# Workrave

Workrave is a free software application intended to prevent computer users from developing or aggravating occupational diseases such as carpal tunnel syndrome, repetitive strain injuries and eyestrain.

The software periodically locks the computer while an animated character walks the user through various stretching exercises and urges them to take a break.

It alerts you to take micro-pauses, rest breaks and exercises and restricts you to a daily limit. It runs on GNU/Linux and Microsoft Windows. Learn more about Workrave at: <u>http://www.workrave.org/</u>

#### **Free Installation**

From the Start menu: open Software Center, select Workrave from the available software, then Install.

(If Software Center does not appear in your Start menu, contact Service Desk.)

If you wish to use it at home, the software may be downloaded free from the Workrave website. Beware that you will also be offered other software from sponsors which is not free! (e.g. to check and update your computer's drivers)

#### **Default Settings**

Workrave installs with default settings but you can customize them, for example:

- Set the **Rest break** to encourage you to stand up and move around for 2.5 minutes every 30 minutes (as per Rest Break box below)
- Set the Daily limit to let you work a maximum of 8 hours per day
- You can turn off sounds and micro-breaks if you wish

| 0 | Rest break  |  |  |
|---|---|--|--|
|   | This is your rest breat<br>walk away from your<br>walk around for a fee | k. Make sure you<br>computer on a<br>w minutes, stretc | stand up and<br>regular basis. Just<br>h, and relax. |
| - | Rest break f  | or 2:28 minutes  |  |
|   |   | #Lock  | e Postpone   |

You can *customize* the settings to provide more or fewer breaks and to incorporate sounds and specific exercises if you like! See below.

If having your computer lock for 2.5 minutes could be a problem to you, choose a shorter rest time.

#### **Customizing Workrave**

Once you have installed Workrave, right-click the little white sheep in the tray at the bottom right of your screen and the menu below will appear - it may be in the hidden icons (little arrow). Left-click on 'Preferences' and you will be presented with a screen that has 4 tabs along the top and 3 images down the left side. Click on these tabs and images and enter your preferences. For example you can add sounds, exercises and micro-breaks if desired - experiment to find the settings that best suit you.



The images below show you what all the different screens look like with the settings in the example above:

| 0              | - | A Micro-break Rest b | -     | a     | Daily | imit | Monitoring                 |
|----------------|---|----------------------|-------|-------|-------|------|----------------------------|
| Finers         |   | Enable timer         | CUK   |       | Daily |      | Break prompting            |
| 5              |   | Time between breaks: | 0     | 6:0   | 8:0   |      | Prompt before breaking     |
| User interface |   | Break duration:      | 0     | 6:0   | E:0   |      | Maximum number of prompts: |
|                |   | Postpone time:       | 0     | (): O | ÷:0   | AIN  |                            |
| Network        |   | Options              | ittor |       |       |      |                            |
|                | 4 |                      |       |       |       |      |                            |

### **Timers - Rest break**

|                          | A micro-break whest break wa bany mint womtoning  |
|--------------------------|---|
| Timers<br>Iser interface | ✓ Enable timer         Timers       Break prompting         Time between breaks:       0 ÷ 30 ÷ 0 ÷       ✓ Prompt before breaking         Break duration:       0 ÷ 2 ÷ 30 ÷       ✓ Maximum number of prompts: 1         Postpone time:       0 ÷ 5 ÷ 0 ÷       ✓ Maximum number of prompts: 1         Options       ✓ Show 'Postpone' button       Show 'Skip' button         Number of exercises:       0 ÷         ✓ Start restbreak when screen is locked |
| Network                  | Postpone time:       0       5       0       0         Options       Image: Show 'Postpone' button       Image: Show 'Skip' button         Show 'Skip' button       Image: Show 'Skip' button         Number of exercises:       0       Image: Start restbreak when screen is locked   |

# **Timers - Daily limit**

| (st)           | A Micro-break           | Rest break    | Daily lin  | nit Monitoring               |
|----------------|-------------------------|---------------|------------|------------------------------|
| Timers         | ✓ Enable time<br>Timers | 3             |            | Break prompting              |
|                | Time before             | end: 8        | :0:0       | Prompt before breaking       |
| User interface | Postpone tim            | e: 0          | : 20 : 0   | Maximum number of prompts: 1 |
|                |                         |               |            |                              |
| Network        | Options                 |               |            |                              |
|                | Show 'Pos               | tpone' buttor |            |                              |
|                | Show 'Skip              | o' button     |            |                              |
|                | E Regard m              | cro-breaks a  | s activity |                              |
|                |                         |               |            |                              |
|                |                         |               |            |                              |
|                |                         |               |            |                              |
|                |                         |               |            |                              |
|                | <b>T</b>                |               |            |                              |

