A User-Friendly Workstation

CHECKLIST for a User-Friendly Workstation

1. Top of screen at eye level; lower for bifocal wearers
2. Screen distance at arm's length (15-32")
3. Document holder adjustable to screen height
4. Chair backrest provides firm lower back support
5. Chair back and seat easily adjustable for height and tilt by user
6. Keyboard height promotes relaxed arms with forearms parallel to floor
7. Wrist straight (neutral)
8. Padded, movable wrist rest, same height as keyboard home row, if needed
9. Thighs parallel to floor
10. Ample legroom under work surface
11. Feet rest firmly on floor or foot rest

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