Fitting Your Computer Work Station to You

1. Fitting Your Chair
 Push your hips as far back as they can go in the chair. Set the seat pan to allow for
sufficient space between the front of the chair and the back of the knee and
between the bottom of the desk and top of the thigh.
 Adjust the seat height so your feet are flat on the floor or comfortably. If needed, a
footrest should be utilized to prevent feet from dangling. Thighs should be close to
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3. Fitting Your Monitor
Incorrect positioning of the screen and source documents can result in awkward postures.
Adjust the monitor and source documents so that your neck is in a neutral and relaxed position.  Center the monitor directly in front of you above your keyboard.  Position the top of the monitor approximately 2-3” above seated eye level. (If you
wear bifocals, lower the monitor to a comfortable reading level.)  Sit at least an arm's length away from the screen and then adjust the distance for
your vision.  Adjust the angle of the screen. The monitor should be red without tilting forward
or backwards in an uncomfortable position.  Maintain a clear image. Adjust the settings of the monitor (sharpness, contrast,
brightness, etc.) to give you the ideal picture. Use larger icons and font to prevent
eye strain. Keep your monitor clean.  Reduce glare by careful positioning of the screen. Set screen at right angles to
windows. Adjust the angle to minimize the glare from overhead lighting.
4. Fitting