

# STRETCHWARE™

THE SOFTWARE THAT REMINDS YOU  
TO **STRETCH!**

*by Bob Anderson*

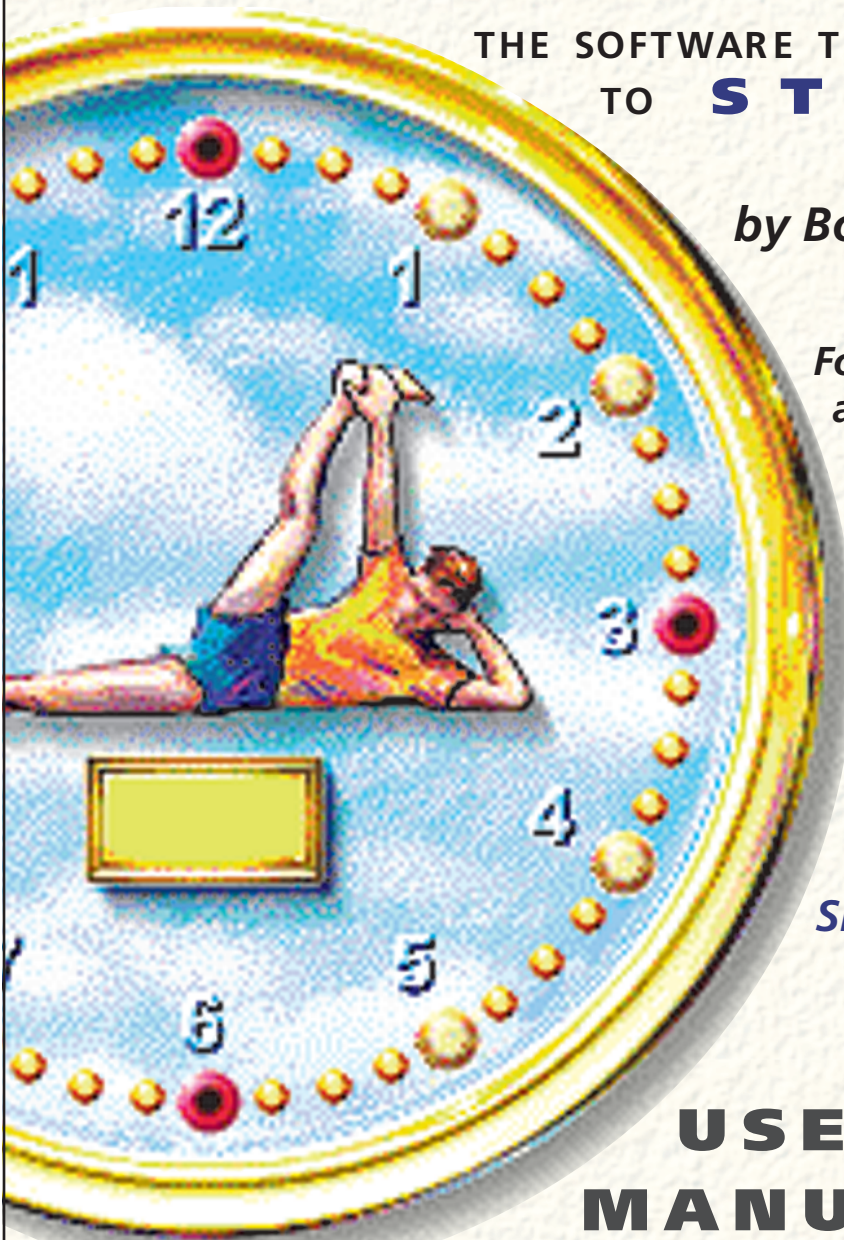
*For Macintosh  
and Windows*

*The machine that  
causes the problem  
now contains  
the solution!*

*Shelter Publications, Inc.*

**USER  
MANUAL**

**VERSION  
1.0**



*The human body was not designed  
to sit for long periods of time.  
Holding still for much of the day  
is a recent phenomenon  
in human history.*

*The object of StretchWare™ is to keep  
your body—joints, muscles, and  
circulation—healthy and fit even  
though you may sit and/or work  
at a computer much of the day.*



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# STRETCHWARE™

THE SOFTWARE THAT REMINDS YOU  
TO **STRETCH!**

*by Bob Anderson*

*illustrated by Jean Anderson*

*design and watercolors  
by Chelsea Sammel*

*For Macintosh  
and Windows*

*The machine that  
causes the problem  
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*Shelter Publications, Inc.*

**USER MANUAL**





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# 1 Introduction

Congratulations on licensing StretchWare™, the software that reminds you to stretch. You can make it a useful tool in caring for your body while you work at a computer.

**The same machine that causes the problem  
now contains the solution!**

Taking regular stretching breaks will help you to avoid repetitive-strain injuries such as carpal tunnel syndrome. Stretch breaks can also improve your circulation, counteract stiffness, and simply make you feel better.

StretchWare™ has been carefully designed to:

- be simple and intuitive.
- offer a wide range of options as to when and how to use it.
- work seamlessly with other software.

Please follow the installation instructions on pp. 4 and 5. You will be on your way to safer and more comfortable computing. And remember, we have designed StretchWare™ so that it could be tailored to your needs. Don't hesitate to change things around until you find the right combination for yourself.

To your very good health!

P.S. Remember to exercise too, whenever you can — take a walk, climb some stairs, ride a bike. It all helps when you spend hours sitting.



## **Why StretchWare™?**

Today's workplace is fast-paced and demanding. Daily use of computers has led to new levels of stress and repetitive strain injuries (RSIs) — which have increased by 80% in the last decade. According to the U.S. Bureau of Labor Statistics, RSIs are now the single largest category of workplace-related injuries. Shoulder tension, lower back pain, and wrist problems, such as carpal tunnel syndrome, now affect millions of Americans.

Though exact figures are hard to pin down, it is widely accepted that computer-related RSIs cost U.S. businesses billions of dollars in medical claims and lost productivity every year. These injuries include carpal tunnel syndrome, tendinitis, shoulder and neck pain, and others. A recent report published in *USA Today* put the yearly cost of RSIs to American employers at over \$100 billion a year.

According to the National Council of Compensation Insurance, the average compensation awarded to a victim of carpal tunnel syndrome is \$33,000.

It may seem hard to believe that simple stretches can do so much to overcome these problems, but it's true. Stretching can help prevent problems like carpal tunnel syndrome before they occur, and in many cases, help rehabilitate existing conditions.

## **What Is StretchWare™?**

StretchWare™ is a program that reminds you to stretch at your computer. Once installed, it remains dormant in the background until it is time for a break.

You can configure StretchWare™ to your own particular needs and work schedule. A typical configuration has a chime sound and a small flashing icon to notify you when it is time for a stretching break. If you want a more noticeable reminder, you can have a window appear mid-screen asking if you have time to stretch.

If you choose to stretch at that time, a stretching routine of your choice then appears on the screen. (The stretches will never interrupt you when you are busy — you have to call for them.)

# 2 Installation

***Note:** By installing this software, you agree to the terms of the License Agreement appearing (on page i) in the front of this manual.*

## Macintosh

### System Requirements

- System 7.0 or later
- Works with 68K or PowerPC processors
- Color or grayscale monitor 640 × 480 or larger  
(1-bit black-and-white monitors not supported)

### Instructions

1. Insert the installation CD-ROM.
2. Double-click on the StretchWare™ Installer icon and follow the on-screen instructions.

#### NO CD-ROM DRIVE?

1. Locate another computer with a CD-ROM drive and copy the StretchWare™ Installer onto a floppy disk, which you can then use to install.
2. Double-click on the StretchWare™ Installer icon and follow the on-screen instructions.

#### UNINSTALLING STRETCHWARE™

If, for one reason or another, you want to remove StretchWare™ altogether, remove StretchWare™ from the Extensions folder (inside the System Folder) or disable it with the Extensions Manager.

# Windows

## System Requirements

- Windows 95 or later
- Windows NT 4.0 or later
- Works with 486/66 processors or better
- Color or grayscale monitor 640 × 480 or larger  
(1-bit black-and-white monitors not supported)

## Instructions

### INSTALLING FROM THE CD-ROM

Insert the installation CD-ROM. If AutoLaunch is supported on your computer, the installation will proceed automatically; otherwise, continue with the following instructions.

