

## **HOW TO ADJUST YOUR WORKSTATION...**

### **First, adjust your chair...**

- Adjust your seat back so that the back support of the chair is aligned with your low back curve.
- Correct your chair height so that there is approximately an angle of 90 degrees to 120 degrees between your trunk and thighs. Your knees should never be higher than your hips.
- If your feet are not firmly on the floor with the height of your chair adjusted, then you should use a footrest of some type -- even a phone book will do.
- If your chair has the capability, you should adjust the seat back angle as upright as you find comfortable.

### **Secondly, adjust your keyboard and mouse...**

- Your keyboard should be positioned at the height of your elbows bent and your wrists straight with your forearms.
- Your mouse should be positioned at the same level as your keyboard and as close to you and the keyboard as possible.

### **Thirdly, adjust and ready your computer monitor...**

- Position the monitor in alignment with you, your keyboard, and your mouse.
- Adjust the height so that the top written line is about 1 inch below your horizontal gaze. (This differs with glasses and some other situations)
- Position the monitor with the top edge pushed back of the bottom edge.
- Position the monitor as far away as you can and still see the screen clearly.
- Clean your screen.

### **Lastly, ...**

- Position your document holder for use.
- Have your headset ready.
- Create a slanted desk surface for reading and writing with an empty binder.
- Have ergonomic pens and pencils ready to use.
- ***STRETCH TO START YOUR DAY!***



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