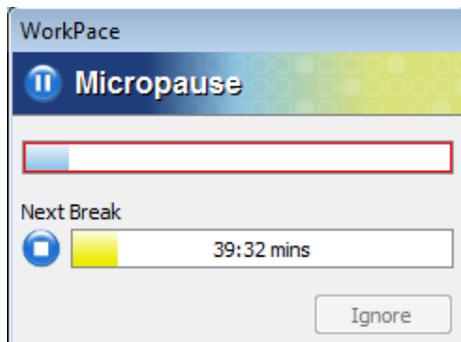
All these symbols are also buttons. You can click on them to activate the appropriate feature. For example, click on  to display Wellnomics® Break & Exercises (WorkPace®) Exercises and Stretches, click on  to take a Wellnomics® Break & Exercises (WorkPace®) Break on page 54, and click on  to see a chart of your Break Compliance over the day.

The Wellnomics® Break & Exercises (WorkPace®) symbols are often combined with a timer showing how soon the next break is (yellow), or how long before a break is over (blue). While you are working the yellow bar counts down the time to your next break. When you stop working a blue bar counts up the time until the end of the break.

Below are some examples of the Wellnomics® Break & Exercises (WorkPace®) symbols and timers in different states, with an explanation of what each one means.



These symbols are displayed in many places, and you can activate features by clicking on them. For example, in the Micropause on page 53 window below you can click on  to take Wellnomics® Break & Exercises (WorkPace®) Breaks, or click on  to display Exercises and Stretches.



Micropause window

## Status Panel

The Status Panel on page 53 is like a little control panel that provides you with continuous feedback on your current computer usage, and when your next break is due. Breaks that are overdue will be highlighted in red. You can activate different Wellnomics® Break & Exercises (WorkPace®) features by clicking on the buttons, or selecting options from the right-click shortcut menu.

If the Status Panel is not displayed you can open it by:

- Right-clicking on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray and selecting **Display Status Panel** from the shortcut menu, or
- Clicking on the  icon on the toolbar in the Wellnomics® Break & Exercises (WorkPace®) Console on page 54. Double-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray on page 53 to open the Wellnomics® Break & Exercises (WorkPace®) Console.

### Customizing the Status Panel

You can change what is displayed on the Status Panel by choosing **Show** from the shortcut menu and changing which options are ticked. These options can also be set from **Preferences > Status Panel** in the Wellnomics® Break & Exercises (WorkPace®) Console.

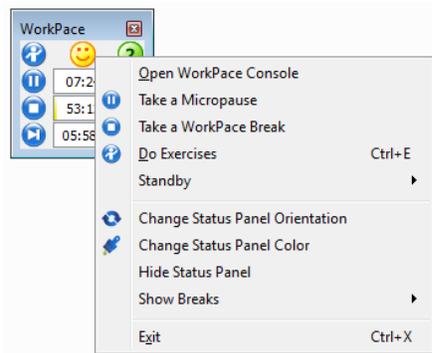
Shift the Status Panel to a convenient position on the screen, and it will remember where you placed it and automatically display it in the same position next time.

### Things you can do from the Status Panel

You can click or double-click on many of the buttons or icons on the Status Panel.

-  Open the Wellnomics® Break & Exercises (WorkPace®) 4.2 Console (icon in title bar of Status Panel).
-  Display Exercises and Stretches.
-  Take a Micropause.
-  Take a Wellnomics® Break & Exercises (WorkPace®) Break.
-  Display the Daily Limit window.

Right-click on the Status Panel to display the shortcut menu.



### Wellnomics® Break & Exercises (WorkPace®) in the System Tray

The Windows System Tray on page 53 is a small area on the right-hand side of the Windows Task Bar on page 53, at the bottom of your screen.



While Wellnomics® Break & Exercises (WorkPace®) is running the Wellnomics® Break & Exercises (WorkPace®) program icon  is displayed in the System Tray. The Break Compliance and Work Intensity Indicators may also be displayed.

You can access Wellnomics® Break & Exercises (WorkPace®) features by clicking on these icons.

- Double-click on  to display the Wellnomics® Break & Exercises (WorkPace®) Console.

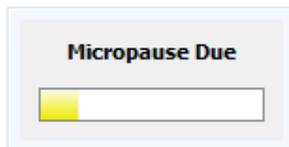
- Right-click on  to display the Wellnomics® Break & Exercises (WorkPace®) shortcut menu. Select **Display Status Panel** on page 53 to display the Wellnomics® Break & Exercises (WorkPace®) Status Panel.

Double-click on  or  to see charts of your Break Compliance or Work Activity.

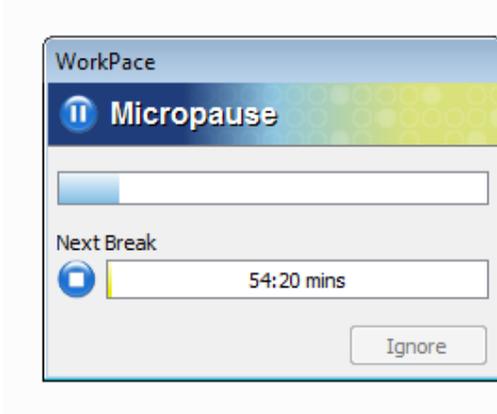
### Alerts and Break Windows

Wellnomics® Break & Exercises (WorkPace®) uses a 'multi-level' warning system to remind you when Breaks are needed. Keep an eye on the Status Panel to see when your next Break is coming up.

When a Micropause or Break is due an *alert* will appear. The alert will be displayed for about 10 seconds, while you finish what you are doing and get ready to take a Break. The alert progress bar will advance to tell you that the warning period is almost up.



When ready, take your break and Wellnomics® Break & Exercises (WorkPace®) will detect this and display the feature window (for example, Micropause, Break, or Exercises window). If you still have not stopped working after the 30 seconds is up Wellnomics® Break & Exercises (WorkPace®) will automatically move to the next warning level and display the feature window.



#### Micropause feature window

The feature window for the Micropause will count down the time of your Break, and then disappear. If you really need to, you can ignore the micropause or break. However, this is not recommended, and will reduce your break compliance (and the Break Compliance Indicator on page 53 will become increasingly unhappy ).

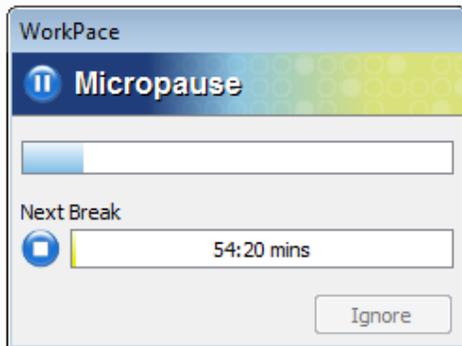
Each feature window displays other information, such as when other breaks are due, and hints or tips on using your computer. You can click on many of the buttons to activate that feature. For example, on the micropause window above, click on  to take a Wellnomics® Break & Exercises (WorkPace®) Break on page 54, or click on  to display Exercises.

#### Break Enforcement

Wellnomics® Break & Exercises (WorkPace®) provides advance warning before a break is due. However, you may still find it difficult to get into the habit of taking the breaks you need, especially when working intensively. For this reason, if you ignore the alerts Wellnomics® Break & Exercises (WorkPace®) can enforce the break. This can sometimes be inconvenient. However, it has been found to be the only way to make sure people really do take the breaks they need. It is easy to get into the habit of ignoring breaks when they are not convenient. Having Wellnomics® Break & Exercises (WorkPace®) enforce breaks is a good way to make sure you do not inadvertently compromise your health. Wellnomics® Break & Exercises (WorkPace®) will *insist* on you looking after yourself!

Whether or not you can ignore breaks is determined by your Wellnomics® Break & Exercises (WorkPace®) settings. We strongly recommend you do not ignore breaks, and disabling the ignore options on the break windows is one way to ensure that you do not get into the habit of ignoring them.

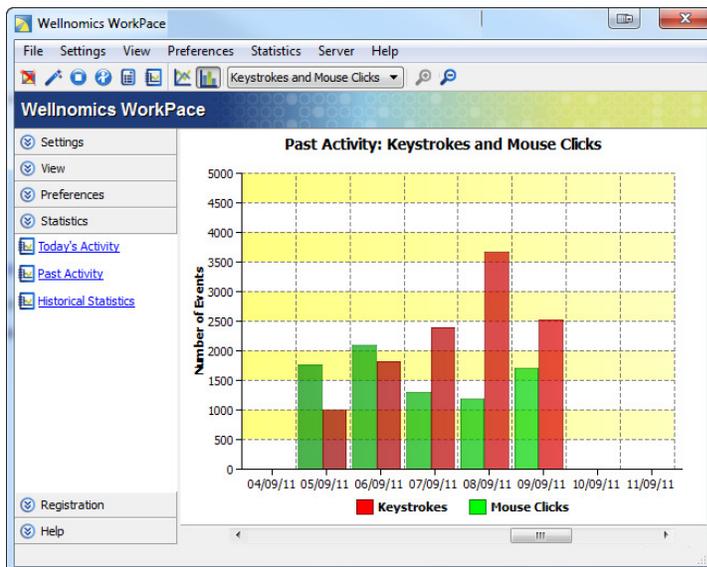
You can change the overall *Enforcement Level* on page 53 Wellnomics® Break & Exercises (WorkPace®) uses by running the Setup Wizard on page 53 and choosing the Presets option (open Wellnomics® Break & Exercises (WorkPace®) Console on page 54 and select **Settings > Setup Wizard** from the menu). You can also change the Enforcement Level individually for each feature from the Settings Panel in the Wellnomics® Break & Exercises (WorkPace®) Console).



*Micropause on page 53 window with ignore option disabled*

### Wellnomics® Break & Exercises (WorkPace®) Console

The Wellnomics® Break & Exercises (WorkPace®) Console on page 54 is the control center for Wellnomics® Break & Exercises (WorkPace®). The Wellnomics® Break & Exercises (WorkPace®) Console allows you to change your settings, look at charts of your computer activity, and access the advanced features of Wellnomics® Break & Exercises (WorkPace®).



To open the Wellnomics® Break & Exercises (WorkPace®) Console:

- Double-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray.
- Click once on the Wellnomics® Break & Exercises (WorkPace®) icon  in the title bar of the Status Panel.
- Right-click on the Status Panel on page 53, or the Wellnomics® Break & Exercises (WorkPace®) icon  in the System Tray on page 53, and select **Open Wellnomics® Break & Exercises (WorkPace®) Console** from the shortcut menu.

For detailed information on the Wellnomics® Break & Exercises (WorkPace®) Console, see The Wellnomics® Break & Exercises (WorkPace®) Console on page 35.

## Things you can do from the Wellnomics® Break & Exercises (WorkPace®) Console

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### Put Wellnomics® Break & Exercises (WorkPace®) on Standby

Click on the **Standby** button  on the toolbar to put all alerts and breaks temporarily on hold. See Standby on page 14 for more information.

### Run Setup Wizard to adjust your Settings

Click on the **Setup Wizard** on page 53 button  on the toolbar to change your Wellnomics® Break & Exercises (WorkPace®) settings profile using either the Wizard questionnaire, or the presets. See Wellnomics® Break & Exercises (WorkPace®) Setup Wizard on page 11 for more details.

### Look at Charts and Summaries of your Computer Use Statistics

Click on the **Chart** button  to see charts of your computer activity, and summaries of your computer use during past weeks. For more information on looking at your computer use statistics using the charts, see Viewing Charts and Statistics on page 32.

