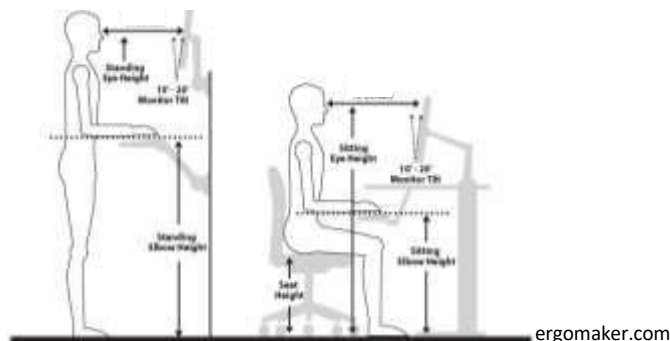


Ergonomic Tips for Laptop Users at Home



<p>Adjust your Chair</p> <p><i>Sit to the back of the chair so your back is supported</i></p>	<p>If you <u>don't have an adjustable chair</u>:</p> <ul style="list-style-type: none"> 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. <p>If you <u>do have an adjustable chair</u>:</p> <ul style="list-style-type: none"> 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. <p>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.</p>
<p>Laptop Placement</p> <p><i>Slightly lower (1") than the bottom of the bent elbow (at 90 degrees)</i></p> <p><i>Take frequent micro-breaks to move and stretch</i></p>	<p>Laptop <u>without external keyboard and external mouse</u>:</p> <ul style="list-style-type: none"> 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. <p>Laptop <u>with external keyboard and external mouse</u>:</p> <ul style="list-style-type: none"> 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 <p>Standing to work:</p> <ul style="list-style-type: none"> 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. <p>Standing Work Posture: Stand 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.</p>