1. Double-click on **My Computer** on the Desktop, which will open the main browsing window.
2. Double-click on the CD-ROM icon named **Stretch**, which will show you the contents of the CD-ROM.
3. Double-click on **Install**, which will open the window for the **Install** folder.
4. Double-click the **Setup** application. This may be named **Setup.exe**, depending on your computer's configuration.
5. The installer will run.
6. If you have installed over a previous version of StretchWare™, restart your computer to ensure that all components of the earlier version have been removed.

*Note for Windows NT installation: You must first be logged in with Administrative Rights before installing.*

The CD-ROM also contains disk images for installing from a floppy disk, a copy of the StretchWare™ Manual in Adobe Acrobat PDF format, an Adobe Acrobat Reader installer, and links to Shelter's website.

## **NO CD-ROM DRIVE? TO MAKE INSTALLER FLOPPY DISKS**

1. Locate another computer with a CD-ROM drive, insert the CD-ROM, and open the “Diskettes” folder on the CD-ROM. *(For information on accessing any of the folders on the CD-ROM, see the bottom of this page.)*
2. Open the folder named Disk 1 and copy its contents to one floppy disk.
3. Open the folder named Disk 2 and copy its contents to a second floppy disk.

## **INSTALLING FROM FLOPPY DISKS**

1. Go to the **Start** button, select **Settings**, click on **Control Panel** and double-click on **Add/Remove Programs**.
2. From under the Install/Uninstall tab (which should be active by default), click the **Install...** button.
3. You will be prompted to insert the first installation floppy disk. Afterwards, you will be prompted to insert the second installation floppy disk.
4. If you have installed over a previous version of StretchWare™, restart your computer to ensure that all components of the earlier version have been removed.

## **UNINSTALLING STRETCHWARE™**

If, for any reason, you want to remove StretchWare™ altogether, here's how to do it:

1. Go to the **Start** button, select **Settings**, click on **Control Panel** and double-click on **Add/Remove Programs**.
2. From under the Install/Uninstall tab (which should be active by default), choose StretchWare™ from the list of programs and click the **Add/Remove...** button.
3. When the uninstall is complete, click the **OK** button.
4. Restart your computer.

## **ACCESSING FOLDERS ON THE CD-ROM**

1. Insert the CD-ROM while holding down the shift key to bypass AutoLaunch.
2. Double-click on **My Computer** on the Desktop, which will open the main browsing window.
3. Right-click on the CD-ROM icon named **Stretch**, and choose **Explore**, which will show you the contents of the CD-ROM.

# 3 ..... The Basics

## How StretchWare™ Works

### The Stretching Reminder

You will be reminded to stretch periodically by:

- a sound of your choice
- a flashing icon
- and/or a dialog box

You can choose any, all, or none of these methods.

None of these will interfere with the program(s) you are currently running.

### Customizing

You will be able to tailor the program to your personal needs by setting the preferences.

### The Reminder

Periodically, a chime will sound and/or an icon will flash, to remind you it's time to stretch.

### The Stretching Routines

A stretching routine will then appear on-screen to guide you through a series of stretches.

### The Topics

Information on stretching, repetitive strain injuries, ergonomics, and other useful information is presented under the **Topics** pull-down menu.

## How to Stretch

### The Right Way to Stretch

- Breathe easily.
- Relax.
- Tune into your body.
- Focus on muscles and joints being stretched.
- Feel the stretch.
- Be guided by the *feel* of the stretch.
- No bouncing!
- No pain!

### The Wrong Way to Stretch

- Holding your breath
- Being in a hurry
- Not being focused on your body
- Stretching while tense
- Bouncing
- Stretching to the point of pain

### Two Phases

There are two phases to each stretch: the easy stretch and the developmental stretch. They are done one after the other.

### The Easy Stretch

Stretch until you feel a mild tension, and hold for 5 to 10 seconds. Relax. As you hold the stretch, the feeling of tension should diminish. If it doesn't, ease off slightly into a more comfortable stretch. The easy stretch maintains flexibility, loosens muscles and tight tendons, and reduces muscle tension.



## **The Developmental Stretch**

Now, move a fraction of an inch farther into the stretch, until you feel mild tension again. Hold for 5 to 10 seconds. Again, the feeling should diminish or stay the same. If the tension increases or becomes painful, you are overstretching—back off into a more comfortable stretch. The developmental stretch further reduces tension and increases flexibility.

## **Points to Keep in Mind**

- Always stretch within the limits of what is comfortable for you, never stretch to the point of pain.
- Breathe slowly, rhythmically, and with control. Do not hold your breath.
- Take your time. A long, mild stretch reduces unwanted muscle tension and tightness.
- Do not compare yourself with others. We are all different. Comparisons may lead to overstretching.
- If you are stretching correctly, the mild tension should subside slightly as you hold the stretch.
- Any stretch that grows in intensity or becomes painful indicates you are overstretching—the drastic stretch.

## **Pay attention to how each stretch feels.**

Hold only stretch tensions that feel good. Relax while you concentrate on the area being stretched.

## **How far should I stretch?**

Your body is different every day. Be guided by how the stretch feels.

## **Stretching is not exercise!**

You are stretching, not exercising. You don't need to push it. Stretching is a mild, gentle activity.

## **Give it 2 to 3 weeks for benefits.**

The benefits come from regularity. Stick with it and see how you feel in a few weeks.

## Meet the Flashing Icon

### Macintosh Users

Because they are so important in using StretchWare™, we'd like to explain how the icons function.



*The StretchWare™ flashing icon, which brings up the special menu*

*The StretchWare™ application icon, which shows when StretchWare™ is the active application*

On the Macintosh, the flashing icon appears toward the right side of the menu bar, and to the left of the active application icon. This icon is the “station central” for StretchWare™. It will flash when the reminder goes off. It will also serve the following functions:

1. If you click on the icon, it will bring up the next stretching routine on-screen. (With System 8, you may need to double-click on the icon.)
2. If you click and hold on the icon, a pull-down menu appears. You can then choose one of the following:
  - Stretch now.
  - Don't stretch now.
  - Delay stretch by 5, 10, or 15 minutes.
  - Select a stretching routine.
  - Call up the preferences.

Try it:

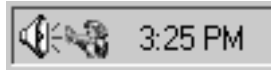
- Click on the icon with your mouse.
- Look at the pull-down menu.
- Try the different alternatives. See how they work.
- Click or double-click on the icon to see how it brings up a stretching routine.

The *application icon* (the clock) appears at the extreme right side of the menu bar when StretchWare™ is the active (frontmost) application.

## Meet the Flashing Icon

### Windows Users

Because it is so important in using StretchWare™, we'd like to explain how the icon functions.



In Windows, the flashing icon appears in the Task Tray (the portion of the Taskbar near the digital clock readout). This icon is the “station central” for StretchWare™. It will flash when the reminder goes off. It will also serve the following functions:

1. If you double-click on the icon, it will bring up the next stretching routine on-screen.
2. If you right-click on the icon, a pop-up menu appears. You can then choose one of the following:
  - Stretch now.
  - Don't stretch now.
  - Delay stretch by 5, 10, or 15 minutes.
  - Select a stretching routine.
  - Call up the preferences.

Try it:

- Right-click on the icon with your mouse.
- Look at the pull-down menu.
- Try the different alternatives. See how they work.
- Double-click on the icon to see how it brings up a stretching routine.

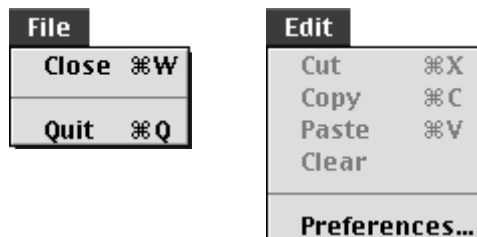
## StretchWare™ Menu

Here are four pull-down menus that appear only when StretchWare™ is open and in front of all other applications.