### Change your Preferences

Click on the **Preferences** panel to access options for changing the look and feel of Wellnomics® Break & Exercises (WorkPace®), and the sounds used to warn of breaks.

For detailed information on the Wellnomics® Break & Exercises (WorkPace®) Console on page 54, see The Wellnomics® Break & Exercises (WorkPace®) Console on page 35.

## Work Intensity Indicator

The Wellnomics® Break & Exercises (WorkPace®) *Work Intensity Indicator* on page 54  tells you how intensively you are currently using the computer. You can see the Work Intensity Indicator in the Windows System Tray, and on the Wellnomics® Break & Exercises (WorkPace®) Status Panel.

The color and number change as you use the computer more.

-  Low Intensity
-  High Intensity

The higher your computer usage or work intensity, the greater the likely strain on your muscles. If your work intensity is quite high (for example, 8 or 9) this is not bad in itself - it just means that it is even more important that you take breaks and micropauses regularly to prevent fatigue.

### How is work intensity measured?

---

Work intensity is measured by looking at your keyboard and mouse activity. If you are typing continuously without a pause, or moving and clicking the mouse a lot, your work intensity will be higher. If you are only typing a few keystrokes now and then, and only using the mouse occasionally, your work intensity will be lower.

If you do a lot of fast typing, (for example, data entry, or copy typing) your work intensity may be quite high. Similarly, if you are a graphic designer using the mouse to manipulate images, your work intensity may also be high. For most people, their work intensity should be in the middle of the range most of the time. However, you may notice that if you are working hard towards a deadline, or are under pressure, that your work intensity becomes much higher.

## Break Compliance Indicator

The Wellnomics® Break & Exercises (WorkPace®) *Break Compliance Indicator* on page 53  shows how well you have responded to break alerts and taking breaks. You can see the Break Compliance Indicator in the Windows System Tray on page 53, and on Wellnomics® Break & Exercises (WorkPace®) Status Panel on page 53.

If you take a lot of natural breaks, and take the breaks and micropauses when reminded by Wellnomics® Break & Exercises (WorkPace®), then your break compliance will remain high and Wellnomics® Break & Exercises (WorkPace®) will be happy  .

If you start ignoring alerts, your break compliance score will fall and Wellnomics® Break & Exercises (WorkPace®) will become less happy 😞. If you ignore too many alerts Wellnomics® Break & Exercises (WorkPace®) will become very unhappy 😡.

The break compliance score counts natural breaks, as well as breaks alerted by Wellnomics® Break & Exercises (WorkPace®). To keep Wellnomics® Break & Exercises (WorkPace®) happy take short breaks regularly, and try not to ignore too many alerts.

## Micropauses

Micropauses ⓘ are one of the most important features of Wellnomics® Break & Exercises (WorkPace®). This section explains what micropauses are, why they are needed, and how Wellnomics® Break & Exercises (WorkPace®) reminds you to take them. Information is presented in a *frequently asked questions* (FAQ) format.

For information how to change your Micropause settings, see Micropause Settings on page 36, or Fine-Tuning Micropauses on page 48.

### What is a micropause and why is it needed?

---

A micropause is a short break of 8 to 25 seconds taken after using the computer for 5 minutes or so. Such a short break may seem hardly worthwhile, however micropauses have been found to be the most effective breaks you can take. This is because when you take small breaks often you can actually prevent the buildup of muscle fatigue, rather than needing to take longer breaks to recover once you are fatigued.

When you are working at the computer your posture is normally static, with your hands held over the keyboard, or holding the mouse, and your eyes fixed on the screen. This posture uses the muscles in the neck, shoulders, arms and hands. Although the level of use is not high, it may be sustained for several hours and is enough to significantly reduce the blood flow to the muscles. Muscles are designed to cope with this to a degree by using stored energy; but as this runs out muscle fatigue results and lactic acid builds up, causing the muscles to ache. To prevent this, your muscles should be regularly replenished by relaxing them to restore good blood flow. In activities using dynamic muscle contraction this occurs automatically. For example, in swimming, walking or cycling your arms and legs (and thus your arm and leg muscles) work and rest alternately. In fact, dynamic activities like this where the muscle is alternately tensed, then relaxed actually help to 'pump' more blood through the muscle. Unfortunately, for activities involving static muscle contraction or constrained posture, such as using a computer, regular relaxation and rest may not occur. In the days of mechanical typewriters, a change of posture and a break for the muscles occurred automatically when changing the paper, using the return lever, or pausing to white out a mistake. However, with modern computers these activities no longer occur and we have to artificially reintroduce them. Using a computer is a low intensity activity and the breaks need only be a short 'pause' (as little as 10 seconds) to adequately replenish the muscles. We call these pauses *micropauses*.

Overall, micropauses have been shown to be *very* effective at both preventing discomfort, and reducing existing discomfort. If you do nothing else, at least take micropauses.

Muscle fatigue can also be lowered by reducing static muscle loading and increasing your resistance to fatigue. This means having good posture, a well designed ergonomically set up workstation, and maintaining good muscle strength and overall fitness.

### When should I take a micropause?

---

Determining the right interval between micropauses requires consideration of a number of factors including:

- Your resistance to fatigue, by improving your fitness.
- Your level of muscle tension (stress increases muscle tension).
- How effectively you take your breaks.
- Whether you have had past problems with discomfort or injury (for example, RSI).

The more strenuous the activity and the longer you work, the more often you should take micropauses. For very strenuous activity, the muscles tire quickly. As an example, try picking up a chair and holding it still at arms length. In as little as 10 to 20 seconds your arms will begin to ache and (unless you are very strong) you will have to put it down for a short while and rest before you can pick it up again. For computer use, the level of muscle activity is much lower, and the muscles can operate longer between needing breaks. Experts recommend micropauses be taken after 5 to 10 minutes of continuous muscle tension, for perhaps 8 to 25 seconds. Unlike the chair holding exercise, this 5 to 10 minute interval is not chosen as the fatigue limit for your muscles. The fatigue build-up after 5 to 10 minutes should be undetectable, but the cumulative effect by the end of a long day can be very noticeable. Taking a micropause every 5 to 10 minutes will allow you to maintain sustainable work habits at your computer every day for many years without developing any problems.

With Wellnomics® Break & Exercises (WorkPace®) monitoring your work, you will be automatically reminded when to take a micropause. Depending on your settings you will hear a short sound (a beep) and see a micropause alert appear.



#### *Micropause on page 53 alert*

The alert will be displayed for about 10 seconds, while Wellnomics® Break & Exercises (WorkPace®) waits for you to take a micropause. How often Wellnomics® Break & Exercises (WorkPace®) displays micropause alerts depends on your settings and whether you take many natural micropauses by regularly pausing in your use of the computer without being prompted by Wellnomics® Break & Exercises (WorkPace®).

#### **How do I take a micropause?**

---

The idea of a micropause is to relax all your muscles, and your mind (stress is an important contributor to muscle tension). Below are a number of pointers to help you take a micropause properly:

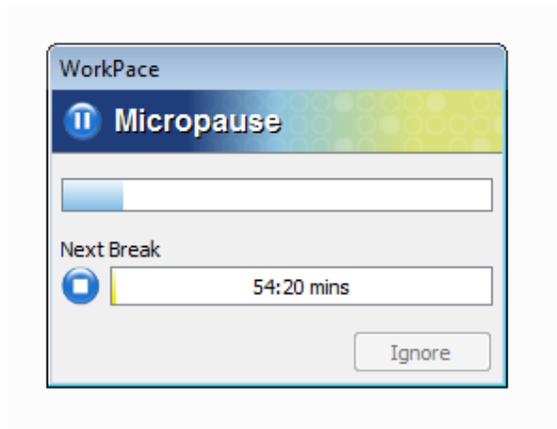
- Rest your arms in your lap, or drop them at your sides.
- Allow your shoulders to "hang loose".
- Lean back in your chair a bit.
- As you breathe out, just "sag" and "let everything go".
- Look away from the screen into the distance, or close your eyes briefly, and *relax...*



#### *Taking a micropause*

Relaxing your muscles properly for a micropause requires practice, and those who need it most often find it the hardest. Only a few seconds of complete relaxation is needed to refresh your muscles, but it usually takes a few seconds for most people to relax properly and to perform the activities listed above. For this reason the micropause duration used by Wellnomics® Break & Exercises (WorkPace®) is usually 8 to 10 seconds. For those with existing or past problems 15 to 25 seconds is recommended to allow extra time for muscles to fully relax and recover.

Wellnomics® Break & Exercises (WorkPace®) automatically detects when you have stopped working and are taking a micropause, and the blue bar in the micropause timer, or micropause window will count up to the end of the micropause.



*Micropause on page 53 window counting down to the end of the micropause*

When you have relaxed for the recommended length of time (the micropause duration) there will be a short sound, and the window will disappear.

#### What if I already take micropauses?

---

If you already take what we call 'natural' micropauses then Wellnomics® Break & Exercises (WorkPace®) will automatically detect these and reset the micropause timer. This means you will not see a micropause alert unless you are not taking micropauses naturally. To illustrate, open the Status Panel on page 53 and watch the micropause timer. Do some typing and then stop for a while. You will immediately see the blue bar in the micropause timer begin counting up. If you stop for long enough the micropause timer will reset. You have taken a natural micropause, that is, a micropause without being prompted.



*Blue bar in micropause timer counting a micropause*

Taking natural micropauses, at times that are most convenient for you, is the best way to go. By reminding you often Wellnomics® Break & Exercises (WorkPace®) helps train you to take more natural micropauses.

Natural micropauses must be a bit longer than your normal micropause duration to count. Why? Because without an alert to remind you, you may not be taking a proper micropause. Wellnomics® Break & Exercises (WorkPace®) adds on a few seconds just to be certain.

**Note:** The threshold at which a natural micropause is counted can be adjusted with the assistance of a Wellnomics® Break & Exercises (WorkPace®) Support Engineer. People with significant existing symptoms (e.g. recovering from bad RSI) may need Wellnomics® Break & Exercises (WorkPace®) to be more discerning about when it counts a natural micropause as a real one.

#### How often will I see micropause alerts?

---

Exactly how often you see micropause alerts will depend upon your settings, (in particular your micropause interval) and even on how often you take micropauses already. If you take many 'natural' micropauses then Wellnomics® Break & Exercises (WorkPace®) will detect these, and reset the micropause timer. Some people have a lot of variety in their work, and pause often. These people will need to be alerted much less often, because they are already taking micropauses.

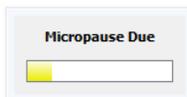
However, if you are working very intensively, and taking few natural breaks, then you will see alerts more often. This often means that the number of micropause alerts appearing varies depending upon your workload.

Statistics analyzed over many thousands of people using Wellnomics® Break & Exercises (WorkPace®), show that most users see only 1 to 2 micropause alerts an hour - on average a total of perhaps 20 to 30 seconds of 'breaks' an hour. This is the average, but when you are working very hard, you will probably be forgetting to take micropauses naturally, and Wellnomics® Break & Exercises (WorkPace®) will likely need to alert you more often. Remember that it is when you are working under pressure, and taking few breaks, that the risk of injury or pain developing is the greatest. This is when it is most important to take breaks.

