Ergonomic Tips for Laptop Users at Home

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Adjust your Chair *Sit to the back of the chair so your back is supported*	**If you <u>don't have an adjustable chair</u>:** • Choose a chair with an upright back to support your back. • If the chair armrests are high (push the shoulders up), choose a chair with no armrests. • Place a cushion or folded blanket on the chair so you are sitting higher and the desk or table is about 1" below the bent elbows. • If your feet are not firm on the floor, support them with a book or box. • If you want more low back support, roll a small towel and place in your low back. **If you <u>do have an adjustable chair</u>:** • Adjust the seat back so it is close to the upright position to support your back. • Lower the armrests to below (.5 – 1") the bent elbows (at 90 degrees). • Adjust the chair height so the desk/table is 1" lower than the bent elbows (at 90 degrees). • Put your feet firm on the floor. If they aren't; place books or box under your feet. **Sitting Work Posture:** Sit with upper arms relaxed and in line with your trunk, elbows at 90 degrees, forearms parallel to the floor, desk surface slightly lower than elbows.
Laptop Placement *Slightly lower (1") than the bottom of the bent elbow (at 90 degrees)* *Take frequent micro-breaks to move and stretch*	**Laptop <u>without external keyboard</u> and external mouse:** • Place your laptop on the desk or table surface that is 1" lower than your bent elbow. • The laptop should be close enough so your upper arms are in line with your trunk and elbows are close to 90 degrees. • Angle the monitor screen away from you to reduce looking down at the screen. • Take frequent micro-breaks to move and stretch. **Laptop <u>with external keyboard</u> and external mouse:** • Place your laptop on the desk and raise the laptop higher using books or a box so your eyes are level with the top of the laptop screen. If you are extending your head to view the laptop screen, the monitor is too high. • Place the laptop screen at "arm's length" distance away. Enlarge the font size if needed. • Keep the keyboard and mouse close to desk edge to prevent reaching forwards. • Gentle grip on the mouse and fingers relaxed down on the mouse **Standing to work:** • Find a high surface for your laptop that is close to your standing elbow height. • See recommendations for setting up the laptop above. • If the standing work surface is low, stack books or a firm box on the work surface so it is higher or sit on a high stool if available. **Standing Work Posture: S**tand upright, upper arms relaxed and in line with your trunk, elbows at 90 degrees, forearms parallel to the floor, desk surface slightly lower than elbows.