STOP, ADJUST
CHECK YOUR POSTURE

Don’t Reach
Slide the keyboard platform out to a comfortable position. Keep your elbows at your sides when typing.

Adjust Monitor Height
Top of the screen is at or near eye level.

Wear Bifocals or Progressives?
Try lowering it to 3-4” below eye level to avoid tilting your head back.

Center Keyboard
Center keyboard in front of you. Keep mouse close to keyboard.

Raise or Lower Keyboard Platform
Position the keyboard at resting elbow height, with your shoulders relaxed.

Raise or Lower Your Chair
Position the keyboard at resting elbow height, with your shoulders relaxed.

Don’t Reach
Position the chair close to the desk and sit all the way back in the chair. Keep your elbows at your sides when typing.

Use a Footrest
Use a footrest if your feet do not reach the floor.