

# **Top Ten Tips**

## **Comfortable Computing**

- 1. Position the top of your monitor screen at eye level.**
- 2. Tilt your monitor back 10° to 20° to keep the same focal length as your eyes scan from the top to bottom of screen.**
- 3. Position your monitor no closer than 20" from your eyes. A good rule of thumb is an arm's length distance. For a very large monitor, you'll need more distance.**
- 4. Your keyboard should be level with the height of your elbow, and there should be a right angle at your elbow when typing.**
- 5. Tilt your keyboard back slightly so that your wrists remain in a neutral position.**
- 6. Never use a wrist rest permanently for your keyboard or mouse.**
- 7. Rest your eyes periodically by focusing on an object over 20 feet away.**
- 8. Sit with feet flat on the floor, and directly in front of screen and keyboard.**
- 9. Stand and stretch your back and arms at least every 20-30 minutes.**
- 10. Ideally, arrange your workstation so you can stand periodically. Use an adjustable chair, display mount and/or keyboard tray whenever possible.**