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Features

Flexibility and simplicity are built into Stretch Break.

You select how long to wait between stretch sessions and how many stretches you want to do during each session. The defaults are three stretches per session and 30 minutes between sessions.

As each session begins the program determines the last stretch you did in the previous session and then starts you on the next stretch in the sequence.

You may start or stop Stretch Break at any time, remove it from the current windows session or delay it by one minute or five minutes.

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Starting Stretch Break

You start Stretch Break by double clicking on the Stretch Break icon.

Installed as recommended, Stretch Break is put in the Startup Group so that it starts each time you start Windows. The first session will begin in 30 minutes or the time you have selected.

If Stretch Break was not put in your Startup Group during installation, you can put it there at any time as follows:

1. While pressing Ctrl, use your mouse to drag and drop the icon from the Stretch Break Group to the Startup Group.
2. Highlight this new icon by clicking on it once.
3. Click on File, and then Properties.
4. Change the command line in the Program Items Property dialogue box to read "C:\STRETCH\STRETCH.EXE -STARTUP." Adding the "-STARTUP" causes Stretch Break to start as a minimized application. The stretches will appear in 30 minutes (default).

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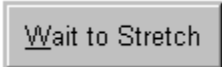
Detailed Instructions

When you first start Stretch Break, you will be given the opportunity to change the time between breaks (the default is 30 minutes), and the number of stretches per break (the default is three).

You will also be able to select from the following options:

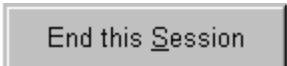
 Stretch Now

This immediately starts the stretches.

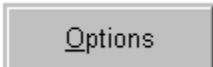
 Wait to Stretch

You will return to the application you were working on. Stretch Break will return in 30 minutes, or in the time you have specified.

When the Main Screen appears the following options are available:


 End this Session

You will return to the application you were working on before you started Stretch Break. Stretch Break will return in 30 minutes, or in the time you have specified.

 Options

A dialog box will open that will allow you to:

- Specify when the next stretching session will begin.
- Specify the number of stretches that will be displayed during each session.
- Enable or disable the sound that plays at the end of a stretch or the sound that plays when the "Time To Stretch" screen appears.

 Exit Stretch Break

Stretch Break will quit and will not automatically come up again during this Windows session. You may restart the program by double clicking on the icon.

 Help

This will bring up the on-line help.

Next Stretch >>

The next stretch in the sequence will start.

<< Previous Stretch

The previous stretch in the sequence will start.

After the specified period of time the Stretch Break Control Screen will appear with the following options:

<u>B</u> egin Stretch	Delay for <u>1</u> Minute
<u>C</u> ancel this Stretch	Delay for <u>5</u> Minutes

If no selection is made, the Stretch Break Control will stay on the screen for one minute and then disappear.

The Stretch Break Control will then appear again after 30 minutes or the currently selected number of minutes between stretches.

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Disclaimer

The product Stretch Break should in no way be considered a substitute for treatment by a qualified physician. If you have a pre-existing medical condition, suffer from any physical or stress-related disorders or conditions, present or past, or are under the care of a physician or physical therapist, please check with them before trying these stretches. If pain develops or continues, discontinue use and consult a qualified physician.

Your risk of injury may be affected by workstation design, keyboard design, posture, chair design, time worked without rest breaks, type of work, activities outside the workplace, and individual physiology.

To get the most out of each of these stretches, please read the instructions carefully before you begin.

Para Technologies reserves the right to make periodic changes, enhancements, revisions and alterations of any kind to the software and/or software price without any prior notice to any person, institution, or organization.

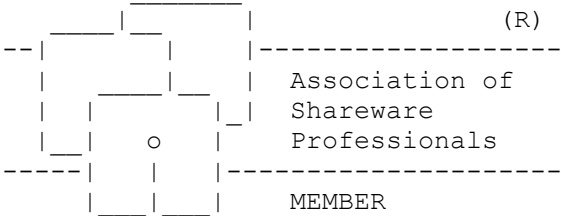
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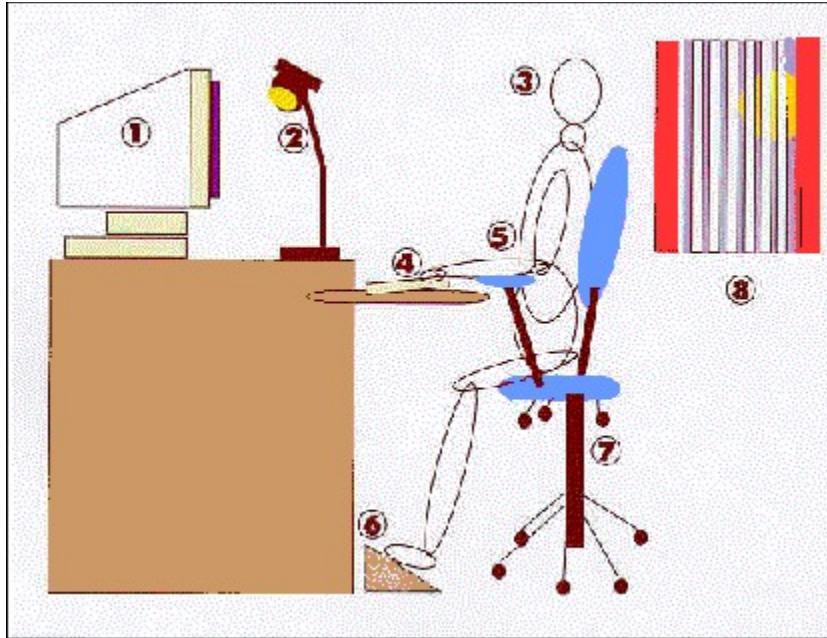
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Workstation Set-up Guide

Suggestions for setting up an ergonomic workstation.



1. Top of monitor screen is at eye level, so your view is down about 10 degrees.
2. Use low intensity room lighting, supplemented by localized task lighting. Use full spectrum light bulbs or fluorescent tubes. Keep the office walls in soft colors. Bright colors reflect light too easily.
3. You should be 20 inches or more from the monitor. A screen filter is helpful for glare and radiation reduction.
4. Wrists are straight, not resting on the desk, with fingers in a downward slant. Mouse is the same height as keyboard and as close in to it as possible.
5. Elbows are bent at a 90-100 degree angle. Arms are close into the body.
6. Feet are flat on the floor or supported by an adjustable footrest.
7. Adjust seat height so that your working surface is approximately elbow height with feet resting comfortably on the floor or footrest.
8. Blinds or curtains help reduce sun glare.

(Adapted from Office Organix, a source for ergonomic products. Call 800-569-9236)

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