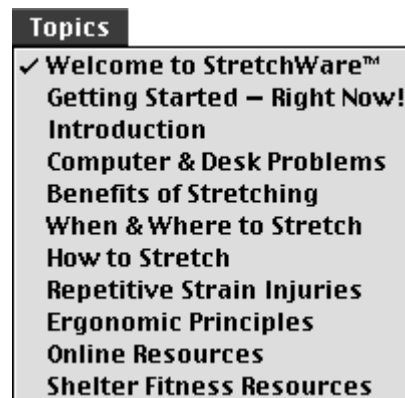
### Windows



### Macintosh



### Both Windows and Macintosh



## The StretchWare™ Main Menu

**Windows:** The StretchWare™ main menu can be accessed by right-clicking on the StretchWare™ icon in the Task Tray (the portion of the Taskbar near the digital clock readout).

**Macintosh:** The StretchWare™ main menu can be accessed by clicking and dragging on the StretchWare™ icon (near the right side of the menu bar).

This menu can be activated at any time, since the icon is always present. It doesn't matter what program you are in—you can always use the icon menu to activate a stretching routine or to open the preferences.

<b>Stretch Now</b>
<b>Don't Stretch Now</b>
<b>Delay Stretching 5 Minutes</b>
<b>Delay Stretching 10 Minutes</b>
<b>Delay Stretching 15 Minutes</b>
<b>Adios (Shutdown) Stretches</b>
<b>Before-Walking Stretches</b>
<b>Good Morning! (Startup) Stretches</b>
<b>Graphic Artist Stretches</b>
<b>Hand, Arm, Shoulder &amp; Neck Stretches</b>
<b>Hand, Wrist &amp; Forearm Stretches</b>
<b>Keyboard Operator Stretches</b>
<b>Lower Back Stretches</b>
<b>Neck &amp; Shoulder Stiffness</b>
<b>Online Stretches</b>
<b>On-the-Phone Stretches</b>
<b>Spontaneous Stretches</b>
<b>Standing Stretches</b>
<b>Stressed-Out Stretches</b>
<b>Preferences...</b>

Think of all the times you have felt stiff or sore and stretching could have helped. Spend a few minutes now seeing how the program works.

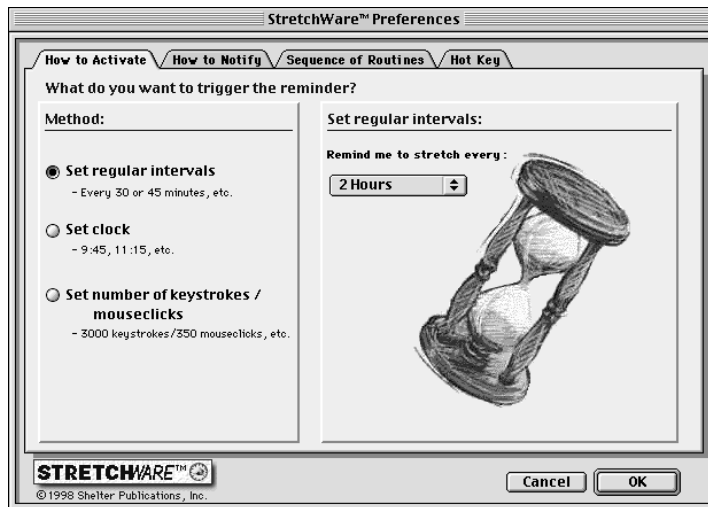
# 4 Preferences

StretchWare™ has been designed so you can tailor it to your needs. You can choose how often the reminders appear, and the methods used to remind you. According to your needs and work schedule, you can set up StretchWare™ to be as unobtrusive or as persistent as you like.

This is what the Preferences window looks like. You can open it at any time by going to the stretching icon, or by going to **Edit** in the menu bar when StretchWare™ is open.

The four tabs you will see are:

- **How to Activate**
- **How to Notify**
- **Sequence of Routines**
- **Hot Key**



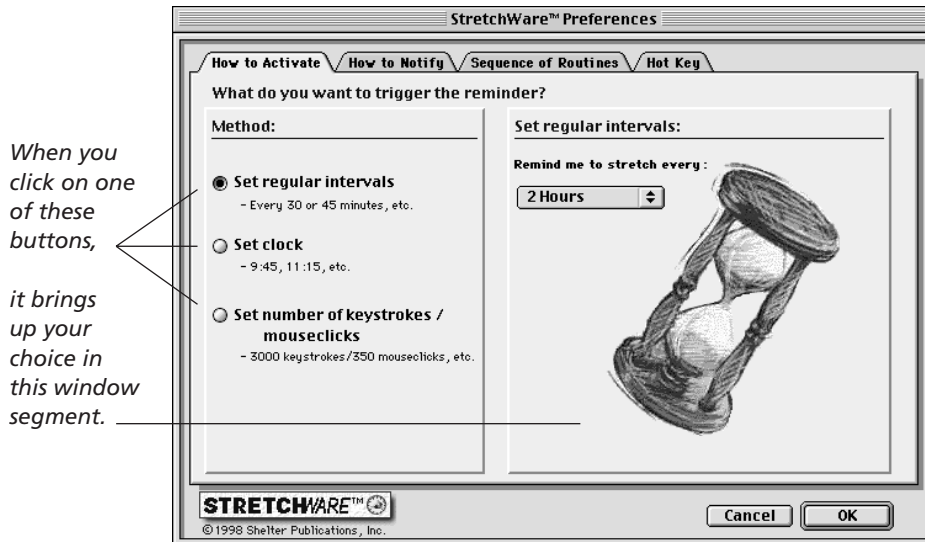
Click on any of the four tabs to bring different preferences to the front.

The settings are simple, and making choices is easy and intuitive. Before you set the preferences, click on the different tabs and watch what appears on-screen.

*The different preferences windows are shown on pages 15 through 23.*



## Preferences: How to Activate



Choose how to activate the reminder. In other words, what should prompt the computer to remind you to stretch?

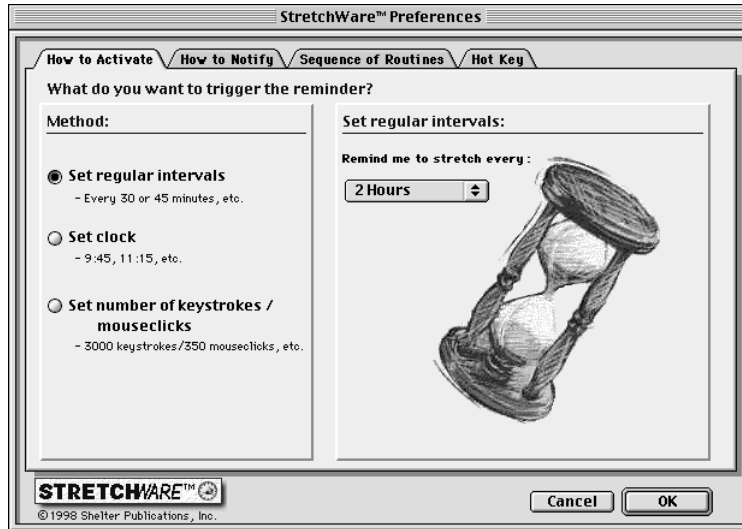
Here are the options:

1. **Set regular intervals**  
Every 30 minutes, 45 minutes, 2 hours, etc.
2. **Set clock**  
You choose specific times of the day when you want to be reminded (that is, 9:15 A.M., 10:30 A.M., 1:15 A.M., etc.)
3. **Set number of keystrokes/mouseclicks (whichever comes first)**  
After a certain number of mouseclicks or keystrokes, the reminder is activated. You can choose from the suggested allotments or set your own.

*Pages 16, 17, and 18 show you explain each of the activation methods.*

## Preferences: How to Activate

### 1. SET REGULAR INTERVALS OF TIME



This is a very simple method. The reminder goes off at regular intervals: every 45 minutes, 60 minutes, 75 minutes, etc.

