

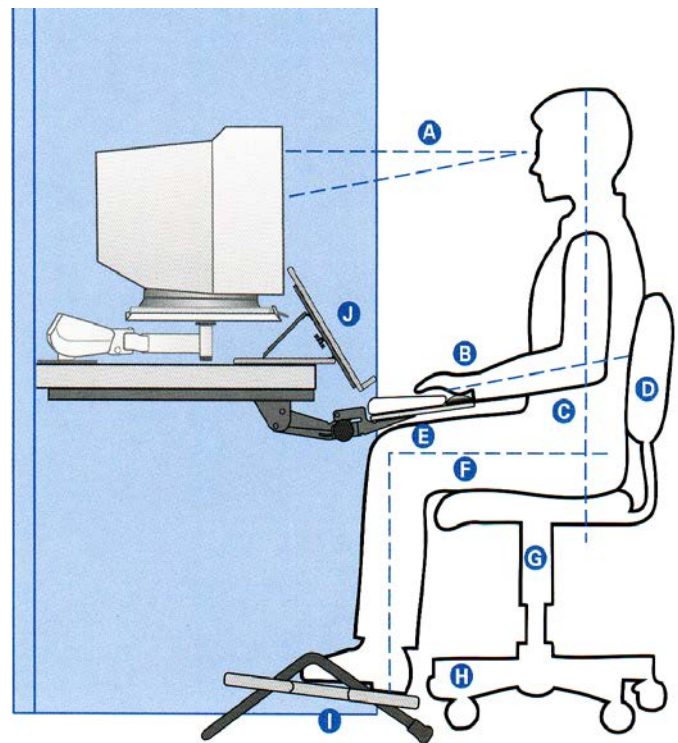


Computer Comfort

Computer workstations in classrooms can be adjusted for the comfort of the user. Here are a few guidelines to help prevent discomfort when sitting at your computer.

- A. Head is level, or bent slightly forward, facing forward. Top one-third of the screen at or below eye level. Screen about arm's length. Minimize glare on your screen.
- B. Hands, wrists, and forearms are straight, in-line and not angled up or down.
- C. Elbows are relaxed and stay close to the body. Lower arm is open at least 100 degrees. Shoulders are relaxed and upper arms hang normally at the side of the body.
- D. Back is fully supported with good lumbar support.
- E. Keyboard is flat at elbow level with wrist rest to support hands during rest.
- F. Thighs are approximately parallel to the floor. Knees are about the same height as the hips with the feet slightly forward.
- G. Seat height fits you. Seat pan is short enough (front to back) to allow a couple of fingers width between the seat and the back of your knees.
- H. Swivel chair has a five-point base for stability.
- I. Feet are fully supported by floor or footrest.
- J. Document holder is in line with front of monitor. Height and angle adjusted for the comfort of the user.

Overreaching puts strain on your muscles. Keep frequently used items (telephone, stapler, binders) within an arms reach, 16 – 18 inches for most people.



When working for long periods at your workstation remember to: Change positions frequently. Make small adjustments to your chair and backrest. Stretch your fingers, hands, arms and torso. Take breaks from repetitive tasks. Stand up and walk around for a few minutes periodically.