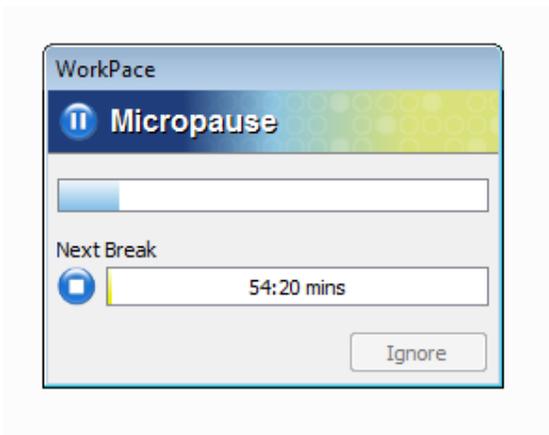
### What if I keep working when an alert appears?

---

After an alert appears Wellnomics® Break & Exercises (WorkPace®) will give you around half-a-minute to start taking the micropause. While waiting the alert will change color to tell you the micropause is becoming overdue. Eventually, if you do not pause, Wellnomics® Break & Exercises (WorkPace®) will enforce the micropause by displaying the micropause window. See the Micropause on page 53 alert sequence in the table shown below:



Micropause alert (blue border)



10 seconds - Micropause window appears

Once the micropause is complete the micropause window will disappear again.

### What happens if I ignore the micropause?

---

Your ability to ignore a micropause is very much dependent on your Micropause Enforcement Level setting.

For example, if your Enforcement Level is set high, you may not even be able to ignore micropause alerts. However, if your Enforcement Level is low, you may be able to simply keep working through the alerts, or you may need to press the **Ignore** button to continue working.

The micropause itself will only take a short period of time (usually between 5 and 10 seconds), and you should have plenty of advance warning, so you really should not need to ignore it. However, if you do chose to ignore your micropause alert this fact will be recorded and your break compliance score will reduce. The Break Compliance Indicator on page 53 will also become increasingly unhappy 😞.

## Wellnomics® Break & Exercises (WorkPace®) Breaks

After micropauses, Breaks 🟩 are the second most important feature of Wellnomics® Break & Exercises (WorkPace®). This section explains what Wellnomics® Break & Exercises (WorkPace®) Breaks are, why they are needed, and how Wellnomics® Break & Exercises (WorkPace®) reminds you about them. Information is presented in a *frequently asked questions* (FAQ) format.

For information on how to change your Break settings, see Break Settings on page 37 or Fine-Tuning Breaks on page 49.

### What is a Wellnomics® Break & Exercises (WorkPace®) Break and why is it needed?

---

A *Wellnomics® Break & Exercises (WorkPace®) Break* on page 54 is a period of time spent away from your computer. Ideally during a break you should get out of your chair, walk around and do some stretches and exercises. At a minimum the break should be spent doing a different activity, and preferably one that gets you out of your chair.

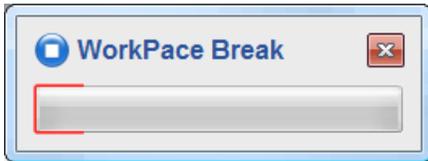
A break should be of much longer duration than a micropause, perhaps 5 to 10 minutes and is taken after much longer intervals at the computer, preferably after using the computer continuously for an hour or more.

Micropauses, even if taken correctly, still allow some muscle fatigue to build up. Also, while sitting still in a chair, it is impossible to properly rest some muscles, such as the postural muscles in the back and neck. A break provides a more sustained break for both your body and mind. The mind is an aspect that should not be overlooked, as regular breaks, or changes of activity have been shown to improve concentration, and reduce error rates. It is not always true that the more you work, the more you achieve.

### When should I take a break?

---

As with the micropause, Wellnomics® Break & Exercises (WorkPace®) will remind you when a break is needed. An alert will appear on-screen accompanied by a short sound.



#### *Wellnomics® Break & Exercises (WorkPace®) Break on page 54 alert*

The alert will remain on your screen for about half-a-minute while Wellnomics® Break & Exercises (WorkPace®) waits for you to finish working and start taking a break.

In your Wellnomics® Break & Exercises (WorkPace®) settings the break Interval determines how long you can use the computer before a break is due. This interval is normally about 1 hour. Its exact value will depend upon the type of work you do, and any existing discomfort you may have - people with an existing injury should take breaks more often.

**Note:** The time until your next Wellnomics® Break & Exercises (WorkPace®) Break is measured as the time you spend actually *using the computer*, not just the elapsed time on the clock since the last break. This means that if you take micropauses and perhaps some short breaks it could take, for example, 1 hour 20 minutes before your next break is due, even if the Wellnomics® Break & Exercises (WorkPace®) Break interval is set at 1 hour. Generally speaking, the lower your work intensity, the longer it takes before the next break is due.

### How often will I get breaks?

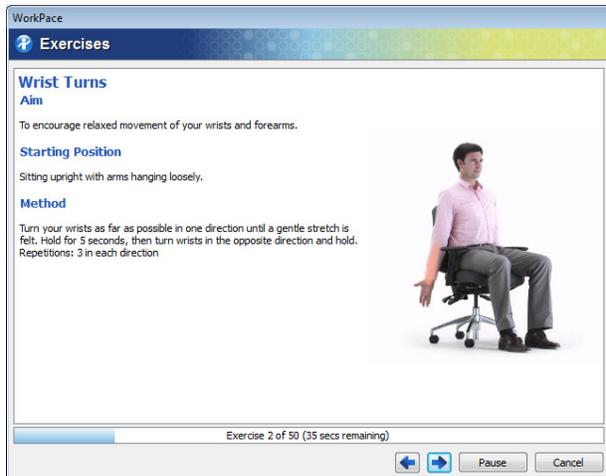
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With the most common Wellnomics® Break & Exercises (WorkPace®) settings, breaks occur after about an hour of continuous computer usage. However, this does not mean that you will see a break every hour. If you take natural breaks Wellnomics® Break & Exercises (WorkPace®) will detect these, and reset its timers. Most people do not see more than 1 to 2 reminders a day. It is only when you are working very intensively on the computer, and forgetting to take any natural breaks that Wellnomics® Break & Exercises (WorkPace®) will remind you more often.

## What happens when a Wellnomics® Break & Exercises (WorkPace®) Break occurs?

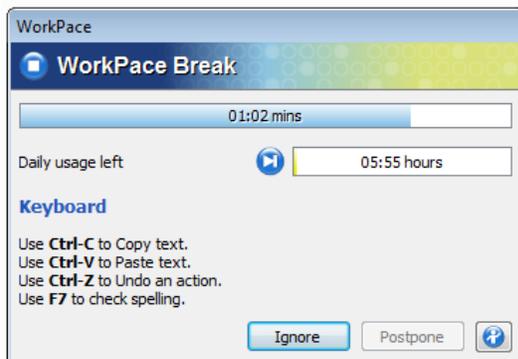
---

When a Wellnomics® Break & Exercises (WorkPace®) Break on page 54 occurs the Exercises and Stretches window will appear and guide you through some exercises and stretches designed to relax and rejuvenate your muscles.



### *Wellnomics® Break & Exercises (WorkPace®) Exercises and Stretches window*

After the exercises are finished the Wellnomics® Break & Exercises (WorkPace®) Break window will remain on your screen, counting up to the end of your break.



### *Wellnomics® Break & Exercises (WorkPace®) Break window, with break countdown and ergonomic tip*

The break window also displays the computer usage for the day (either the usage so far, or the usage left until the Daily Limit on page 53 is reached if activated). Look out for the ergonomic tips that are shown each break.

## What if I keep working after a break alert appears?

---

After a Wellnomics® Break & Exercises (WorkPace®) Break on page 54 alert appears, Wellnomics® Break & Exercises (WorkPace®) will give you around a minute to stop working. If you keep working Wellnomics® Break & Exercises (WorkPace®) will give up for a while and try again 5 minutes later. If you keep ignoring the alerts then, depending upon your Enforcement Level on page 53 setting Wellnomics® Break & Exercises (WorkPace®) will either give up, or *insist* on a break. If you really need to, you may be able to postpone the break a while. But you can only do this a few times.

This process gives you considerable freedom as to exactly when you take your Wellnomics® Break & Exercises (WorkPace®) Break. If you wish you can easily spend another 5 to 10 minutes finishing something before Wellnomics® Break & Exercises (WorkPace®) insists on you taking the break. Even then, depending upon your settings you may be able to ignore the break.

### Can I take a break at any time?

---

Yes, you can take a break whenever you wish, not just when Wellnomics® Break & Exercises (WorkPace®) advises you to do so. Even if a break is not due Wellnomics® Break & Exercises (WorkPace®) will still count any time away from the computer, if long enough, as a break. As soon as you stop using the computer Wellnomics® Break & Exercises (WorkPace®) begins counting the time you have stopped (you can see this as the blue bar in the Status Panel break timer. If you stop using the computer for long enough, the break timer will reset automatically. You can see this happen in the Status Panel.

If you are going away from the computer for a while, click the Break button  to take an official break. Alternatively you can right-click on the Status Panel on page 53, or the Wellnomics® Break & Exercises (WorkPace®) icon  in the System Tray, and select **Take a Wellnomics® Break & Exercises (WorkPace®) Break** on page 54 from the shortcut menu.

### How should I do the exercises?

---

Exercises and stretches should ideally be done away from your computer. However, it's a good idea to at least get out of your chair and stand up to do the exercises. For advice on performing the exercises see Exercises and Stretches on page 29.

### What should I do during a Wellnomics® Break & Exercises (WorkPace®) Break?

---

First of all you should follow the exercises and stretches in the Exercises window (see Exercises and Stretches on page 29 ). You should then spend your remaining time away from the computer, giving your body and mind a change of work. Some things you could do for maximum benefit are, in order of preference:

- Go for a short walk and relax.
- Take a coffee break or lunch break.
- Stand up and do some stretches and exercises.
- Catch up on mail or reading.
- Do some filing/writing/thinking.

If your breaks are very short (for example, 5 minutes) they should be spent out of your chair and not using your arms if possible, (do not just spend 5 minutes writing and filing at your desk). Short breaks need to be high quality breaks. For longer breaks (15 to 30 minutes) it is generally okay to spend them doing another activity, but the more diverse the activity, the better.

### What if I ignore the break altogether?

---

If you ignore all the alerts or click the **Ignore** button, Wellnomics® Break & Exercises (WorkPace®) will stop trying to warn you about a break, and wait until the next one is due. However, until you have taken a proper break, the Break button will remain red  to indicate the break is overdue. When you deliberately ignore a break your break compliance score will also reduce and the Break Compliance Indicator on page 53 may become increasingly unhappy .

If you later take a natural break for long enough the break will reset automatically.

You can also take an overdue break at any time by:

- Clicking on the Break button  on the Status Panel or Micropause window.
- By right-clicking on the Status Panel on page 53, or Wellnomics® Break & Exercises (WorkPace®) icon  in the System Tray, and selecting **Take a Wellnomics® Break & Exercises (WorkPace®) Break** on page 54 from the shortcut menu.

## Desk-Mode Breaks

This section explains what Desk-Mode Breaks are, and how Wellnomics® Break & Exercises (WorkPace®) reminds you about them. Information is presented in a *frequently asked questions* (FAQ) format.

For more information on how to change your Desk-Mode settings, see Break Settings on page 37 or Fine-Tuning Breaks on page 49.

### What is Desk-Mode?

---

Desk-Mode allows users to be reminded to take periodic breaks, even when they are *not* using their computer. For example, when they are writing at their desk.

When the user is working at their computer, Wellnomics® Break & Exercises (WorkPace®) operates as normal. The time at which Normal-Mode is switched to Desk-Mode is automatically detected by Wellnomics® Break & Exercises (WorkPace®).

### How does Desk-Mode work?

---

When Desk-Mode Breaks have been enabled through the Wellnomics® Break & Exercises (WorkPace®) Console, Wellnomics® Break & Exercises (WorkPace®) continues to function in its Normal-Mode until it detects 3 minutes of idle time (provided no Wellnomics® Break & Exercises (WorkPace®) Break or Micropause is in progress).