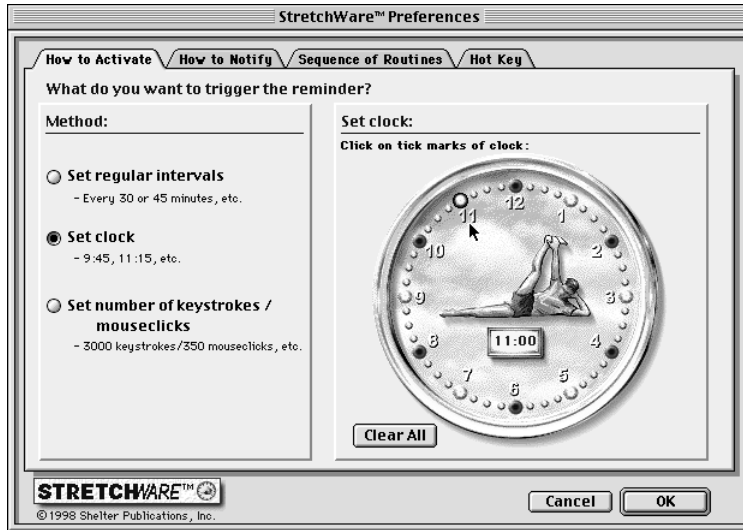
If the reminder comes up when you are busy and you don't want to be interrupted, you can choose not to stretch or delay the reminder 5, 10, or 15 minutes.

#### Default Settings

By default, StretchWare™ is preset to have the sound of a Tibetan bell go off every hour, with a flashing icon for a visual reminder. This setup is very simple. You may want to leave these settings until you get used to the program and then later set your own preferences.

## Preferences: How to Activate

### 2. SET CLOCK FOR SPECIFIC TIMES OF DAY



This is the interactive StretchWare™ clock. Here you set specific times during the day—in *15-minute increments*—by clicking your mouse directly on the clock's number buttons.

For example, you may want to set it for the time you get to work so that you can start the day by loosening up, or set it for 15 minutes before lunch, or just before you quit for the day, etc.

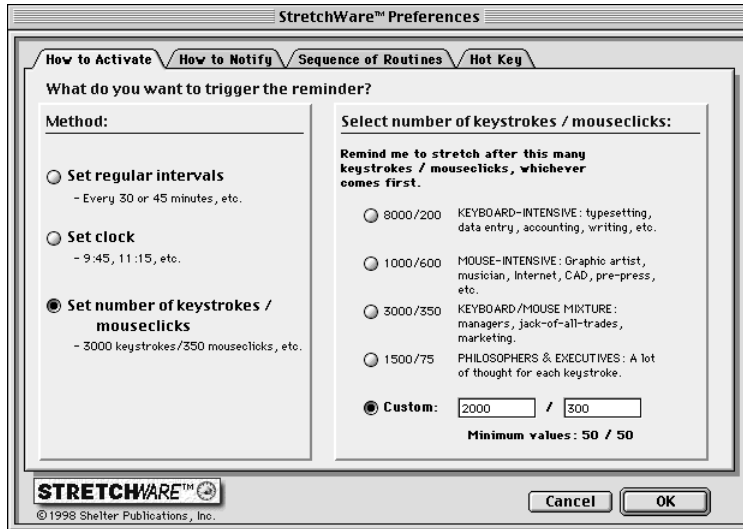
Here's what the buttons look like:

- On a color monitor, unselected buttons are gold; selected buttons are red with a black center.
- On a grayscale monitor, unselected buttons are light gray; selected buttons are dark gray with a black center.

When your mouse rolls over a button, the time appears in the digital window on the face of the clock. If you make a mistake or want to change the chosen times, simply depress an active (red) button on the clock and it will become unselected—or click the **Clear All** button.

## Preferences: How to Activate

### 3. SELECT NUMBER OF KEYSTROKES/MOUSECLICKS



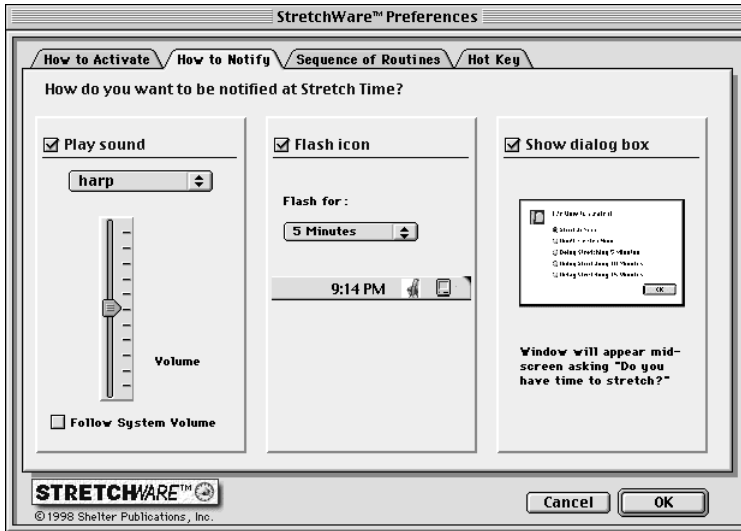
Depending on how you use your computer, you may find this method useful since it measures your actual keyboard and mouse usage. Whether you do steady data entry, typesetting, graphics work, or use the web—you can choose the threshold when you want a stretching reminder.

The reminder will be activated when either the keystroke or mouseclick number is reached—*whichever comes first*.

Some samples of keyboard/mouseclick combinations are given, according to type of work performed. These are only starting points; you will have to experiment with different settings—adjusting the intervals to your own work habits. Everyone is different! You can choose a custom setting and set the number of keystrokes or mouseclicks to any value from 50 to 999,999.

**These settings are very easy to change. Change them as often as you need for normal days, or to relieve a problem when it occurs. The formula is in your hands!**

## Preferences: How to Notify

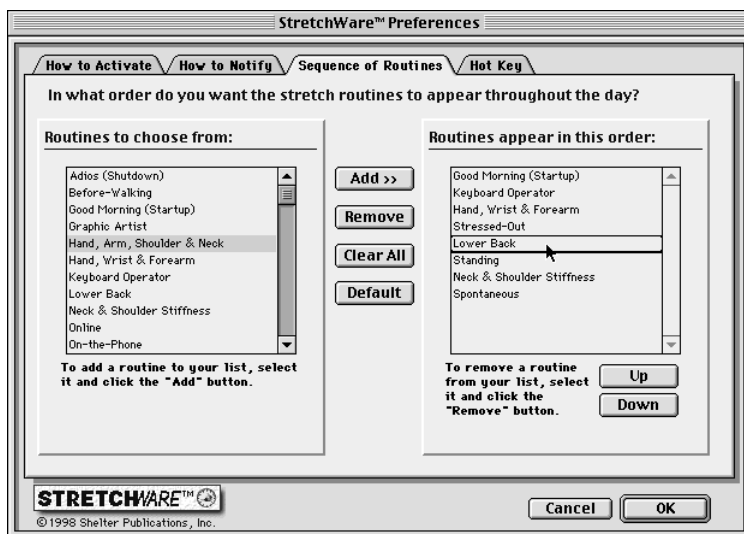


Now that you've selected a method of activation, let's determine *how* you want to be notified.

StretchWare™ offers one audio, and two visual methods. You can choose one, two, or all three options. Options are selected by clicking in the checkboxes. At least one box must be checked for notification to occur. The options are as follows:

1. **Play sound** will cause a sound of your choice to play, at a volume you choose.
2. **Flash icon** will show the figure in the taskbar (*Windows*) or the menu bar (*Macintosh*) moving through stretches, and continue for as long as you choose.
3. **Show dialog box** will have pop-up window appear with the message, "Do you have time to stretch?" You can then choose one of the following options:
  - **Stretch now**
  - **Don't stretch now**
  - **Delay stretching 5 minutes**
  - **Delay stretching 10 minutes**
  - **Delay stretching 15 minutes**

## Preferences: Sequence of Routines



The box at the left shows the 14 stretching routines. The box at the right displays the order in which the routines will appear throughout the day.

To set up your own sequence, follow these steps:

- Click on a routine in the left box.
  - While holding down the mouse, drag your selected routine to the right box.
  - Release the mouse to drop it into place.  
(See page 21 if your computer does not have the Drag and Drop option.)
- or:
- Highlight a routine in the left box by clicking on it. Then click the **Add** button. The routine will appear in the right box.

The four buttons in the middle have the following functions:

- **Remove** will delete a routine.
- **Clear All** will delete the routines in the right box. (Great for starting over.)
- **Default** will select our preset order of eight stretching routines.



