Computer Comfort

(NAPSA)—Here are four hints to help you use your computer with the most effectiveness and the least stress:

1. Keep the mouse slow to reduce muscle tension in your hand.

2. Adjust your screen so you needn't strain to see the letters.

3. The keyboard should be placed so you can sit up straight and reach it without over-extending your arms.

4. Save time, trouble and key strokes by quickly adding a visual element such as a video to explain ideas and concepts effectively and share relevant information.

Careful computing can help you do more and stress less.

Screencasting software is a simple, fast way to add screen-captured images and videos to conversations by sharing a Web link. You can even narrate the screencasts. The link can be sent via IM or e-mail, posted on forums and shared on Twitter and social networking sites.

With a free online program called Jing from TechSmith, you'll have a history of all your captures and recordings to help you stay organized.

Learn more at www.jingpro ject.com and (800) 517-3001.