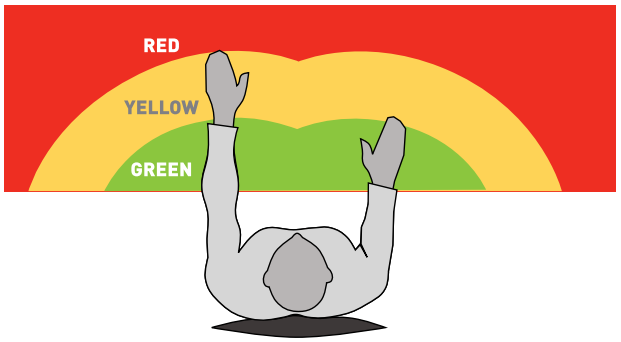
Other Helpful Hints

- Arrange frequently-used items within easy reach without extending your arms or leaning forward.
- Large, heavy binders should be sectioned into smaller binders.
- Periodically focus on an object at least 20 feet away for 20 seconds.
- Blink often to keep your eyes moist and clean.
- Change job tasks to reduce fatigue and monotony. Allow different sets of muscles to be used with a different posture.

Workstation Arrangement

Arrange the workstation so that objects that are frequently used are located in the "green" zone to minimize reaching. Objects that are used less frequently should be located in the "yellow" zone. Only minimal work should be performed in the "red" zone.



KEYING POINTERS

While keyboarding, your wrists should be kept straight (flat) with your hand, wrists and forearm parallel to the floor.

If you have your keyboard tray in a downward slope (negative tilt) your arms should also be in a downward slope to keep your hands and wrists straight.

Hold your elbows close to your sides. This will minimize the outward or inward bend of the hand at the wrists.

Never rest your wrists on the keyboard or against the hard edge of your desk. You want to avoid creating pressure points.

Whenever you stop keyboarding for a while, get into the habit of dropping your hands to your lap for a rest.

Center your body over the keys used most often, not necessarily the center of the keyboard.

WORKSTATION COMFORT

HELP TO HELP YOURSELF

This brochure will help you to set up your workstation to maximize your comfort and reduce physical stressors. YOU can make adjustments to your chair, keyboard tray or monitor. YOU can have the heights of your work surface adjusted. Do not be afraid to try!

WORKSTATION SET-UP CHECKLIST

Chair Adjustments

- Feet should be positioned flat on the floor or on a footrest.
- Adjust the chair height so that elbows are at your side and the forearms are parallel with the floor while maintaining your wrists flat while keying or using a mouse.
- Upper legs should rest comfortably in a position horizontally or slightly downward to the floor.
- Adjust the back rest so the curve of the chair "hits" the curve of the lower back.
- Sitting against the back rest, there should be two to three fingers of clearance from the back of the knee to the edge of the seat.

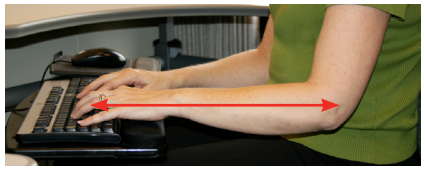
Monitor Position

- Position the monitor directly in front of you at a distance of 16-29 inches from your eyes.
- Adjust your terminal so that the top most line on the screen is at your eye level. Bifocal or trifocal users will need to lower the monitor to allow the head to be held in a neutral position.
- Documents should be positioned between the monitor and the keyboard on a slant board or document holder.
- If you re-adjust your chair, you may need to re-adjust your monitor.

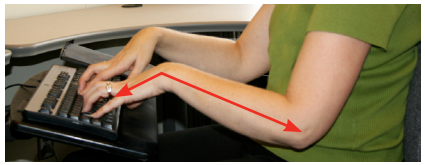
Keyboard Position

- The keyboard should be placed directly in front of the monitor.
- The keyboard should be flat—do not raise the legs on the back of the keyboard.
- If a keyboard tray is used, it should be adjusted in height so the wrists are in a straight line with the arms, not bent up or down.
- The keyboard tray should be level or in a downward slope position away from the user.
- If the keyboard is in a downward slope (negative tilt) your arms should also be on a downward angle to keep the arms and wrists in a straight line.
- Wrist rests or palm rests, if used, should not create pressure on the wrists. They should be used for "micro breaks" to rest the palms on and not as a support for the wrists.

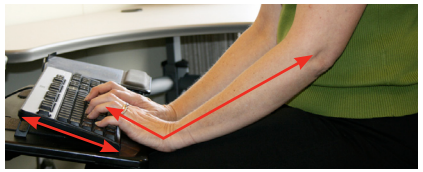
Posture, posture, posture



Correct
Hand, wrist, and forearm are in a straight line



Incorrect



Incorrect

Pointers for Mouse Use

- Use a mouse that fits your hand comfortably. People with smaller hands may find a smaller mouse a better fit, those with a larger hand may find a larger mouse more comfortable.
- Do not rest your forearm or wrist on the edge of the desk.
- Keep your fingers relaxed and slightly curved. Drape your hand over your mouse and hold it lightly with all of your fingers. Click as gently as possible.
- A padded mouse wrist rest the same height as the front of your mouse or trackball will help in keeping your wrists straight. You want to avoid bending your wrist upward when using your mouse. You should not rest your wrist "heavily" on the rest. This can cause pressure points.
- Take your hand off your mouse or trackball when you are not using it.
- Your upper arms should be resting at your sides, your elbows are bent with your forearms, wrists and hands approximately parallel to the floor.
- Mouse/trackball/pointing device should be placed at the same level as the keyboard and as close to the keyboard as possible. You should avoid reaching and extending when using your mouse.

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