

## Step 1: Adjust Your Chair for Neutral Seated Posture

1. Place your feet comfortably on the floor or footrest.
2. Adjust the back height so that your lower back is well supported by the back rest of the chair.
3. Set the armrests so that your forearms are supported at your side, adjacent to your trunk.
4. Place your seat height so that your hips are level with your knees or hips slightly higher than your knees.
5. Adjust the back angle to upright or slight recline.

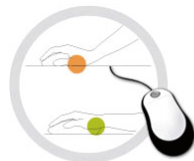
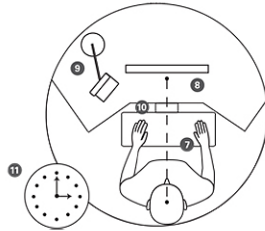


## Step 2. Adjust Placement of Keyboard and Mouse



- Place within near reach
- Place the keyboard at or below elbow height so that your forearm is perpendicular to the floor.
- Keyboard keys should be right under your fingertips.
- Keep wrists in line with forearms and float over the keys when typing.
- Minimize reach to the mouse by placing the mouse adjacent to the keyboard.
- Avoid leaning your wrist directly on the wrist rest!

## Proper Pointing Device Placement and Technique

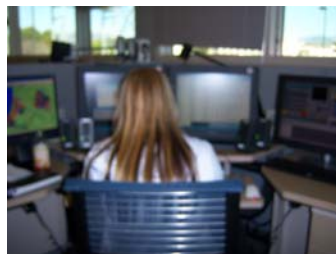


Eliminates contact stress and awkward postures

- **Position your mouse close to the keyboard—preferably on a mousing platform—to minimize reaching.**
- **Avoid anchoring your wrist on the desk. Instead, glide the heel of your palm over the mousing surface and use your entire arm to mouse.**

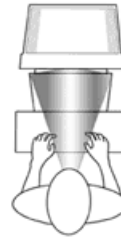
## Step 3. Place Dual Monitors at Correct Height and Distance

- Align the intersection of the monitors where they meet and the spacebar of your keyboard with the midline of your body so they are directly in front of you.
- Equal to your seated eye height at the same height/angle for each monitor.
- Arms length or greater (visual comfort).
- Straight up and down or at a slight upward angle.
- Perpendicular to a window, to reduce glare.
- Most monitors can be elevated at least 2" for comfortable viewing.
- Bifocal users should keep the monitor low and angled up slightly.
- Avoid extending your neck to look up or flexing your neck to look down.



## Step 4. Organize Essential Tools within Near Reach

- Use a headset whenever possible especially if phone use exceeds 2 hours/day or 30% or more of your work day
- Place the telephone to the non-dominant side to avoid cradling it between your neck and shoulder
- Place documents between your keyboard and monitor or to your immediate left or right on a document holder for easy viewing
- Use a 3"-4" binder to elevate documents for desk reading and writing tasks and minimize neck bending



Low-risk positioning  
Maintaining alignment  
minimizes strain on neck,  
shoulder and upper back.