While in Desk-Mode, the Desk-Mode timer continues to count down to the next Desk-Mode Break. If the Desk-Mode timer reaches zero the Desk-Mode Break is activated. After the Desk-Mode Break is complete the Desk-Mode timer is reset.

If you start using your computer while in Desk-Mode, Wellnomics® Break & Exercises (WorkPace®) will switch back to its Normal-Mode automatically, pausing the Desk-Mode timer at its current value. The next time that Desk-Mode is used, the timer will continue to count down from that point onwards.

Taking a Normal-Mode Wellnomics® Break & Exercises (WorkPace®) Break will also reset the Desk-Mode timer back to its maximum value.

### When should I take a Desk-Mode break?

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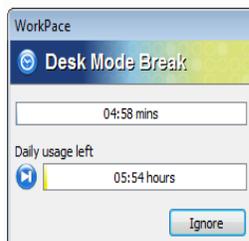
As with micropauses and breaks, Wellnomics® Break & Exercises (WorkPace®) will remind you when a Desk-Mode break is needed. An alert will appear on-screen accompanied by a short sound.

The Desk-Mode alert window goes through the normal orange->red phases just the same as the Micropause and Break warning windows, however if any computer activity is detected during this time the Desk-Mode alert will be cancelled and Wellnomics® Break & Exercises (WorkPace®) will return to Normal-Mode.

### What happens when a Desk-Mode Break occurs?

---

Once the Desk-Mode Break begins, the Desk-Mode Break window will be displayed, counting down to the end of your break.



#### Desk-Mode Break window

If you click on the **Ignore** button, Wellnomics® Break & Exercises (WorkPace®) will stop trying to warn you about a break, and wait until the next one is due. However, until you have taken a proper Desk-Mode break, the Desk-Mode Break button (on the Status Panel) will remain red to indicate that the Desk-Mode break is overdue.

## Exercises and Stretches

Wellnomics® Break & Exercises (WorkPace®) provides Exercises and Stretches, shown by , specially designed for computer users.

### When should I do some exercises?

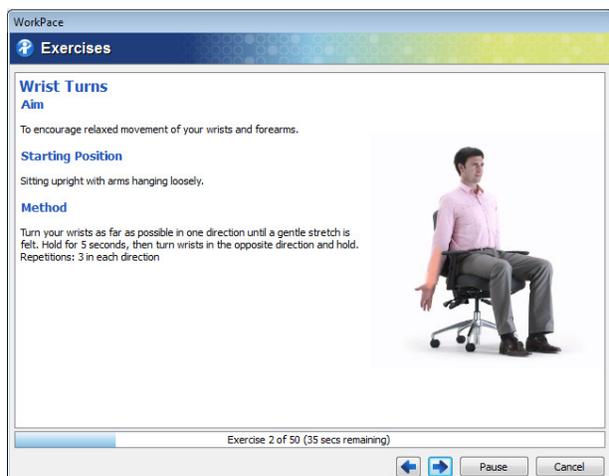
---

You should do the exercises when:

- 1 A Wellnomics® Break & Exercises (WorkPace®) Break on page 54  occurs.
- 2 The Exercise button becomes red .

### 3 You feel you need to.

Whenever a Wellnomics® Break & Exercises (WorkPace®) Break occurs Wellnomics® Break & Exercises (WorkPace®) will guide you through a few exercises.



#### *Wellnomics® Break & Exercises (WorkPace®) Exercises and Stretches window*

There will normally be about 3 to 4 exercises, taking only a few minutes. Use the arrows ← → to skip through to a different exercise.

If you have been using the computer intensively and have not taken an exercise break for quite a while Wellnomics® Break & Exercises (WorkPace®) may suggest you need to do some exercises by making the Exercise button red 🚫. Just click on the button to display the exercises. When you have finished, the button will become blue again.

Remember you can do some exercises at any time by:

Clicking on the 🚫 button on the Status Panel or Micropause window.

Right-clicking on the Status Panel on page 53, or the Wellnomics® Break & Exercises (WorkPace®) icon 🚫 in the System Tray, and selecting Do Exercises from the shortcut menu.

---

#### **What are the benefits of exercises and stretches?**

There is still some debate about the benefits of active exercises done at the computer, for example those exercises involving a lot of movement. Some studies have shown little benefit, and others have found that some commonly used exercises can actually cause problems (Wellnomics® Break & Exercises (WorkPace®) does not use these). For these reasons Wellnomics® Break & Exercises (WorkPace®) places a greater emphasis on stretching and uses a selection of exercises that have been carefully screened by a qualified physiotherapist to ensure they will cause no problems.

Stretches have been shown to be somewhat beneficial in relaxing muscles and restoring range of movement. They are therefore in line with the aim of "relaxing your muscles to restore blood flow". Active exercise is certainly still beneficial, but the best way to do such exercise is by attending several sessions a week at your local gym. Maintaining aerobic fitness and good muscle tone and strength is very important to minimizing your risk of computer-related injuries. The more vigorous activity you indulge in outside work time, the better your body will cope with the sedentary nature of work in an office environment.

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#### **How should I do the exercises?**

It is very important that you do the exercises correctly, following the instructions given. For detailed information and hints, see Exercises in the *Guide to Healthy Computing*.

## How often should I do the exercises and stretching?

---

Ideally you should do exercises and stretching several times a day. If you spend a lot of time at the computer (or have had previous pain or discomfort from computer use) then do them more often - perhaps every hour or so. Normally Wellnomics® Break & Exercises (WorkPace®) will prompt you to do some exercises whenever a Wellnomics® Break & Exercises (WorkPace®) break occurs. Wellnomics® Break & Exercises (WorkPace®) will also prompt you to do some exercises every couple of hours or so by changing the Exercise button to red 🛑. You are also free to do some exercises any time you feel the need simply by clicking the Exercise button 🏃 on the Status Panel on page 53, or any Micropause on page 53 or Break window.

## Daily Limits

Wellnomics® Break & Exercises (WorkPace®) supports a Daily Limit on page 53 🏃 on computer use.

### What are daily limits for?

---

Our bodies (and minds) are designed to cope with a wide variety of physical and mental tasks. But they are not well designed for doing the same single task for long periods. Spending a long time with the same posture and repeating the same actions can put considerable physical and mental strain on us. Computer usage, like most activities (for example, exercise, eating, drinking) is best done in moderation. Spending too much time at a computer can cause headaches, eye strain, fatigue, loss of concentration and sore muscles. Experts therefore recommend you do not spend more than a certain number of hours each day, or week using a computer. Exact safe levels are not really known as yet, and probably depend upon each individual to some degree. However, as a general guideline experts recommend no more than 6 hours a day, or 30 hours a week using the computer.

**Note:** These limits are on time spent *using* the computer, not on time at work. Even if you use the computer a lot it is unlikely you will spend more than 6 hours actually using the computer in an 8 hour working day (but you may exceed 6 hours if you are working longer hours than normal).

Once you exceed recommended working limits on the computer, your risk of developing problems increases significantly. Studies also showed that productivity begins to drop off as well. If you spend too long doing the same thing, your concentration begins to fade.

### How are the limits measured?

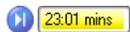
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Wellnomics® Break & Exercises (WorkPace®) only measures your actual computer usage, that is the time you actually spend using the mouse and keyboard. Watch the Daily Limit timers in the Status Panel to see how the computer usage is being counted during the day.

### How do I know I am reaching my limit?

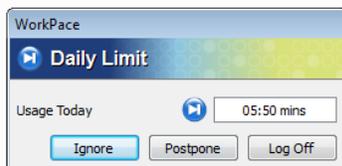
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Keep an eye on the Daily Limit Indicator. When the yellow bar is almost full then you have almost reached the limit. The Limit Indicator below shows 23 minutes of computer use left before recommended Daily Limit on page 53 is reached.



#### Daily Limit indicator

When the limit is reached Wellnomics® Break & Exercises (WorkPace®) will encourage you to finish your computer work for the day, and display the Daily Limit window.



#### Daily Limit window

Clicking on the **Log Off** button on the above Daily Limit Window will prompt you to confirm that you wish to log off your Windows session. If you confirm by clicking on the 'Yes' button, then Windows will shut down all your applications and return you to your Windows User Login screen.

### What if I keep on working after a daily limit alert?

The Daily Limit on page 53 warning systems work very similarly to those for the Wellnomics® Break & Exercises (WorkPace®) Break on page 54. The alert will appear for only a few minutes. If you do not stop working it will disappear for perhaps quarter of an hour, then reappear again. If you continue working, alerts will continue to appear every 5 minutes. After 2 to 3 reminders (actual number is set by the **Number of Alerts** field in the Daily Limit settings) Wellnomics® Break & Exercises (WorkPace®) will either give up or insist on you stopping work by displaying the Daily Limit window.

### What happens if I press ignore on the daily limit window?

If you **Ignore** the work limits your break compliance score will be affected and the limit will be displayed as overdue 🚫. Wellnomics® Break & Exercises (WorkPace®) will try reminding you about the limit again in an hour or so.

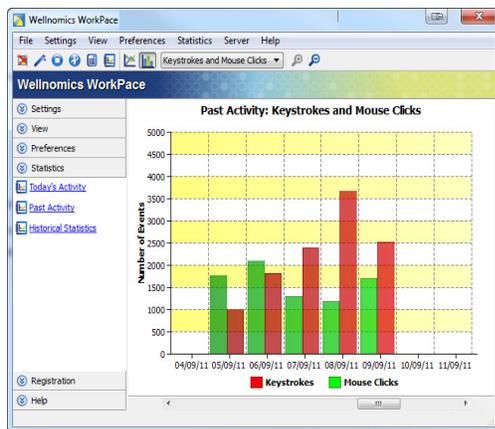
In the meantime, Wellnomics® Break & Exercises (WorkPace®) breaks and micropauses will continue as usual and it is strongly recommended that you do take these if working extra time. If you have a lot of extra work the breaks may mean you take longer to finish, but it is when under greater than average stress that your body needs these breaks most.

## Viewing Charts and Statistics

Wellnomics® Break & Exercises (WorkPace®) keeps logs of statistics on your computer use. These statistics include:

- Keyboard and Mouse Usage
- Keystrokes and Mouse Clicks
- Work Intensity
- Break Compliance

You can look at charts and tables of these statistics to see how your activity changes over the day, and from week to week. To see these statistics open the **Statistics** panel in the Wellnomics® Break & Exercises (WorkPace®) Console.



*Today's Activity Chart showing keystrokes and mouse clicks over the day*

You can display these charts quickly by:

- Double-Clicking on the Work Intensity 🟢 or Break Compliance Indicators 😊 in the Status Panel or System Tray.
- Right-clicking on the Status Panel on page 53 or System Tray on page 53 Wellnomics® Break & Exercises (WorkPace®) Icon, and selecting **View > Today's Activity** from the shortcut menu.

The statistics are divided into 3 sections. You may be asked to enter a password to access Past Activity and Historical Statistics.

If you have a Wellnomics® Break & Exercises (WorkPace®) Central Network Installation you can change which statistics are recorded (and select advanced options such as 'Break and Usage Histograms'). For more information, see Recording Options.

## Today's Activity

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Charts your activity minute-by-minute over the current day.