# **Timers - Monitoring**

| Vser interface<br>Network | *[ II | Micro-break Rest break Daily limit Monitoring     Use alternate monitor     Enable this option if Workrave fails to detect when you are using your computer |
|---------------------------|---|---|
|---------------------------|---|---|

### **User Interface - General**

| R i            | General Sounds Status Window Applet   |  |
|----------------|---|--|
| Timers         | Options   |  |
|                | Block mode: Block input   |  |
|                | Language: English   |  |
| User interface | Show system tray icon   |  |
| 098            |   |  |
| Network        |   |  |
| E              |   |  |
|                |   |  |
|                | The second |  |
|                | Start Workrave on Windows startup   |  |
|                |   |  |
|                |   |  |
|                |   |  |
|                |   |  |
| *              |   |  |

### **User Interface - Sounds**

| ¢ î            | General Sounds Status Window Applet           |    |
|----------------|---|----|
| Timers         | Sound Options                                 |    |
|                | Volume:                                       |    |
|                | Sound: No sounds                              |    |
| Oser Internace | Mute sounds during rest break and daily limit |    |
|                | Sound Events                                  |    |
| Network        | Sound Theme: Subtle                           |    |
| E              | Play Event                                    |    |
|                | Break prompt                                  |    |
|                | 🖾 Break ignored                               | 11 |
|                | Rest break started                            |    |
|                | Rest break ended                              |    |
|                | Micro-break started                           |    |
|                | Alien brank and ad                            |    |
|                | Play break-prelude.wav                        | E  |

### User Interface – Status window

| Timers         | Display<br>Show state<br>The status | is window<br>window stays always on top of | other windows |   |
|----------------|-------------------------------------|--|---------------|---|
| Jser interface | Placement:                          | Place all timers in one spot               |               | • |
| 0G             | Cycle time:                         | 10   |               |   |
|                | Timers                              |  |               |   |
| Network        | Micro-break                         | Show                                       | •             |   |
|                | Rest break:                         | Show                                       | 1             |   |
|                | Daily limit:                        | Show                                       |               |   |
|                |                                     |  |               |   |

# **User Interface – Applet**

| N              | - | General Sounds | Status Window Applet         |   |   |
|----------------|---|----------------|------------------------------|---|---|
| Timers         |   | Display        | abled                        |   |   |
|                |   | Placement      | Place all timers in one spot |   | • |
| lser interface |   | Cycle time:    | 10 🗘                         |   |   |
| 0 <b>P</b>     |   | Timers         |                              |   |   |
|                |   | Micro-break:   | Show                         | * |   |
| Network        | E | Rest break:    | Show                         | • |   |
|                |   | Daily limit:   | Show                         | • |   |
|                |   |                |                              |   |   |
|                |   |                |                              |   |   |
|                |   |                |                              |   |   |
|                |   |                |                              |   |   |
|                |   |                |                              |   |   |
|                | - |                |                              |   |   |
|                | - |                |                              |   |   |

### **Network - General**

| Preferences                                   |  |
|---|--|
| Timers<br>Timers<br>User interface<br>Network | General Hosts Advanced  Enable networking Username: Password: Allow incoming connections |
|   | <b>X</b> <u>C</u> lose   |

#### **Network - Hosts**

| E              | î. | General<br>The foll | Hosts Advanced                                     | ave connects to on |               |
|----------------|----|---------------------|--|--------------------|---------------|
| Timers         |    | start-up<br>Host na | . Click the host name or port number to<br>me Port | edit.              |               |
| User interface |    |                     |  |                    | <u>Remove</u> |
| Network        | E  |                     |  |                    |               |
|                |    |                     |  |                    |               |
|                |    |                     |  |                    |               |
|                |    |                     |  |                    |               |
|                | _  | ٠                   | ш  | +                  |               |

#### **Network - Advanced**

| Viework |
|---------|
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We would value feedback on your experience using Workrave.

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