## No Drag and Drop Option?

If you do not have the Drag and Drop option, changing the order of your sequence is accomplished as follows:

1. Click on a routine to select it.
2. Click the **Up** or **Down** buttons to move it around.

**Note:** On the Macintosh, Drag and Drop is included with System 7.5 and higher. The Drag and Drop extension is available from Apple's website for systems 7.1.2 and higher. If your computer does not support Drag and Drop, you can still use the **Add**, **Remove**, **Up**, and **Down** buttons as described on the previous page.

Your customized sequence of routines will apply when you:

- (a) click or double-click on the StretchWare™ icon
- (b) select **Stretch Now** from the StretchWare™ icon menu
- (c) select **Stretch Now** from the reminder window when it appears
- (d) press the Hot Key combination

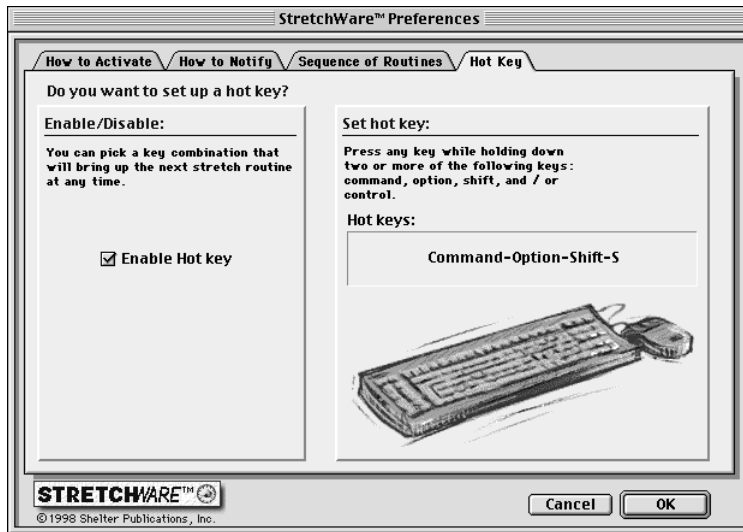
But what happens if you decide to stretch without the reminder? Say you feel the need to stretch and select a stretching routine from either the icon or the **Stretches** menu—on your own volition.

The predetermined sequence will *not* be affected. The next time you perform any one of the actions, (a), (b), (c), or (d) above, the next stretch in the chosen sequence will appear, just as if you had not chosen a routine in between.

### **Variety Is the Spice . . .**

Change the sequence of routines to suit your daily needs. If you have neck stiffness, for example, you may want to set it so that every other stretch break is *Neck & Shoulder Stretches*.

## Preferences: Hot Key — Macintosh



*Hot key* refers to a combination of keys depressed at the same time to trigger an action. How can you use it with StretchWare™?

You may feel the need to stretch between reminders. Or, you may not want any reminders and choose to stretch only when you feel like it. In either case, you can use a hot key to bring up a stretching routine.

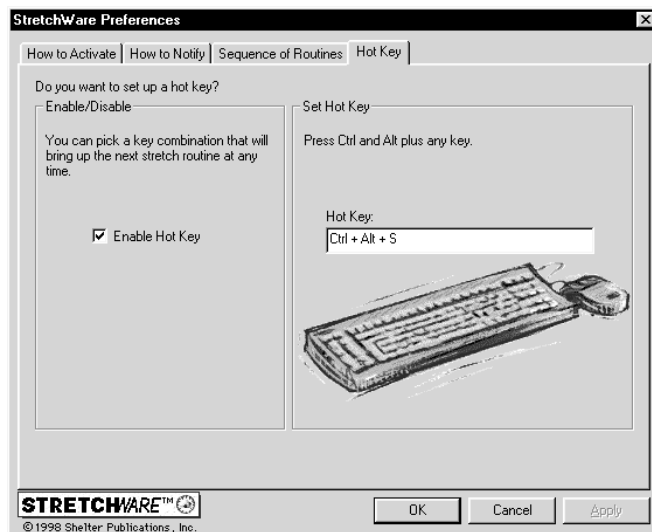
The default hot key combination is *command-option-shift-S*—already set.

Or you can create a combination of your own. To do this, open the **Hot Key** tab in the Preferences window and press the keys of your choice—all at the same time. You must include two or more of these keys: *command*, *option*, *shift*, or *control* along with one additional key. Your selection will appear in the box.

**Note:** The only combination that doesn't work here is *option-shift*, which is often required to type certain special characters.

So, whenever you have a small window of opportunity to stretch, or just feel tense, hit the hot key and stretch that tension away!

## Preferences: Hot Key — Windows



*Hot key* refers to a combination of keys depressed at the same time to trigger an action. How can you use it with StretchWare™?

You may feel the need to stretch between reminders. Or, you may not want any reminders and choose to stretch only when you feel like it. In either case, you can use a hot key to bring up a stretching routine.

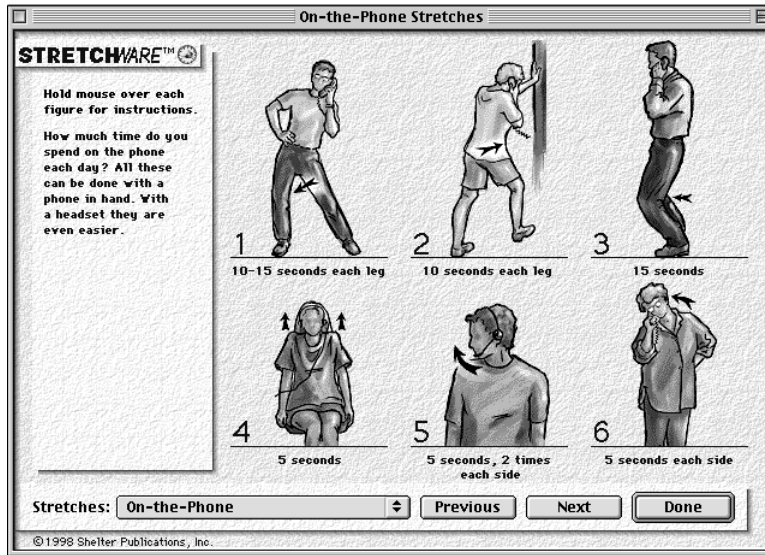
The default hot key combination is *Ctrl-Alt-S*—already set.

Or you can alter the combination to include a key of your choice. To do this, click on the **Hot Key** tab in the Preferences window. The cursor is already active in the Hot Key window. Depress *Ctrl-Alt* or *Ctrl-Shift-Alt* and any other key of your choosing. Your selection will appear in the box.

So, whenever you have a small window of opportunity to stretch, or just feel tense, hit the hot key and stretch that tension away!

# 5 ..... Stretching Routines

Here is one of the 14 stretching routines available in StretchWare™:



## To see all 14 available routines

**Macintosh:** Click and hold on the StretchWare™ icon.

**Windows:** Right-click on the StretchWare™ icon.

## To activate a routine of your choice

Select the routine with your mouse; the routine will appear on-screen.

## To go to the previous or next routine

Click the **Previous** or **Next** buttons at the bottom of the window.

## To close the stretching window

**Macintosh:** Click the **Done** button (leaving StretchWare™ open in the background) or click on **Quit** in the **File** menu (*Command-Q*) to quit StretchWare™.

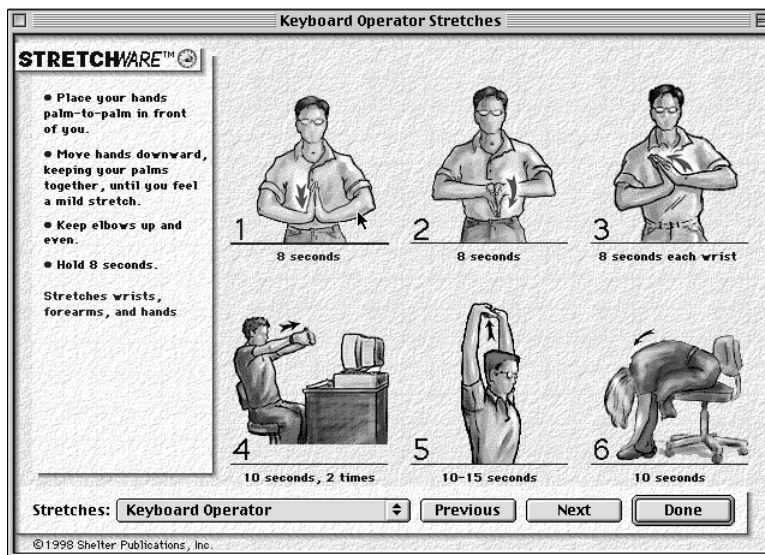
**Windows:** Click the **Exit** button or choose **Exit** from the **File** menu (*Alt-F-X*).