## Past Activity

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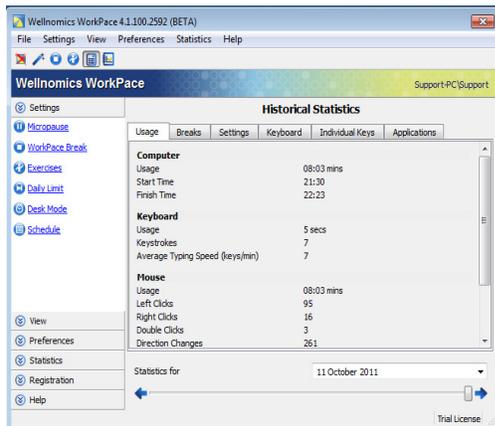
Charts your activity as trends over past weeks and months.

## Historical Statistics

---

Shows daily summaries of your computer activity back in time to when you first started using Wellnomics® Break & Exercises (WorkPace®). For each day you can look at summary statistics on:

- Usage: Keystrokes, mouse clicks, and time using the computer.
- Breaks: How many breaks were prompted, taken, or ignored.
- Settings: A summary of what Wellnomics® Break & Exercises (WorkPace®) settings you had on that day.
- Keyboard: Which common keys you use the most, and how much.
- Individual Keys: Which individual keys you use and how much.
- Applications: Which applications you use the most (for example, Word, Outlook) and how much time you spend using them.



## Things you can do with Charts

---

These are suggestions for using some of the chart options. For more detailed information on using the chart tool, see Statistics on page 43.

### Display different statistics

Select different statistics from the drop-down list.

### Zoom in and out

Use the zoom   to manipulate the chart.

## Special Health and Safety Regulation Requirement

Wellnomics® Break & Exercises (WorkPace®) provides support for some special regulatory limits on computer use that exist in some countries. For example, in the Netherlands article 5.10 of the Dutch VDU Regulations requires employers to ensure that people using a computer take breaks of at least 5 minutes every hour, or 10 minutes every two hours.

If you live in the Netherlands, and these limits are enabled by the System Administrator, Wellnomics® Break & Exercises (WorkPace®) will display the warnings below if these limits are exceeded.



*Wellnomics® Break & Exercises (WorkPace®) warnings about Dutch VDU Regulation limits.*

See the IT Administrator's Guide for details on enabling these warnings.

## 5 THE WELLNOMICS® BREAK & EXERCISES (WORKPACE®) CONSOLE

The Wellnomics® Break & Exercises (WorkPace®) Console on page 54 is the 'control center' for Wellnomics® Break & Exercises (WorkPace®). From the Wellnomics® Break & Exercises (WorkPace®) Console you can change your settings for break frequency and how they are enforced, see charts of your computer activity, and access the advanced features of Wellnomics® Break & Exercises (WorkPace®).

To open the Wellnomics® Break & Exercises (WorkPace®) Console, either:

- Double-click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the Windows System Tray.
- Click once on the Wellnomics® Break & Exercises (WorkPace®) icon  in the title bar of the Status Panel.
- Right-click on the Status Panel on page 53, or the Wellnomics® Break & Exercises (WorkPace®) icon  in the System Tray, and select **Open Wellnomics® Break & Exercises (WorkPace®) Console** from the shortcut menu.

To close it again click on the Close button .

Information in the Wellnomics® Break & Exercises (WorkPace®) Console is displayed on a number of different panels which you can view one at a time using the *panel selector* on the left-hand side. You can also choose which console panel to display from the menu (for example, select **Settings > Micropause** on page 53 from the menu). Shortcuts to commonly used features are displayed on the toolbar.

After changing any settings in a panel click **Apply** or **OK** to save your changes, or **Cancel** to discard them.

The next sections explain in detail the options on each panel in the Wellnomics® Break & Exercises (WorkPace®) Console.

In This Chapter:

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Preferences.....	42
Statistics.....	43
Registration.....	45
Help.....	46

### Settings

#### What is the Enforcement Level?

The *Enforcement Level* on page 53 for each of the Wellnomics® Break & Exercises (WorkPace®) features (Micropauses, Breaks and Daily Limits) can be changed to determine how strict Wellnomics® Break & Exercises (WorkPace®) is about you taking breaks.

A low enforcement level means less interruption of your work, but makes it easier to ignore breaks. A high enforcement level means Wellnomics® Break & Exercises (WorkPace®) can *insist* on breaks if necessary, enforcing a break by temporarily locking the screen. To get the best benefit a medium to high enforcement level is recommended.

The meaning of each enforcement level is explained below:

Enforcement Level	Description
Low	Alerts will be displayed, but Wellnomics® Break & Exercises (WorkPace®) will not <i>insist</i> on a break if you ignore the alert.
Medium-Low (alert and insist, ignore allowed)	If alerts are ignored, breaks will be insisted on, but breaks can be ignored by pressing an <b>Ignore</b> button.
Medium	<b>Micropauses:</b> You will be allowed to ignore two micropauses. <b>Breaks:</b> You will be allowed to ignore one break. After that the <b>Ignore</b> button will be disabled. Postponement of breaks may still be allowed.

Medium-High	<b>Micropauses:</b> You will be allowed to ignore one micropause. <b>Breaks:</b> You will not be able to ignore any breaks, but may be allowed to postpone a break.
High (ignore disabled)	Wellnomics® Break & Exercises (WorkPace®) will not let you ignore or postpone any micropauses or breaks.

**Note:** Even on the *High* enforcement level you will still get plenty of warning before a break is enforced, with both pop-up alerts and sound.

## Micropause

The screenshot shows a dialog box titled "Micropause". It has a checked "Enabled" checkbox. Below it are two spinners: "Interval" set to "07:30 (mm:ss)" and "Duration" set to "00:08 (mm:ss)". Underneath is a dropdown menu for "Enforcement Level" currently showing "Medium-Low (alert and insist, ignore allowed)". At the bottom are three buttons: "OK", "Cancel", and "Apply".

### *Micropause on page 53 settings panel*

For advice on changing these settings, see Fine-Tuning Micropauses on page 48. For more about micropauses and how to take them correctly, see Micropauses on page 22. For more about how micropauses are prompted and enforced, see Alerts and Break Windows on page 19.

### Enabled

Turns micropauses on or off.

### Interval

Time using the computer before a micropause will be prompted. The range of allowed values is from 30 seconds to 10 minutes. (This range may be further restricted by central settings restrictions applied by the IT Administrator - see the *IT Administrator's Guide* for more information).

**Note:** The interval counts *time using the computer* not just time on the clock. This means micropauses will not just appear every 5 minutes or so, but their occurrence will depend on how much time you are spending on the computer.

### Duration

The duration of micropauses. This is the period of time you should stop and relax your muscles when an alert appears.

### Enforcement Level

Determines how strictly Wellnomics® Break & Exercises (WorkPace®) enforces micropauses. If low, you will see fewer alerts and be allowed to ignore micropauses if you wish. If high, you will see more alerts and may not be allowed to ignore the micropauses. As micropauses are so important, it is recommended that you use a relatively high enforcement level for them. Otherwise, it is too easy to get into the habit of ignoring these brief but extremely beneficial breaks.

For more information see Break Enforcement.

**Wellnomics® Break & Exercises (WorkPace®) Break**

**WorkPace Break**

Enabled

Interval: 00:55 (hh:mm)      Duration: 00:05 (hh:mm)

Enforcement Level: Medium-Low (alert and insist, ignore allowed)

OK    Cancel    Apply

*Wellnomics® Break & Exercises (WorkPace®) Break on page 54 settings panel*

For advice on changing these settings, see Fine-Tuning Breaks on page 49. For more about Wellnomics® Break & Exercises (WorkPace®) Breaks and how to take them correctly, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25. For more about how breaks are prompted and enforced, see Alerts and Break Windows on page 19.

**Enabled**

Turns breaks on or off.

**Interval**

Time using the computer before a Wellnomics® Break & Exercises (WorkPace®) break is prompted.

**Note:** The Break interval is based on time actively using the computer. If you stop using the keyboard and mouse for a while, Wellnomics® Break & Exercises (WorkPace®) will stop counting. Wellnomics® Break & Exercises (WorkPace®) takes into account any natural breaks you take. This means if your Wellnomics® Break & Exercises (WorkPace®) Break interval is, for example, 1 hour, then you are actually likely to see break alerts much less often than this. How often will depend on how hard you are working.

**Duration**

The duration of the break. This is the period of time you should stop using the computer for when the break occurs.

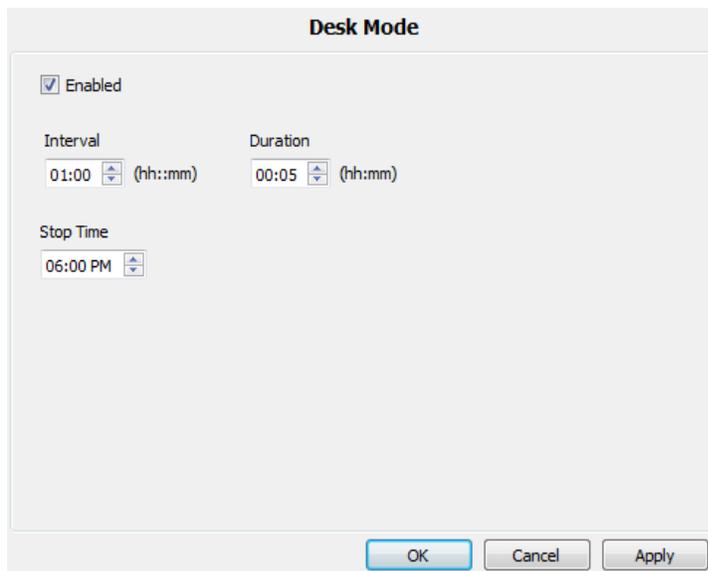
**Enforcement Level**

Determines how strictly Wellnomics® Break & Exercises (WorkPace®) enforces breaks. If low, you will see fewer alerts and be allowed to ignore the break if you wish. If high, you will see more alerts and may not be allowed to ignore or postpone breaks.

For more information, see Break Enforcement on page 19.

## Desk-Mode Break

---



**Desk Mode**

Enabled

Interval: 01:00 (hh:mm)      Duration: 00:05 (hh:mm)

Stop Time: 06:00 PM

OK    Cancel    Apply

### *Desk-Mode Break settings panel*

For advice on changing these settings, see Fine-Tuning Breaks on page 49. For more information about Desk-Mode, and how Desk-Mode Breaks work, see Desk-Mode Breaks on page 28.

### **Enabled**

Turns Desk-Mode Breaks on or off.

### **Interval**

Time on the Desk-Mode timer before a Desk-Mode Break is prompted.

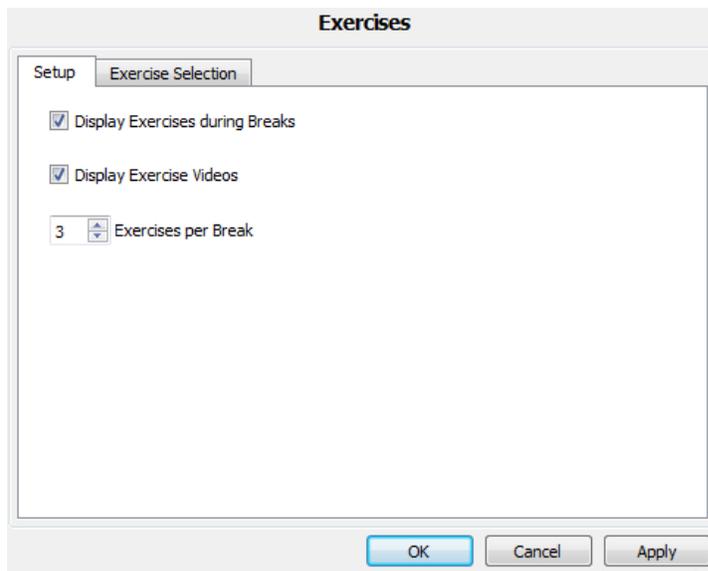
### **Duration**

The duration of the Desk-Mode Break. This is the time period that you are prompted to stop working when the Desk-Mode Break occurs.

