COMPUTER COMFORT TIPS

Your Chair:
Adjust your chair so that your hips are slightly above your knees and your feet are flat on the floor or on a footrest. Sit all the way back in your chair so your back is supported. Keep shoulders and arms relaxed. Adjust the seatpan to give 2 to 3 fingers width between the back of your knees and the front of the seat cushion.

Your Keyboard:
Keep elbows by your sides while keying. Position your keyboard directly in front of you with forearms flat or slightly downhill. Keep your wrists straight above the wrist rest during keying. Support your hands on teh wrist rest during breaks from keying. Use a light touch on the keyboard.

Your Mouse:
Place the mouse next to and at the same height as the keyboard. Keep your elbow at your side and move your entire forearm, rather than moving the mouse with small wrist movements.

Your Monitor:
Position your monitor directly in front of your, aligned with your keyboard. The top of the monitor screen should be near eye level, no closer than arm's length (varies with glasses prescription). You should be able to view the monitor without tilting your head to see the screen. Adjust your monitor so that the contrast is high and the brightness is low. Position the monitor to avoid glare from overhead lights and windows.

Your Phone:
Place your phone on your non-dominant side. Use a headset if you type, mouse or write while on the phone. Keep your neck straight and shoulders relaxed if you use the hand held phone.

Your Work Methods:
Place frequently used items close. Stand to reach item that are far from you. Use a document holder placed directly in front of you to hold paperwork up so that you can see it without bending or twisting your head. Vary work tasks whenever possible to avoid doing one task repetitively. Vary work tasks whenever possible to avoid doing one task repetitively. Use two hands when handling binders or large charts.