## To quickly bring the next scheduled routine on-screen

**Macintosh:** Click (System 7) or double-click (System 8) on the icon.

**Windows:** Double-click on the icon.

Here is another routine, showing the pop-up instructions:



Instructions for each stretch will pop up on-screen when you roll your mouse over that stretch. Try it!

After you follow the instructions a few times,  
you'll be able to stretch by just looking at the drawings.

# 6 Topics

Information on stretching, repetitive strain injuries, ergonomics, and other computer and/or office-related health issues are presented under **Topics** in the menu bar. Click on it with your mouse to see the available topics.

**Important:** Please read *How to Stretch* before you start stretching.

**Time well spent:** Read through the other topics as well. They are highly condensed (for busy people) and contain up-to-date information on avoiding repetitive strain injuries, tips on ergonomics, and advice on what to do if you are already injured. There is also a valuable reference section to the latest books and online information for more extensive information on any of these subjects.

How to Stretch

STRETCHWARE™

HOW TO STRETCH

**The Right Way to Stretch**

- Breathe easily
- Relax
- Tune into your body
- Focus on muscles and joints being stretched
- **Feel** the stretch
- Be guided by the **feel** of the stretch
- No bouncing!
- No pain!

**The Wrong Way to Stretch**

- Holding your breath
- Being in a hurry
- Not being focused on your body
- Stretching while tense
- Bouncing
- Stretching to the point of pain

**Pay Attention to How Each Stretch Feels**

Hold only stretch tensions that feel good. Relax while you concentrate on the area being stretched.

**Important**

- No bouncing
- No pain

**How Far Should I Stretch?**


Your body is different every day. Be guided by how the stretch feels.

**Stretching Is Not Exercise!**

You are stretching, not exercising. You don't need to push it. Stretching is a mild, gentle activity.

**Give It 2 to 3 Weeks for Benefits**

The benefits come from regularity. Stick with it and see how you feel in a few weeks.



Topics: **How to Stretch**

Previous

Next

Done

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26



**STRETCHWARE™**


## BENEFITS OF STRETCHING

Stretching is just about the simplest of all physical activities. It is the perfect antidote for long periods of inactivity and holding still. Regular stretching throughout the day will:

- Reduce muscle tension
- Improve circulation
- Reduce anxiety, stress, and fatigue
- Improve mental alertness
- Decrease the risk of injury
- Make your work easier
- Tune your mind into your body
- Make you feel better!

**If You Are Injured**

**Please note:** If you have an injury or any type of recurring soreness, see a doctor or health care provider now. These stretches are not intended to cure serious problems. If you have the symptoms of a repetitive strain injury, some damage has already been done. If you do not take the right steps, damage could be permanent. For more details, see the section on repetitive strain injuries (RSI).



**Topics:** **Benefits of Stretching**

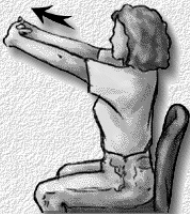
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**STRETCHWARE™**

## INTRODUCTION

**StretchWare™** is specifically designed for people who work at computers and want to counteract the negative effects that fixed positions and sitting still have on their bodies. At intervals throughout the day, a sound and a flashing icon will remind you to stretch. You can tailor the program to your own individual work situation and personal physical requirements. Stretching is a very simple activity that can make you feel better. It is gentle, peaceful, and relaxing. If you are doing something else: when you're at an office meeting, while on the phone, or while you're waiting for the computer to process information.

**Bob Anderson** has taught stretching to people for almost 30 years and has seen gratifying results from this simplest of all physical activities — for people in all walks of life, from ordinary citizens to people in wheelchairs to world-class athletes. His book **Stretching** has been translated into 18 languages.



**Previous** **Next** **Done**

**STRETCHWARE™**

## COMPUTER & DESK PROBLEMS

**Back Pain**

When you sit for long periods, your spine tends to compress. If your posture is bad, gravity accentuates the problem, which can lead to back pain.

**Stiff Muscles**

Not moving for long periods of time can cause neck and shoulder pain.

**Tight Joints**

Inactivity can cause joints to tighten, which makes moving more difficult or even painful.

**Poor Circulation**

When you sit very still, blood tends to settle in the lower legs and feet and does not circulate easily throughout the body.

**Repetitive Strain Injuries**

These injuries are caused by repetitive movement, often of the hands. For example, carpal tunnel syndrome, a type of wrist pain, can result from improper use of the hands and/or poor positioning at the workstation.

**Tension and Stress**

Intense mental focus can produce physical tension (stiffness and pain), which can lead to mental stress — a debilitating cycle. Facial tension and a tight jaw.

Many of the problems involved with positioning in relation to the computer matter how your body sits for long periods of time. You can stretch.

**Topics:** **Computer & Desk Problems**

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**STRETCHWARE™**

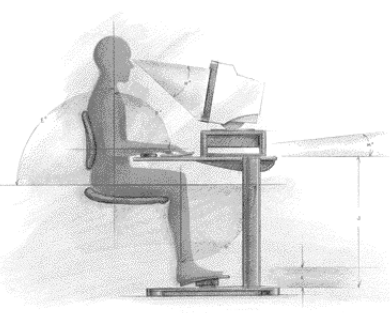
## ERGONOMIC PRINCIPLES (1 of 4)

### ERGONOMIC PRINCIPLES

**Ergonomics**

The term **ergonomics** comes from the Greek words **ergos**, meaning "work," and **nomos**, meaning "study of" or "natural laws of." The science of ergonomics dates back to the 1940s, but only in the past decade has it become a commonly known term. This is due to the recent epidemic of office-related injuries and the large body of equipment and information designed to solve these problems. Modern-day office ergonomics is the science of providing furniture, tools, and equipment that improve the comfort, safety, and health of the office worker. We are not ergonomic experts, but we have studied the literature on the subject and there seem to be some basic principles on which most professionals agree. Here are some of the basics as an introduction to the subject.

(To continue, click the **Next** button.)



**Topics:** **Ergonomic Principles (1 of 4)** **Previous** **Next** **Done**

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# 7 Tips and Tricks

Here are some tips, tricks, and shortcuts. These are from folks who have used the program for a while and have discovered quick ways to achieve various results.

## **Turning off the reminder**

Go to **Preferences...**, click on the **How to Notify** tab, and uncheck each of the three boxes (**Play sound**, **Flash icon**, and **Display dialog box**). When you get the warning dialog, click **OK**.

## **The easiest way to bring up a stretching routine**

One click on the stretching icon will do the trick (with Macintosh System 7). With Windows or Macintosh System 8, you will need to double-click.

## **If you are away from your computer when the reminder goes off**

The icon will be flashing when you return (unless you have unclicked the box in preferences). Even if you have chosen for it to flash for, say, 5 minutes, it will not start the countdown until the first keystroke or mouseclick.

## **If you're in a real hurry, but still want to stretch**

Let the stretching routine come up and go through the stretches very fast. Take maybe 10 to 15 seconds to do all the stretches. Then back to work. A little is better than nothing!

## **Where do you want the StretchWare™ windows to appear on-screen?**

You can move the StretchWare™ window to any part of your screen, and it will continue to appear there. You might put it at the least-used part of your screen, perhaps the lower right.

## **If you have two monitors**

Put the StretchWare™ window on the secondary monitor. This way you can allow it to come up and stay visible while you finish what you're doing.

## You don't even have to stretch!

Use the bell and flashing icon to remind you to take a break. Do something for your body for a few seconds or minutes. Walk around. Think of your posture. Are you stiff or sore anywhere?

