

How to Sit at a Computer

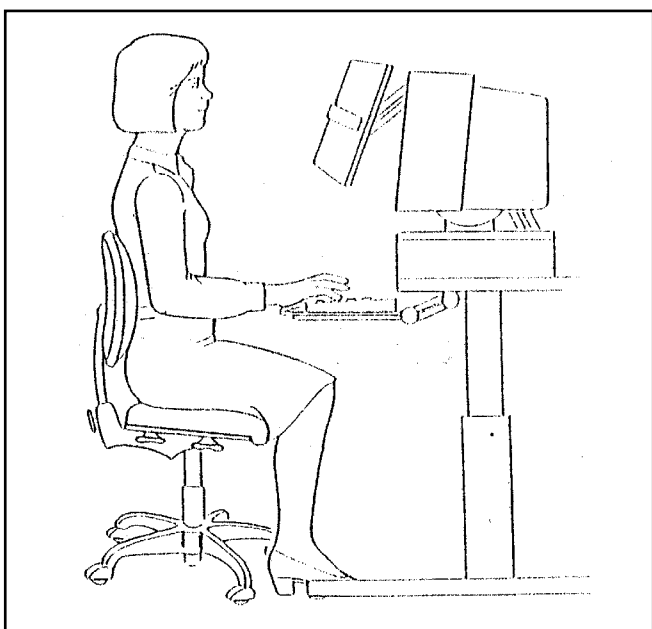
Why To Use Good Posture

Sitting for long periods of time at a computer can increase the strain on your neck and back if you are not sitting correctly.

Using good posture while sitting during the work day can help decrease the strain on your spine.

Tips

- The top of your monitor should be at eye level.
- If you use the phone often, use a headset. This will avoid neck strain.
- Place your keyboard at the height of your elbows. Your forearms (from your elbow to wrist) should be straight. Your wrists should not tilt up or down to type.



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- Use a wrist rest to keep your wrists in a neutral position. Use it for resting your hands when you are not typing.
- Keep your mouse at elbow height on the same level as your keyboard. Make sure the mouse is right next to the keyboard so you are not stretching to reach it.
- Use a footrest if your feet do not rest on the floor. Your knees should be at a 90-degree angle.
- Adjust the seat height of your chair so your hips are just slightly above your knees.
- The backrest of your chair should support the inward curve of your lower back. Move the backrest up or down to fit you.
- Put the document holder on the side of your monitor to prevent neck strain.
- Sit straight in your chair. Make sure your ears are above your shoulders and your shoulders are above your hips. This will help prevent back strain.
- Put a lumbar cushion, a small rolled-up towel, or a small pillow behind the inward curve of your back for back support.
- Keep your shoulders relaxed and your wrists straight.