**Setting up WorkRave**

**Step 1:** In the bottom right-hand corner of the screen (by the time), click on the **arrow** pointing up (1) to reveal the icons. Right-click on the little ‘sheep’ icon (2) and click on **Preferences** (3).



**Step 2:** The Preferences window will appear. Make sure the **Micro-break** tab is selected and ensure the **Enable Timer** is not ticked (see below).



**Step 3:** On the **Rest Break** tab, ensure the **Enable Timer** is ticked (1). Also check that the time between breaks is **30 minutes** (2). The Start rest break when screen is locked option can be left unticked or ticked as required (3). This means the rest break will start if the screen is locked and count towards you taking a break and reset the ‘Time between breaks’ reminder time.



**Step 4:** On the **Daily Limit** tab, choose to either untick or tick **Enable Timer**. Normally this option can be left off, however you may wish to have a reminder about spending too much time at the computer in one day.



**Step 5:** Click on **User Interface** (see below on left side). Choose Language as **English** (1) and ensure both “Show system tray icon” (2) and “Start Workrave on Windows startup” (3) are ticked. Click **Close** (4) when done.



Workrave should now be configured to run when typing occurs throughout the day for longer than 30 minutes continuously.