YOUR HOW-TO GUIDE

The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.

Your chair should support your spinal curves. Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

Mouse within reach of and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows.

If your chair is too high for you to rest your feet flat on the floor or the height of your desk requires you to raise the height of your chair — use a footrest. If a footrest is not available, try using a small stool or a stack of sturdy books instead.

Ensure there's clearance for your knees, thighs and feet. If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. If the desk is too high and can't be adjusted, raise your chair.

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Source: Mayoclinic.org