

Optimal Computer Positioning Eight Steps to a Healthy Workstation

- 1.) Elbows at desktop or keyboard tray level; shoulders relaxed.
- 2.) Use a footrest or lower the keyboard if feet aren't flat on the floor.
- 3.) Adjust seat back for good support of the lower back; use a lumbar cushion or a rolled towel if necessary.
- 4.) Move chair close enough to workstation to reduce excessive leaning or reaching.
- 5.) Adjust monitor with top of viewing area at or below eye level (bifocal wearers will need to position the monitor slightly lower than this). Monitor should be about 18-20" from your eyes. Maximize screen brightness & contrast for clear and comfortable viewing; clean the screen frequently.
- 6.) Elbows at desk level; wrists STRAIGHT. Use a thin, soft (gel-type) wrist rest if desired; adjust armrests, if available, so that they support arms.
- 7.) Position the mouse or trackball next to the keyboard; have both elbows at the side while working. Avoid resting hands or forearms against sharp edges.
- 8.) Use an anti-glare screen on your monitor as needed.