### **Stop Time**

After this time of the day, Desk-Mode will stop functioning.

## Exercises



### Exercise settings panel

For advice on changing these settings, see Fine-Tuning Exercises on page 51. For more information about Wellnomics® Break & Exercises (WorkPace®) exercises and when they occur, see Exercises and Stretches on page 29.

### Display exercises during Wellnomics® Break & Exercises (WorkPace®) Break

Determines whether the exercise window is automatically displayed at the beginning of a Wellnomics® Break & Exercises (WorkPace®) break.

### Display Exercise videos

Determines if high definition video will accompany the break or animated graphics.

### Exercises per break

Number of exercises and stretches displayed each time the Exercise Window appears.

### Exercise Selection

Allows you to change the exercises displayed, and their order. A default exercise selection suited to your needs will be chosen automatically when you use the Setup Wizard.

## Daily Limit

---

**Daily Limit**

Enabled

Usage Limit: 06:00 (hh:mm)      Reset At: 05:00 AM

Enforcement Level: Medium-Low (3 Alerts and Insist, Postpone and multiple ignores allowed)

OK    Cancel    Apply

*Daily Limit on page 53 settings panel*

For advice on changing these settings, see Fine-Tuning Daily Limit on page 51.

### Enabled

Turns the Daily Limit **On** or **Off**.

### Usage Limit

A limit on the time spent working on the computer on any one day. It is unlikely that in a normal 8 hour day you will approach 8 hours of actual computer usage. Anything over 6 hours usage is regarded as high risk and the Daily Limit, when used, should normally be set lower than this.

**Note:** Remember that the Daily Limit is counting actual computer usage not just time on the clock. When Wellnomics® Break & Exercises (WorkPace®) says you have 2 hours left until you reach your daily limit, it means 2 hours of computer usage left, not 2 hours of time until you leave work at 5 pm.

### Reset At

Time of day to reset the Daily Limit counter. This should be a time well after you normally finish work (e.g. 2 am.). If you work on a night shift the reset time may need to be the middle of the day instead. Note that Wellnomics® Break & Exercises (WorkPace®) does not need to be running for the reset to take place.

### Enforcement Level

Determines the level of enforcement for the Daily Limit. If low, you will see fewer alerts and be allowed to ignore the limit if you wish. If high, you will see more alerts and may not be allowed to ignore or postpone the limit.

See Break Enforcement, for more information.

## Schedule

**Schedule**

Enabled

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Break Type Description						
08:00 am Custom Team meeting						
10:30 am Morning Break						
12:30 pm Lunch						
02:30 pm Afternoon Break						

### Schedule settings panel

The schedule helps Wellnomics® Break & Exercises (WorkPace®) to arrange breaks around your regular daily activities. Wellnomics® Break & Exercises (WorkPace®) can do this by aligning breaks with regular events in your daily schedule. For example, instead of asking you to take a break at 12:20 pm., Wellnomics® Break & Exercises (WorkPace®) may wait 10 minutes until your normal scheduled lunch break time of 12:30 pm. For this to work you must give Wellnomics® Break & Exercises (WorkPace®) a good idea of your normal weekly schedule. Wellnomics® Break & Exercises (WorkPace®) can also remind you of regular meetings and appointments at the right times.

When an event is due an alert will be displayed.

**Note:** The alert does not interrupt the computer use.



### Schedule alert

#### Event

The name or description of the event (for example, lunch) you wish to add to your schedule. Either type in a name or select one from the list.

#### At

Time at which you want Wellnomics® Break & Exercises (WorkPace®) to remind you of this event.

**Note:** If the event is time critical it may be a good idea to enter a slightly earlier time to ensure you have time to finish what you are doing and get to the event. For example if you have a weekly meeting at 3:00 pm, put in the event at 2:55 pm. If you have an appointment in town you may want to enter 2:45 pm.

## Preferences

### Status Panel

**Status Panel**

- Always in Front
- Show Status Panel
- Show Micropause
- Show Break
- Show Daily Limit
- Show Desk Mode

OK Cancel Apply

#### *Status Panel on page 53 options panel*

Sets options for the Status Panel. You can also change some of these options by right-clicking on the Status Panel and selecting **Show** from the shortcut menu.

#### **Always in Front**

Status Panel will always be visible, and in front of other windows.

#### **Show in Panel**

Select which features should be displayed in the Status Panel.

### Options

**Options**

- Activate Screensaver during Breaks
- Blank screen during Breaks
- Use the light box effect during Breaks
- No effects during Breaks
- Show Break Compliance in System Tray
- Show Work Intensity in System Tray
- Enable Sounds
- Enable Dutch Arbo Limit Warnings

OK Cancel Apply

#### *Options panel*

#### **Activate Screensaver During Breaks**

Automatically activates your Windows screensaver when Wellnomics® Break & Exercises (WorkPace®) Break on page 54 or Daily Limit windows are displayed. This will protect any confidential information that may be on your screen.

**Blank the screen during breaks**

This feature allows Wellnomics® Break & Exercises (WorkPace®) to blank the screen when Wellnomics® Break & Exercises (WorkPace®) Break on page 54, Daily Limit windows are displayed. This is another way to hide sensitive or confidential information displayed on the screen while the user is away.

**Use the light box effect during breaks**

Activates the light box functionality during breaks.

**No effects during Breaks**

Deactivates any advanced options during breaks

*Please note that only one of the above options can be selected at any one time.*

**Show Break Compliance in System Tray**

Displays the Break Compliance Indicator 😊 in the Windows System Tray (bottom right-hand corner of the Windows task bar).

**Show Work Intensity in System Tray**

Displays the Work Intensity Indicator 2 in the Windows System Tray on page 53 (bottom right-hand corner of Windows task bar).

**Enable Sounds**

Enables the sound notifications for <Product Branding> onscreen prompts.

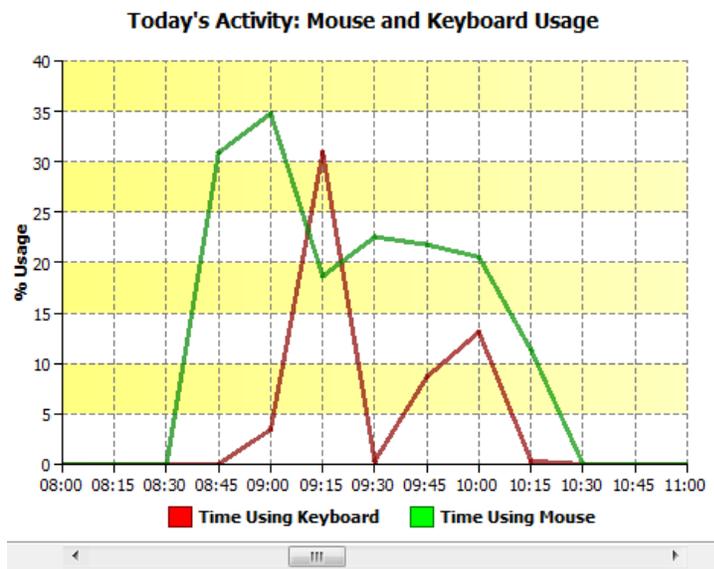
**Enable Dutch Arbo Limit Warnings**

Enables the Dutch health and safety regulatory limit warnings. Only relevant in the Netherlands. For more information, see Special Health and Safety Regulation Requirement on page 33.

**Statistics**

**Today's Activity**

Displays charts of your activity during the current day. This information is recorded in minute-by-minute detail. Generally this information is discarded at the end of each day, with just a daily summary of your day's activity being kept for long-term trend analysis (see Past Activity on page 44 and Historical Statistics on page 33).



*Chart of Today's Activity showing keystrokes and mouse clicks*

For an overview of using the charts, see Viewing Charts and Statistics on page 32.

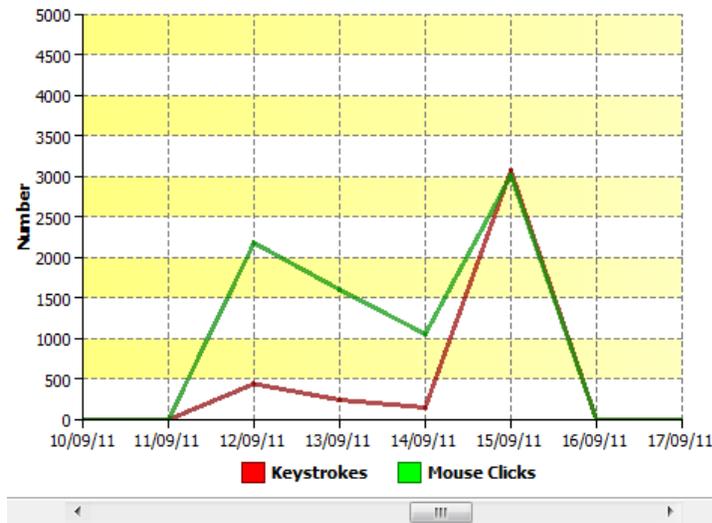
The function of each toolbar icon is explained below:

-  Zoom in or out. Decreases or increases the time axis to display a shorter or longer period of time.
-  Select chart type.

### Past Activity

Displays charts of your activity over past weeks and months. Each day Wellnomics® Break & Exercises (WorkPace®) logs a summary of your day's activity. These summaries are charted as daily values to see how your computer activity varies over time. See Today's Activity on page 43 for detailed minute-by-minute charting of your current day's activity, and Historical Statistics on page 44, for tables of past activity statistics.

**Past Activity: Keystrokes and Mouse Clicks**



For an overview of using charts see Viewing Charts and Statistics on page 32.

-  Zoom in or out. Decreases or increases the time axis to display a shorter or longer period of time.
-  Select chart type.

### Historical Statistics

Wellnomics® Break & Exercises (WorkPace®) logs a summary of each day's activity. You can look through this logged information in the Historical Statistics panel.

**Historical Statistics**

Usage   Breaks   Settings   Keyboard   Individual Keys   Applications

<b>Micropause</b>	
Enabled	On
Interval	05:00 mins
Duration	20 secs
Enforcement Level	High (ignore disabled)
<b>WorkPace Break</b>	
Enabled	On
Interval	45:00 mins
Duration	06:00 mins
Enforcement Level	Medium-Low (alert and insist, ignore allowed)
<b>Exercises</b>	
Enabled	On
Interval	0 secs
Number per Break	2

Statistics for: 28 September 2011

### Historical Statistics panel with Settings tab selected

Use the arrows and slider at the bottom to select the day you want to see statistics for. Each tab displays a different group of statistics.

#### Usage

Statistics on how you used the computer. For example, levels of keystrokes, mouse clicks, time using the mouse.

#### Breaks

How many alerts Wellnomics® Break & Exercises (WorkPace®) 4.2 gave you, and whether you took or ignored the breaks.

#### Settings

A summary of your Wellnomics® Break & Exercises (WorkPace®) 4.2 settings profile used on that day. This will normally be the same from one day to the next.

#### Keyboard

Statistics on which keys you used the most.

#### Individual Keys

Which keys have been used on the date in question.

#### Applications

Which applications you used the most (for example, Word, Outlook) and how much time you spent using them.

