

# Ergonomic Ideas for the Workstation

## Your Workstation

You are the one in charge.  
Have the workstation fit you.

Here are several ways to help you be relaxed while you use your computer:



## Adjust Your Chair To Fit You

- ✓ Place your feet flat and your thighs parallel to the floor
- ✓ Your shoulders and arms relaxed and rested
- ✓ Keep your elbows at 90 degrees and close to your sides when typing
- ✓ Your wrists should be level or slightly relaxed in a natural position
- ✓ The seat moves forward to have more coverage on your legs and bottom
- ✓ Adjust the seat in the most comfortable position

## The Monitor

- ✓ Look straight at the monitor (use a riser if needed)
- ✓ Your eyes should be at the upper 2/3 of the screen
- ✓ Tilt the screen to be level use a glare guard can help with reflecting light

## The Mouse

- ✓ Use your whole arm while "mousing"
- To customize your cursor follow these simple steps:
1. On your desktop PC, click on "Start" button
  2. Setting
  3. Control Panel
  4. Double click on the mouse icon
  5. Click on the "Motion" tab
  6. Adjust the cursor speed (left click and hold on the arrow and adjust desired speed of the cursor from slow to fast)
  7. Click "apply" or "OK"



## Keyboard Tray Adjustments

- ✓ Lift the front edge of the keyboard tray platform
- ✓ Position to the desired height
- ✓ The platform will automatically lock into place when released



## Palm Rest

- ✓ Use the Rest for your palm
- ✓ Avoid any pressure or stress on your wrist

## Document Reading

- ✓ Document holder close to screen and directly in front of you

## Keep "often-used" items close at hand

- ✓ Phone, Stapler, Pens, etc



## Take a Micro Break

- ✓ Consider a 90-second rest from constant keyboard use every 30 mins.
- ✓ Stand up and stretch your arms and fingers
- ✓ Take your eyes off the monitor and look at something in the distance