## A tip on sound volume

Take a look at **How to Activate** in the Preferences window. On the left are the sound controls. At the bottom is a checkbox saying **Follow System Volume**. If this is clicked, the sound level you set in your computer's Sound Control Panel will govern the sound volume of the stretching reminder. This is handy if you want to lower the sound level of every thing temporarily (say on an airplane) so as not to disturb others. If you turn *off* the checkbox in **Follow System Volume**, then you can set a fixed volume using the slider above this checkbox.

## Choosing a different stretching routine

If you have chosen to have the reminder window pop up when it's time to stretch, you can still select which stretching routine will appear at that time (rather than the next one in the preset sequence). Rather than using the radio buttons or **OK** button in the window, make your selection from the menu under the stretching icon.

## Keyboard shortcuts

To go from one routine to another, or from one topic to the next:

**Windows:** Use the tab, spacebar, and arrow keys (either ← / → or ↑ / ↓) to cycle through the routines or topics.

**Macintosh:** Use the arrow keys (either ← / → or ↑ / ↓) to cycle through the routines or topics.

## No notification

You can turn off all three methods of notification. This way, you will stretch only when you think of it by clicking (Macintosh System 7) or double-clicking (Windows or Macintosh System 8) on the stretching icon in the menu bar, or by using the hot key. Go to the **How to Notify** tab in the Preferences window and deselect all three checkmarks.

## Choosing a different stretching routine

If you have chosen to have the reminder window pop up when you want to be notified, you can still select the stretching routine that will appear at that time (rather than the next one in the preset sequence). Instead of using the radio buttons or the **OK** button in the reminder window, make your selection from the StretchWare™ main menu by clicking and holding on the stretching icon.

## Ignoring keystrokes or mouseclicks

If you have chosen the **Set number of keystrokes/mouseclicks** option for the **How to Activate** tab in the Preferences window, you can choose to ignore either keystrokes or mouseclicks by choosing the **Custom** setting and putting in an extremely high number. A good choice would be 999,999 since this is the highest number that will be accepted by the program. Remember though: if you set both keystrokes *and* mouseclicks to such a high value, you will never get the stretching reminder.

## Get buffed in the office.

“I set the program to go off 3 times a day, at 10, 2, and 4. I keep a pair of 20-pound dumbbells by my desk. For a month now, I’ve either been stretching or lifting weights 3 times a day. I feel more flexible and definitely better toned.”

—Michael Rafferty, Bolinas, Calif.

You can do a lot with a pair of dumbbells. Try 3, 5, 10, 20 pounds—whatever will slightly stress the muscles with, say, 10 repetitions of most exercises. For other exercise ideas, point your web browser to <http://www.shelterpub.com> for 16 different dumbbell exercises by Bill Pearl. Print them out and keep them in a desk drawer for easy reference.

# 8 ..... FAQs

## Frequently Asked Questions

### **Will StretchWare™ use much memory?**

StretchWare™ has been carefully designed to use very little memory (1024K).

### **Will StretchWare™ interfere with running programs?**

StretchWare™ runs behind the scenes. The stretching routines do not appear unless you activate them.

### **Can StretchWare™ keep a different set of preferences on the same computer for each user in a multi-user setup?**

Yes, in Windows—as well as on the Macintosh when Multiple User Accounts are enabled in OS 9 or higher. On the Macintosh, in the Multiple Users control panel, there is an option “If Idle for \_\_\_ Minutes, Log Out User.” If this option has been set and the user is automatically logged out, StretchWare™ will start over the counting of time, keystrokes, and mouseclicks when the user logs back in. We recommend that this option be turned off. On either platform, when the user logs out manually, StretchWare™ will start over the counting of time, keystrokes, and mouseclicks when the next user logs back in.

### **Why does StretchWare™ sometimes pop up right after a new time has been set in the preferences?**

Since there are so many possible ways that you can choose to set up StretchWare™, the program does not restart the timing mechanism when the preferences are closed. Thus, when you shorten the notification time, the first reminder may seem premature. Don't worry—from that time on, it will work according to your choice.

# 9 ..... Troubleshooting

*StretchWare™ is compatible with PCs running Windows 95, Windows 98, and Windows NT, as well as Apple Macintosh and Macintosh-compatible computers running System 7.0 or later. StretchWare™ is compatible with System 8.5.*

## **StretchWare™ cannot be found, even after installation.**

The StretchWare™ installer installs StretchWare™ onto your boot drive (system startup disk). If you are booting up from a different drive, StretchWare™ should be installed on that drive.

## **StretchWare™ remains open after clicking the Done button or closing the window (Macintosh).**

To save time on loading the program, StretchWare™ stays running after closing the stretching routine or topics windows. If you wish to free the memory used by StretchWare™ (only 1000 K), simply choose **Quit** under the **File** menu (or press *command-Q*) when you are done.

## **The hot key cannot be changed.**

This often occurs when users have not selected a key combination that includes *at least two* of the modifier keys along with one character key.

**Macintosh:** Any combination of two or more of the following (along with one character key) is permissible: *command*, *option*, *shift*, *control*—except for *option-shift*, which is reserved for typing special characters. Special sequences reserved by the operating system, such as *command-option-escape* are not permitted.

**Windows:** Combinations of *Ctrl-Alt* and *Ctrl-Alt-Shift* along with one character key are permissible.

### **Sometimes StretchWare™ notification does not work on time.**

Occasionally, StretchWare's notification will be delayed. StretchWare™ is not able to safely interrupt on a few processor-intensive programs that shut off your computer's background functions (mostly video games). StretchWare™ will notify you that it is time to stretch the next time there is a pause, or when you return to the desktop. StretchWare™ is also designed so that it will not interrupt you while you are typing rapidly, but will wait for a pause.

### **StretchWare™ isn't making any notification sound.**

If you are not hearing any sound when the stretch alert goes off, open the preferences, and under the **How to Notify** tab, make sure **Play sound** is selected. If **Play sound** is selected and you are still not hearing anything, close the window and open the appropriate control panel (**Sounds** on Windows — **Sound or Monitors & Sound** on the Macintosh). Make sure that your system sound is working, and that you can hear it. If you have external speakers, make sure they are connected and turned on. If your system sound is not working, you may need to reinstall your sound driver (*Windows*) or make sure that your sound card is properly configured.

### **The notification sound is either too quiet, too loud, or not following the system sound level.**

The volume of the StretchWare™ notification sound may be set in the preferences under the **How to Notify** tab. If you wish notification volume to follow your system volume, select the **Follow System Volume** checkbox.

### **An incorrect stretching description is displayed when the stretching routine window is opened.**

A description will come up in the left-hand portion of the window for whichever stretch the mouse is currently over. (The text by that stretch, containing the sequence number and the suggested repetitions, will change from blue to red.) Simply move the mouse over the stretch you want to do in order to get the relevant instructions. If the mouse is not positioned over any stretch, a general description related to the routine will be displayed.

### **Two StretchWare™ icons show in the taskbar. (*Windows*)**

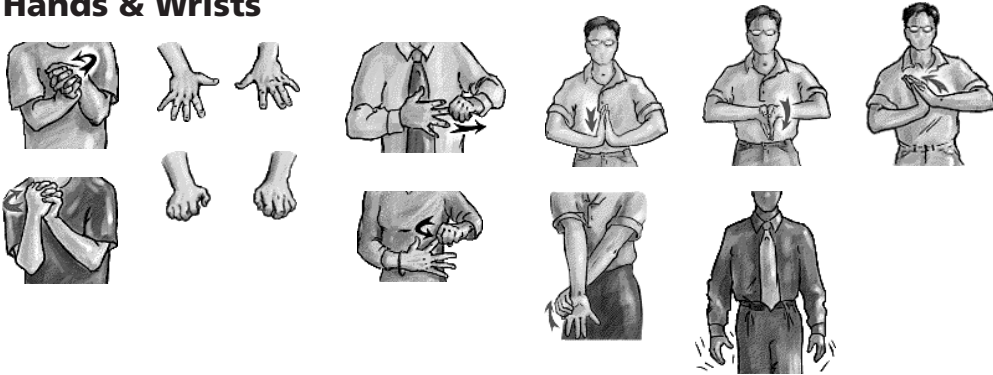
After a reinstallation of StretchWare™, a second icon may appear in the taskbar. The extra icon will disappear either the next time the mouse is placed over the taskbar or after the computer is restarted.

