



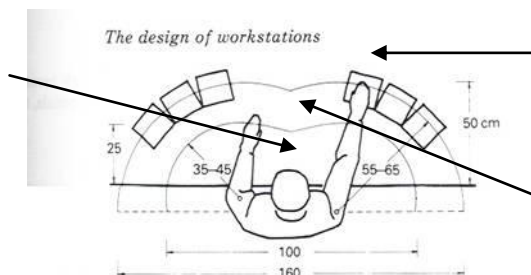
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CHECKLIST FOR SETTING UP YOUR WORKSTATION

For Adjustable Height Desk:

1. **Start at the floor** and get your chair height set at the point your thighs are nearly at right angles (just sloping slightly down to your knees) and your feet rest comfortably on the floor.
2. Adjust the back of your chair so that it gives you support in the small of your back. This could mean moving it up or down and also backwards or forwards.
3. Bring your keyboard support down to the point where your upper arms are hanging straight down and your forearms are at right angles when your hands are in the typing position.
4. Then move your forearms up or down a little until you are comfortable. This will depend to some extent on the style of keyboard you are using.
5. Next move your monitor back until it is past the end of your fingers when you stretch them straight out from the shoulders.
6. Move monitor up or down until your eyes are level with the top of the screen.
7. Then tilt the monitor back *just a little* so that you look slightly down to the centre of the screen. This puts your eye-balls in their most neutral position and therefore most relaxed. If you tilt it too far then you effectively raise the level of the screen and it will be in a poor position to see. Also more likely to get lights reflecting on the screen.
8. It is VERY IMPORTANT!! to ensure that your mouse is on the same level as your keyboard and as close to it as is possible. Allow free movement of the mouse cord as restrictions to this will add considerably to the loading of the hand and arm muscles. A very common mistake that I find is people reaching out to their mouse which is sitting way back on the desk. A position which grossly overloads the muscles and tendons of the shoulder girdle.
9. Finally check your mouse for size to ensure it is compatible with your hand. It should fit comfortably so that you are relaxed and do not have to hold your hand in a crab-like position. This is especially important for men as they generally have a wider hand and I regularly find them using a mouse that is much too small.
10. Ensure your monitor does not back onto a window or other shiny surface as this can cause extreme fatigue of the eyes due to the contrasts in light levels.

Area of reach with your elbows bent. Place most often used items here.



Reference zone. Seldom used items placed in this area.

Area of reach with your arms straight. Place less frequently used items here.

For Fixed Height Desks:

1. Start from your desk;

as this is a fixed height. You then need to work both up & down from there.

2. Firstly raise or lower your chair until you are able to comfortably use your keyboard. Your upper arms should be hanging straight down and your forearms need to be at right angles when your hands are in the typing position.
3. Then move your forearms up or down a little until you are comfortable. This will depend, to some extent, on the style of keyboard you are using.
4. Now if you are not able to rest your feet flat on the floor you will need to get a footstool to bring your legs to the position where your thighs are on a slight slope down to your knees.
5. The footstool must be able to be placed directly in front of your chair without being hindered by desk legs.
6. Adjust the back of your chair so that it gives you support in the small of your back. This could mean moving it up or down and also back or forwards.
7. Now go back to your desk and adjust your monitor to be correctly positioned by moving it back until it is past the end of your fingers when you stretch them straight out from the shoulders.
8. Move the monitor up or down until your eyes are level with the top of the screen.
9. Then tilt the monitor back *just a little* so that you look slightly down to the centre of it. This puts your eye-balls in their most neutral position and therefore most relaxed. If you tilt it too far then you effectively raise the level of the screen and it will be in a poor position to see, also more likely to get lights reflecting on the screen.
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**BE A
HAPPY PC USER !!**

