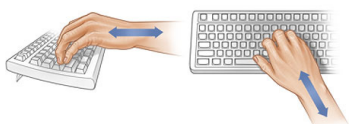


# Computer Workstation Tips



## Keep Your Wrists Neutral

Position your keyboard flat. Keep wrists in a neutral position, or straight in line with the forearm. Your wrists should not bend up or down, and should not be creased. Use a wrist rest or gel pad if necessary.

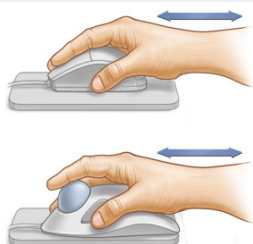
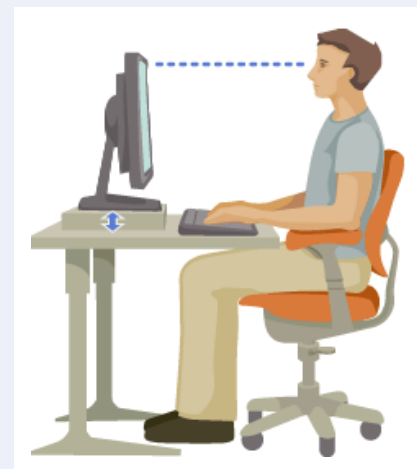
## Avoid Neck Strain

Position the monitor so you are looking at the upper one-third of the screen, with the top of the screen at or slightly below eye level. The screen should swivel horizontally, tilt vertically, and be an arm's length away when sitting back in a chair. The chair should be positioned close to the keyboard.

If considerable typing from documents is required, use a document holder. Position the document holder so that it is directly beside the screen, the same distance from your eyes as the screen. This allows your eyes to remain focused as they look from side to side. An in-line document holder placed between the monitor and the keyboard may also be used. Place materials within easy reach and organize your work so that your head is straight in line with your body most of the time.

## Avoid Glare

Avoid glare by positioning your screen away from light sources. Focus into the distance periodically. Position computer screen perpendicular to the light source, if possible. Keep your screen clean. Use a glare-reducing screen or glare guard or adjust window blinds if necessary.



## Avoid Wrist Pain

Do not reach for the mouse. Instead, position it right next to and at the same height as the keyboard. Challenge yourself and move your mouse to the opposite side.

## Support Your Back

Keep your head over your shoulders. Concentrate on not leaning your head forward or hunching over.

## Sit Back in Your Chair

Put your buttocks in the back of the chair, fully using its back/lumbar support.

Adjust your seat so that when in typing position, your arms hang freely from your shoulders and your forearms are in a horizontal position.

Sometimes, to get the correct typing height, your feet may no longer be firmly on the floor. In these cases, a foot support such as a box, book, or footrest should be used. Not supporting your legs and feet can lead to circulation problems or back pain.



## Take Mini-Breaks

Vary your tasks so that you are not sitting for extended periods of time. Take frequent breaks, stretching your legs, shoulders, and wrists at least once every hour. For additional information, see Accelerated's Reversal of Posture handout.