# Index of Stretches

Here is a unique feature of StretchWare™ that originated from Bob Anderson's classic book, *Stretching*. All the stretches in the program are summarized here. This index can be used in two ways:

- Make up your own routines by choosing combinations of stretches. You can do this after you have been using the routines for a while.
- If you have an RSI injury or anything you suspect could be a problem, print out these two pages so your doctor or health care professional can circle stretches recommended for your individual physical problem(s).

## Hands & Wrists



## Shoulders & Arms





## Neck & Shoulders



## Chest



## Legs



## Back



# Credits

StretchWare™ is based on the book *Stretching at Your Computer or Desk* (Shelter Publications, Inc.) by the noted stretching expert Bob Anderson, with original pen and ink drawings by Jean Anderson.

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**Special thanks** to the following people, who helped with this program in one way or another: Joan Creed, Jonathan Harris, Paul Marxhausen, George Young

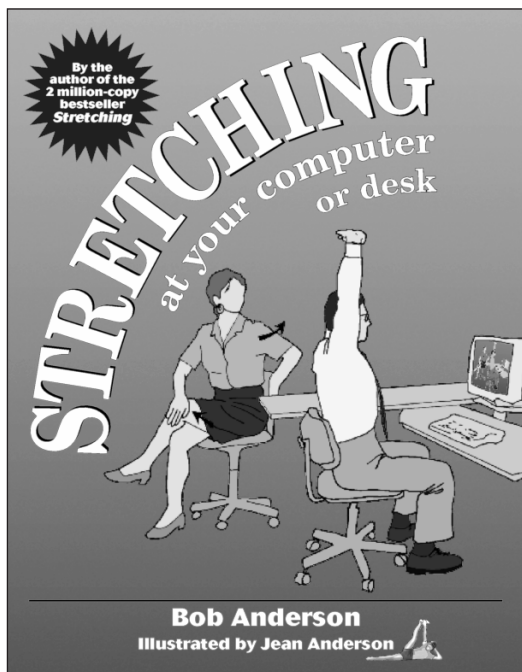
# CD-ROM Contents

In addition to the installers, the StretchWare™ CD-ROM contains the following items:

1. A Read me file containing installation instructions.
2. A copy of this user manual in Adobe Acrobat PDF format (Adobe Acrobat Reader installer included).
3. The Shelter Publications catalog in Adobe Acrobat PDF format, containing double-clickable links to Shelter's website.
4. Double-clickable link icons to open your web browser to Shelter's website or the StretchWare™ home page.
5. Installer components organized to fit on floppy disks (*Windows only*).

**Windows users:** If AutoLaunch is enabled on your computer, the installer will start to run when you insert the StretchWare™ CD-ROM (unless you hold down the shift key when you put the disc in). You can quit from the installer by choosing **No** when the license agreement window comes up. You can then right-click on the CD-ROM icon in **My Computer** and choose **Explore**. The items listed above will be found in the various folders on the CD-ROM.

# You've got the software, now read the book . . .



## *Stretching at Your Computer or Desk*

*by Bob Anderson*

*Illustrated by Jean Anderson*

© 1997; 104 pages, paperback; \$9.95

ISBN 936070-19-6

### **Why get the book as well?**

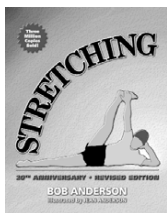
- More stretches
- More stretching routines
- Office strength exercises by Bill Pearl
- Special Hand/Wrist/Arm section
- Lots of information on RSIs and ergonomics
- It's affordable! \$9.95 + quantity discount

Keep in your desk drawer for ready reference.



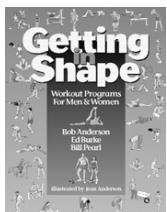
Visit Our Website  
**SHELTER ONLINE**  
<http://www.shelterpub.com>

# And while we're on the subject of fitness . . .



*Stretching* by Bob Anderson, illustrated by Jean Anderson \$14.95  
© 2000; 224 pages, paperback; ISBN 0-936070-22-6

This classic fitness book (3½ million copies, 21 languages), has just been revised. There are 25 new stretching routines, all new drawings, and the latest theories on the art of stretching. There are stretches to do when you get up in the morning, while you watch TV, and stretching routines for 35 sports.



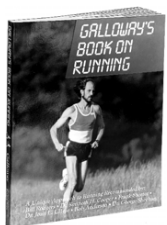
*Getting in Shape* by Bob Anderson, Bill Pearl and Ed Burke \$14.95  
© 1994; 220 pages, paperback; ISBN 0-936070-16-1

The best all-around fitness book in the world. Contains 30 programs, each with the three components of fitness: stretching, weight training, and moving exercises. For people who want to get back in shape, and for those who need to fit exercise into a busy schedule.



*Getting Stronger* by Bill Pearl and Gary T. Moran, Ph.D. \$19.95  
© 2001; 464 pages, paperback; ISBN 0-936070-04-8

The most popular weight training book in America has just been revised. It covers three types of weight training: (1) sports, (2) bodybuilding, and (3) general conditioning. There is updated info on equipment, nutritional supplements, bodybuilding drugs, and diet. There is a new section on the Keiser Circuit (especially good for people over 50), and exercises for rehabilitating shoulder, lower back, and knee injuries.



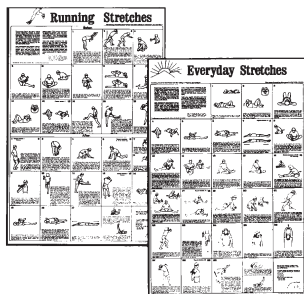
*Galloway's Book on Running* by Jeff Galloway \$13.00  
© 1984; 288 pages, paperback; ISBN 0-936070-03-X

Olympic runner Jeff Galloway shows how the same principles used by elite runners apply to runners of all levels. Jeff shows beginners how to get started, how to stay motivated, how to make running an integral part of one's life. There are training programs for 10K races and marathons.

**All books available at your favorite bookstore.**

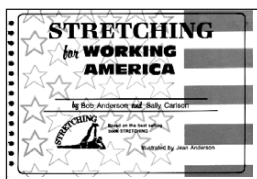
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# Bob and Jean's Line of Stretching and Fitness Products



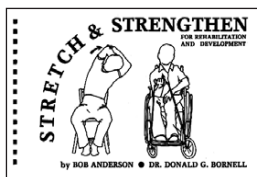
## *Stretching Posters*

Easy-to-read, 22½ × 34 inch and 17 × 22 inch wall posters are great visual aids for learning how to stretch. A total of 48 posters on 35 different sports, on body parts (lower back, neck/shoulder/arms, groin and hip, etc.), and miscellaneous subjects such as pregnancy, over 50, kids' stretches, partner stretches. Also a wall chart on computer and desk stretches that can be posted in the office. All posters available in laminated versions.



## *Stretching for Working America* by Bob Anderson and Sally Carlson

Written for workers, people who work with their hands and bodies. Stretching before doing physical labor has been proven to reduce workplace injuries. The programs can be used by the individual worker or as part of an organized program for business, large or small.



## *Stretch and Strengthen* by Bob Anderson and Dr. Donald G. Bornell

Individual stretching and strengthening exercises instruct people in wheelchairs, the disabled, and elderly. Also an excellent tool for rehabilitation. Comes with "Isoband" elastic exercise band for progressive resistance training to be done while sitting.



## *Stretching, The Video*

A 57-minute video that is organized into comfortably paced sections. First there is an introduction to stretching. Then body parts, divided into neck and back, then legs and hips, followed by stretches for the feet and then arms and shoulders. Then there is a 14-minute program to use for everyday fitness or for specific sports and activities.

**To contact Stretching, Inc.** for a free 4-color catalog of these and other fitness products, write Stretching, Inc., P.O. Box 767, Palmer Lake, CO 80133 or call toll-free 1-800-333-1307.

**E-mail:** [stretch@usa.net](mailto:stretch@usa.net) **Web:** <http://www.stretching.com>

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