

Your Computer Workstation Setup

Chair

- Set the height of your chair so your thighs are roughly parallel to the floor. Your feet should rest flat on the floor or on a footrest; your knee angle should be about 100°.
- Adjust the lumbar support of your chair so that it supports the natural curve of your spine.
- Make sure the chair seat is not too deep for you. You should be able to fit 2-4 fingers between the front edge of the seat pan and the back of your knee/calf.

Desk

- Sit in an upright position in your chair. Allow your upper arms and shoulders to hang naturally at your sides.
- When positioned at your keyboard, your elbows should be bent at about a 90° with forearms parallel to the floor.
- Keyboard too high? Raise your chair so you do not have to hold your shoulders in an elevated position. You may need a footrest to support your feet in this position.

Keyboard and Mouse

- Keep your wrists straight when keying/mousing.
- Keep your mouse close to your keyboard.
- Do not raise the legs of the keyboard unless you cannot touch type.

Laptop Use

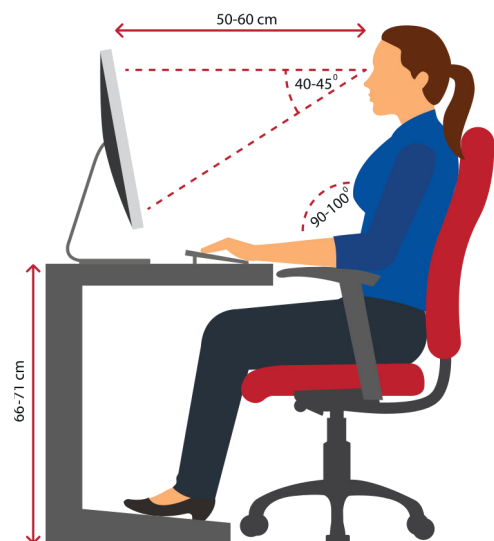
- When working from a laptop, use an external mouse and keyboard.
- Prop your laptop on a box or stack of books to get the right monitor height.

Monitor(s)

- If using a single monitor, place it an arm's length away and centered in front of you.
- If using two monitors equally, place them at an arm's length away in a "V" shape and positioned so you can view either screen with your eyes and limited head/neck movement.
- Adjust the monitor so that the top of the screen is at or slightly below your eye level.
- Do you have glasses with progressive lenses? Lower your monitor and move it further away from you until you can view the monitor without tilting your head back.

Workflow/Pacing

- Place frequently used items within easy reach.
- Take a short movement break every 30-45 minutes
- To reduce eye strain follow the 20/20/20 rule; every 20 minutes look at something 20 feet away for 20 seconds.



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