## Registration

### Registration Details

---

Registration Details displays your current registration information. Once Wellnomics® Break & Exercises (WorkPace®) is registered (you have purchased and entered a Registration Key on page 53), this panel shows the product you are registered for, the number of licenses, and your maintenance expiry date.

### Enter Registration Key

---

After purchasing Wellnomics® Break & Exercises (WorkPace®) you will receive a Registration Name on page 53 and Registration Key on page 53. These will be sent to you either by email, or will be printed on your software license agreement. The *Registration Name* and *Key* are uniquely matched with each other and must be entered together. The key will be 20 characters, and be of the form: 3H9N-7D0Z-5LFS-NPC5-A4FE. The key encodes the product you are registered for, the number of licenses, and will include whether you have a maintenance agreement.

To purchase Wellnomics® Break & Exercises (WorkPace®) and obtain a key, contact a Wellnomics® Break & Exercises (WorkPace®) Reseller or see **Ordering** under the online help for more information.

For more information on registering Wellnomics® Break & Exercises (WorkPace®), see Registration on page 10.

**Note:** Keep your *Registration Name* and *Key* in a safe place - you will need them if you ever have to reinstall Wellnomics® Break & Exercises (WorkPace®).

### Trial Extension

---

Wellnomics® Break & Exercises (WorkPace®) can be trialed free for 30 days. Once your trial has expired, you can purchase Wellnomics® Break & Exercises (WorkPace®) and obtain a *Registration Name* on page 53 and *Key* to enter to continue using Wellnomics® Break & Exercises (WorkPace®).

If for some reason you need to continue trialing Wellnomics® Break & Exercises (WorkPace®) for a longer period, limited trial extensions may be available. To obtain a trial extension send the **Trial Extension Request Code** on page 54 (for example A14286-1924-033) to your Wellnomics® Break & Exercises (WorkPace®) Reseller (to avoid typing mistakes highlight the code with your mouse and press **Ctrl+C** to copy it). You will then be sent a matching **Trial Extension Key** of the form 1793-8506-8545-668. Enter this and click **OK** to extend your trial. Once again, to avoid errors, select and copy (**Ctrl+C**) the key from the email, and then paste it (**Ctrl+V**) into the **Trial Extension Key** field.

## Help

The Wellnomics® Break & Exercises (WorkPace®) Help is divided into several sections:

### User's Guide

---

Online help about Wellnomics® Break & Exercises (WorkPace®).

### Computer Health Resources

---

Links to useful resources on ergonomics, RSI prevention, and computer health and safety.

### Support

---

Information on obtaining software support, and answers to frequently asked questions.

### Ordering

---

Instructions on ordering or upgrading Wellnomics® Break & Exercises (WorkPace®). Links for finding the latest pricing information, and for online ordering.

### About

---

Copyright and product registration information.

**Note:** If you have a Wellnomics® Break & Exercises (WorkPace®) Central Network Installation then these help sections may be customized by your health and safety department to adjust the content to better suit your organization's health and safety policy and training requirements. For information on customizing the Wellnomics® Break & Exercises (WorkPace®) Help sections, see the *IT Administrator's Guide* or the *Implementation Guide*.

For further help on setting up and using Wellnomics® Break & Exercises (WorkPace®) there is the additional documentation including:

*IT Administrator's Guide*

*Implementation Guide*

*Guide to Healthy Computing*

For more on these documents, see Further Information on page 7).

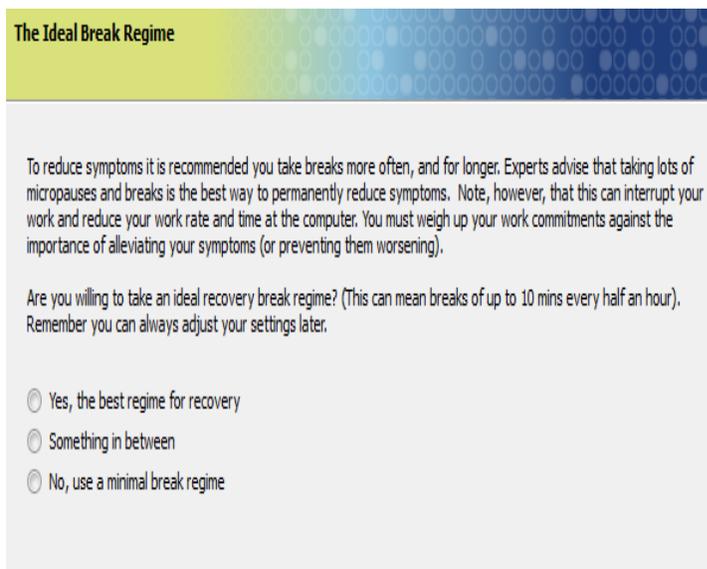
## 6 FINE TUNING WELLNOMICS® BREAK & EXERCISES (WORKPACE®)

In This Chapter:

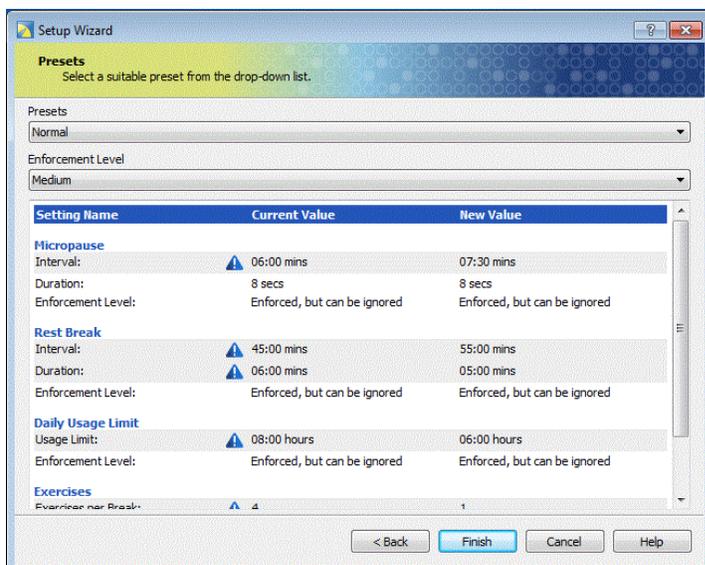
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### Setup Wizard Questionnaire

The easiest way to adjust Wellnomics® Break & Exercises (WorkPace®) to your needs is to re-run the Setup Wizard questionnaire on page 53 which asks about 20 questions to find out about your working habits, and any existing symptoms you have. From your answers Wellnomics® Break & Exercises (WorkPace®) then calculates a suitable settings profile for you. Once complete, a summary of your new settings is shown.



Example question from Setup Wizard on page 53 questionnaire

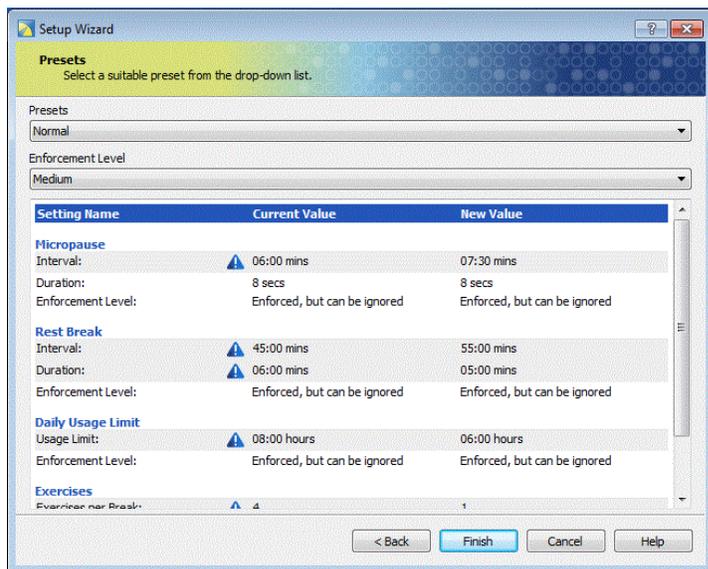


## Setup Wizard summary window

### Setup Wizard Presets

If you want more control over your settings, use the presets option. Choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

Access the *Presets Option* by selecting **Settings > Run Setup Wizard** from the Wellnomics® Break & Exercises (WorkPace®) Console, and then choosing the second option *Use Presets*.



### Setup Wizard presets on page 53

If you are not completely happy with the settings profile created by the Setup Wizard questionnaire you can control your settings in more detail by using the Setup Wizard Presets. The presets allow you to choose different options and immediately see the effect on your settings profile.

To run the *Setup Wizard*:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 Either click on wizard icon  or choose **Run Setup Wizard** from the **Settings** menu.

If you want to fine-tune a specific feature of Wellnomics® Break & Exercises (WorkPace®) then see the relevant section below.

### Fine-Tuning Micropauses

Micropauses are the most important and efficient breaks you can take. It is advised you do not deviate too much from the recommended setup parameters.

#### Micropauses occur too often

You can make micropauses occur less often by increasing the micropause interval:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open the **Settings** group and select **Micropause on page 53**.
- 3 Increase the **Interval**.
- 4 Click **Apply**.

**Note:** Experts recommend that micropauses be taken every 5 to 6 minutes or so. Although this may seem irritating at first, you should persevere. Micropauses are the most important of all breaks. After several weeks, taking micropauses should feel far more natural.

For more information on micropauses, see *Micropauses on page 36*.

#### Micropauses are too long

Micropauses should be at least 8 seconds to provide maximum benefit.

To change the micropause length:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Micropause on page 53**.
- 3 Increase the **Duration**.
- 4 Click **Apply**.

For more information on micropauses, see Micropauses on page 36.

---

#### Micropauses interrupt my work

Try to take notice of the alerts and take micropauses before Wellnomics® Break & Exercises (WorkPace®) interrupts you. The more 'natural' micropauses you take, the less Wellnomics® Break & Exercises (WorkPace®) will interrupt you.

Remember, micropauses take less than 10 minutes in total over a whole day.

If you do not like the way Wellnomics® Break & Exercises (WorkPace®) is interrupting you, you can reduce the Enforcement Level on page 53:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console.
- 2 In the groups list on the left-hand side, open **Settings** and select **Micropause on page 53**.
- 3 Select a lower **Enforcement Level**.
- 4 Click **Apply**.

For more information on micropauses, see Micropauses on page 36.

---

#### Micropause sound is annoying

If you find the micropause warning sound is annoying you or your co-workers, you can turn off the sound:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Preferences** and select **Options**.
- 3 Remove the "tick" from the option labeled "Enable Sounds".
- 4 Click **Apply** to save your changes.

For more information on micropauses, see Micropauses on page 36.

### Fine-Tuning Breaks

Remember that Wellnomics® Break & Exercises (WorkPace®) takes into account any natural breaks you take.

---

#### Breaks occur too often

It is recommended that you take significant breaks away from the computer at least once an hour. If you feel that breaks are occurring too often you can try increasing the Break Interval:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Wellnomics® Break & Exercises (WorkPace®) Break on page 54**.
- 3 Increase the **Interval**.
- 4 Click **Apply**.

**Note:** If you are suffering from pre-existing pain or discomfort, it is recommended that you take a Wellnomics® Break & Exercises (WorkPace®) Break more often (for example, several times an hour).

For further information on Wellnomics® Break & Exercises (WorkPace®) Breaks, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25.

---

#### Breaks are too long

Breaks are recommended to be a minimum of 5 to 10 minutes every hour or 10 to 15 minutes every 2 hours. If you wish to decrease the break length then:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Wellnomics® Break & Exercises (WorkPace®) Break on page 54**.

