

## Working with Computers Making it a Better Fit

Proper body positioning will go a long way toward providing a comfortable work environment when working with computers. Below are some tips to help you find that comfort zone you need in order to remain productive and aid in preventing common injuries when working with computers. Try them out, you will be surprised how well they work!



### Feet, legs, and back...

Keep your arms from reaching in front or to the sides to type, use a mouse, answer the phone or use other office equipment

Your feet should be flat on the floor

Your hip to knee should be straight/level when seated (the leg should not angle down or up)

Your upper arms and forearms should be at about a right angle

Use a foot rest if the desk top/keyboard height does not allow one to keep their arms and legs/feet in the correction position

Maintain natural curve of the back when seated (may need to raise or lower seat back to find most comfortable position)

Keep your lower back supported (use a pillow if the chair does not provide the proper support)

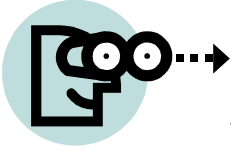


### Wrists and Arms...

Keep your wrists in a neutral (straight) position (do not bend)

Use a wrist rest for the keyboard (keep wrist straight and use the wrist rest to rest in between key strokes)

Use a mouse rest if the wrist stays in the neutral position (straight)



### **Vision...**

Reach out one arm to lightly touch the screen (this is the proper distance for a person to be from the monitor for non corrective vision users. If a person requires corrective vision then the correct distance is dependant on the distance one can view the letters on the screen comfortably- but keep arms in the correct position)

Adjust the controls on monitor to control glare

Adjust the lighting in the room to minimize glare (monitor should not be place directly under lights or have light shining on it)

Use a glare screen if glare cannot be minimized

Blink periodically to moisten the eyes (computer users do not blink enough)

Ensure that your eye glass prescription is proper for computer use (if applicable)



### **Exercise...**

Exercise your wrists, arms and back to strengthen muscles. This is very important -- weak muscles cannot provide support (consult with a physician before starting any new exercise program)

Avoid using the mouse for extended periods without taking a break

Perform a conditioning exercise during breaks



### **Adjust...**

Adjust your furniture and office equipment as needed to achieve the results suggested above