
Computer Position Guidelines

Workstation Tips

Place monitor perpendicular to windows for the best lighting. Draw the shades when the sun is bright.

Make sure the monitor is 18-22" from your forehead, depending on visual acuity. The top of the screen should be at eye level.

Place documents on a copy holder attached to side of monitor or on a copy stand between the keyboard and monitor.

Adjust seat height so that the knees are slightly below hips with feet resting comfortably on the floor.

The keyboard height should be just below your elbow height. The front portion of the keyboard can be raised slightly to prevent bending your wrists up.

If using armrests, adjust the height by resting arm at side with your elbows bent at a 90-degree angle. The armrest should be positioned directly under elbow/forearm.

Posture Tips

Keep your head upright and chin level, keeping shoulders relaxed. Sit as "tall" as possible.

Your arms should rest comfortably at your sides.

Your elbows should be bent at an approximate 90-degree angle.

Your backrest should be mid-pelvis to mid-shoulder blade, with lumbar support from the top part of your pelvis into small of your back.

Keep your hips bent at slightly less than a 90-degree angle.

Keep your wrists straight - not bent up, down, or deviated to the side.

There should be 2-3" between the front of the chair and the back of your knees.

Your feet should rest comfortably on the floor or on a slightly angled footrest.