**3** Decrease the **Duration**.

**4** Click **Apply**.

For further information on Wellnomics® Break & Exercises (WorkPace®) Breaks, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25.

---

#### Breaks interrupt me, or stop me from working

Although you may find breaks interrupt you at first, you should learn to organize your work so you can spend the break time doing a different, non computer-related activity. However, if you wish, you can reduce the Enforcement Level on page 53 to reduce interruption:

**1** Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.

**2** In the groups list on the left-hand side, open **Settings** and select **Wellnomics® Break & Exercises (WorkPace®) Break** on page 54.

**3** Select a lower **Enforcement Level**.

**4** Click **Apply**.

For further information on Wellnomics® Break & Exercises (WorkPace®) Breaks, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25.

---

#### Breaks are at inconvenient times

You can reduce the likelihood of Wellnomics® Break & Exercises (WorkPace®) interrupting you at inconvenient times by:

Taking regular natural breaks yourself, when most convenient. The more natural breaks you take, the less Wellnomics® Break & Exercises (WorkPace®) will interrupt you.

Telling Wellnomics® Break & Exercises (WorkPace®) about the regular events (for example, lunch, morning coffee break, Monday meeting) that you normally have in your day, so that Wellnomics® Break & Exercises (WorkPace®) can try to align breaks with these events. Do this by entering events into the Wellnomics® Break & Exercises (WorkPace®) Schedule.

To enter events into the Wellnomics® Break & Exercises (WorkPace®) Schedule:

**1** Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.

**2** Make sure the schedule is **Enabled** and **Align Breaks with Schedule** is ticked.

**3** Enter your events for each into the schedule.

**4** Click **Apply**.

For further information on Wellnomics® Break & Exercises (WorkPace®) Breaks, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25.

---

#### I never get a Wellnomics® Break & Exercises (WorkPace®) Break

This may mean you are already taking many short breaks away from the computer. However, it may also mean that your Wellnomics® Break & Exercises (WorkPace®) Break on page 54 **Interval** is too high, or the Wellnomics® Break & Exercises (WorkPace®) Break **Duration** is too low. To change:

**1** Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.

**2** In the groups list on the left-hand side, open **Settings** and select **Wellnomics® Break & Exercises (WorkPace®) Break**.

**3** Decrease the **Interval**, or increase the **Duration**.

**4** Click **Apply**.

**Note:** You can also take breaks whenever you like by clicking the Break button  in the Status Panel on page 53, or micropause window, or by selecting **Take a Wellnomics® Break & Exercises (WorkPace®) Break** from the Wellnomics® Break & Exercises (WorkPace®) shortcut menu (right click on the Wellnomics® Break & Exercises (WorkPace®) icon  in the System Tray on page 53).

For further information on Wellnomics® Break & Exercises (WorkPace®) Breaks, see Wellnomics® Break & Exercises (WorkPace®) Breaks on page 25.

## Fine-Tuning Exercises

### I never get any exercises

Wellnomics® Break & Exercises (WorkPace®) normally displays the Exercise window when a Wellnomics® Break & Exercises (WorkPace®) Break on page 54 occurs. If you are not getting breaks very often then you will not see the Exercise window. See *I never get a Wellnomics® Break & Exercises (WorkPace®) Break* on page 50 for advice on changing this.

Wellnomics® Break & Exercises (WorkPace®) also prompts you to do exercises regularly by changing the Exercise button to red . If you see this button turn red, double-click on it to open the Exercise Break window.

To ensure you get prompted to do exercises regularly:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Exercises**.
- 3 Make sure the checkbox for **Display Exercises during Breaks** is ticked.
- 4 Click **Apply** to save any changes.

**Note:** The **Prompt for Exercise Break Every** is not time on the clock, but rather elapsed time using the computer. Remember that you can do exercises anytime you wish by clicking the Exercise button  in the Status Panel, or any break window, or by choosing **Do Exercises** from the Wellnomics® Break & Exercises (WorkPace®) shortcut menu (right-click on the Wellnomics® Break & Exercises (WorkPace®) Icon  in the System Tray).

For more information on exercises see Exercises and Stretches on page 29.

### I want more exercises to be displayed

You can increase (or decrease) the number of exercises displayed each exercise break:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Exercises**.
- 3 Change the **Exercises per Break**.
- 4 Click **Apply**.

For more information on exercises see Exercises and Stretches on page 29.

## Fine-Tuning Daily Limit

### Daily Limit warning appears too early

Experts recommend that do you not spend more than 6 hours a day using a computer. To adjust your Daily Limit on page 53:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Daily Limit**.
- 3 Change the **Work Limit**.
- 4 Click **Apply**.

### Daily Limit window locks up the computer

To avoid this you can increase the number of alerts before the limit is enforced, or reduce the Enforcement Level on page 53:

- 1 Open the Wellnomics® Break & Exercises (WorkPace®) Console on page 54.
- 2 In the groups list on the left-hand side, open **Settings** and select **Daily Limit on page 53**.
- 3 Select a lower **Enforcement Level**.
- 4 Click **Apply**.

### Fine-Tuning Status Panel

The Status Panel on page 53 displays information on upcoming breaks and limits. For more information, see Status Panel on page 18.

#### Status Panel is in the way, or is too large

---

Try one of these options below:

##### Move the Status Panel

Drag the window to a different location (top right-hand corner of screen is usually best). Wellnomics® Break & Exercises (WorkPace®) will automatically remember and keep track of its location and place it there next time you use the computer.

##### Hide some of the information

Right-click on the Status Panel on page 53 to open the Wellnomics® Break & Exercises (WorkPace®) shortcut menu. Choose Show and select the features you want displayed. For example, unselect Daily Limit on page 53 to leave just the Micropause on page 53 and Wellnomics® Break & Exercises (WorkPace®) Break on page 54 displayed.

##### Change the Status Panel Orientation

Right-click on the Status Panel on page 53 to open the Wellnomics® Break & Exercises (WorkPace®) shortcut menu. Choose Change Status Panel Orientation.

##### Change the Status Panel Color

Right-click on the Status Panel on page 53 to open the Wellnomics® Break & Exercises (WorkPace®) shortcut menu. Choose Change Status Panel Color. A color palette will be displayed for you to select the desired color.

#### Status Panel has disappeared

---

Right-click on the Wellnomics® Break & Exercises (WorkPace®) Icon  in the System Tray on page 53 to open the Wellnomics® Break & Exercises (WorkPace®) shortcut menu. **Select Display Status Panel** on page 53.

You can also display the Status Panel by clicking on the  icon on the Wellnomics® Break & Exercises (WorkPace®) Console on page 54 toolbar.

## 7 GLOSSARY OF TERMS

### A

#### Alert Window

---

A window displayed briefly to remind the user to take a Micropause or Break. The alert changes color to indicate when the Micropause or Break is about to be enforced.

### B

#### Break Compliance Indicator

---

An indicator on the Status Panel and in the System Tray displaying a happy or sad face telling the user how well they are adhering to their Wellnomics® Break & Exercises (WorkPace®) break regime.

### D

#### Daily Limit

---

Denotes the limit on time spent using the computer in one day.

### E

#### Enforcement Level

---

Parameter settings for each of the Wellnomics® Break & Exercises (WorkPace®) features (Micropauses, Breaks, and Daily Limits) which determine how strict Wellnomics® Break & Exercises (WorkPace®) is with the user about taking breaks.

#### Exercise Window

---

A window displayed during a Wellnomics® Break & Exercises (WorkPace®) Break which shows a range of exercises. May be displayed at any other time when chosen by the user.

### F

#### Firewall

---

A method for implementing security policies designed to keep a network secure from intruders. Firewalls are widely used to give users secure access to the Internet as well as to separate a company's public web server from its network.

### M

#### Micropause

---

A short pause of a few seconds to reduce muscle tension and restore blood flow to muscles.

### R

#### Registration Key

---

A code provided to the client once they have purchased Wellnomics® Break & Exercises (WorkPace®). Must be attached to the Registration Name.

#### Registration Name

---

The name to which the software is registered. The Registration Name is uniquely matched to the Registration Key. Both must be provided to Wellnomics® Break & Exercises (WorkPace®) to activate the software.

### S

#### Setup Wizard

---

Runs automatically to assist users in selecting the settings most suitable to their needs. When using the Setup Wizard users can select either the questionnaire or the presets option.

#### Setup Wizard presets

---

Allows users to obtain more control over their settings. Can choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

#### Setup Wizard questionnaire

---

Asks about 20 questions to find out a user's work habits and any existing symptoms. From the answers Wellnomics® Break & Exercises (WorkPace®) then calculates a suitable settings profile for the user.

#### Status Panel

---

Provides the user with information about the current status of Wellnomics® Break & Exercises (WorkPace®) such as time remaining until the next Micropause, or Wellnomics® Break & Exercises (WorkPace®) Break for example.

#### System Tray

---

A special area in the Windows Task Bar (in the bottom right-hand corner of the screen) that displays system icons. The System Tray is used to display the Wellnomics® Break & Exercises (WorkPace®) program icon, and the Work Intensity and Break Compliance Indicators.

## T

---

**Task Bar**

---

The special bar along the bottom of the Windows screen that contains the Windows Start button, icons for all currently running programs, and in the right-hand corner, the System Tray.

---

**Trial Extension**

---

Allows the user to extend their Trial Period. Must be matched to a Trial Extension Request Code.

---

**Trial Extension Request Code**

---

A unique code generated by Wellnomics® Break & Exercises (WorkPace®) upon expiry of a trial. This code can be sent to a Wellnomics® Break & Exercises (WorkPace®) Reseller who will provide a unique matching Trial Extension Key that will extend the trial for a set period (for example, 28 days).

## V

---

**Visual Analogue Pain Scale**

---

The Wellnomics® Break & Exercises (WorkPace®) Pain Questionnaire uses the scientifically validated Visual Analogue Scale (VAS) to allow users to rate their pain levels. The scale uses "anchors" at each end to indicate extremes ("no pain and "worse possible pain"), a method shown in studies to be less vulnerable to biases or distortions in rating.

## W

---

**Wellnomics Risk Management**

---

Wellnomics WorkPace may be installed to allow for the synchronization of user data and settings with a centralized web-based application called Wellnomics Risk Management. Running within your company's own corporate firewall, Wellnomics Risk Management also provides an integrated web-based ergonomics solution, including training, risk assessments, and online reporting.

---

**Wellnomics® Break & Exercises (WorkPace®) Break**

---

A break of 5-10 minutes taken approximately every hour of computer usage during which the user should take a break from using the computer.

---

**Wellnomics® Break & Exercises (WorkPace®) Console**

---

The main 'control center' for Wellnomics® Break & Exercises (WorkPace®). Provides users access to their personal Wellnomics® Break & Exercises (WorkPace®) settings, and allows them to view and chart computer use statistics, enter registration details, and access help and support information.

---

**Wellnomics® Break & Exercises (WorkPace®) Discomfort Report**

---

A method for notifying symptoms or injury to supervisors or health and safety managers. Includes a scientifically validated Visual Analogue Pain Scale.

---

**Wellnomics® Break & Exercises (WorkPace®) Program Icon**

---

An icon representing the Wellnomics® Break & Exercises (WorkPace®) program that appears on the Status Panel, and in the System Tray (together with the Break Compliance and Work Intensity Indicators). Double-clicking on the Wellnomics® Break & Exercises (WorkPace®) Program Icon will open the Wellnomics® Break & Exercises (WorkPace®) Console.

---

**Work Intensity Indicator**

---

An indicator on the Status Panel and in the System Tray showing numbers telling the user how intensely they are currently using their computer.

# 8 INDEX

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