



How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level
Leave 1" to 2" space between calves and the seat's edge



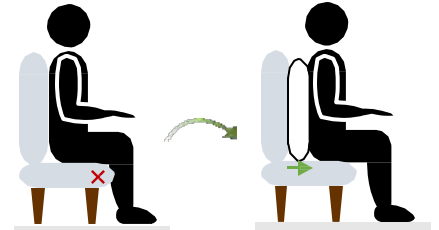
Using A Laptop?



Raise your laptop to eye level
Try a stand, box, or step stool



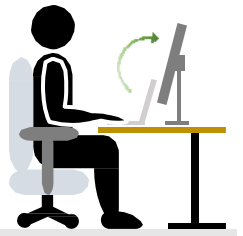
And use a separate keyboard and mouse



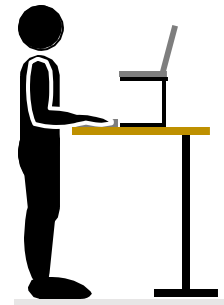
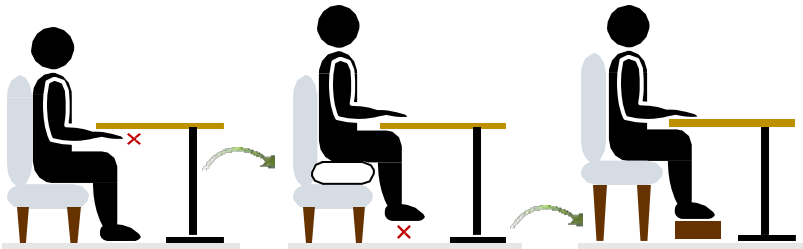
Sinking In Your Deep Couch?



Use a pillow to shorten the seat
A pillow or towel roll can also be used for lumbar support



Or use a monitor and type on your laptop
If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors



Work Surface Too High?



Use a taller chair or raise your seat with a cushion



Use a footrest or box to support your legs from dangling



Type on a lower surface like a keyboard tray, lap desk, or side table

Prefer To Stand?



Find a counter or tall surface



Wear comfortable shoes



Try standing on a kitchen mat