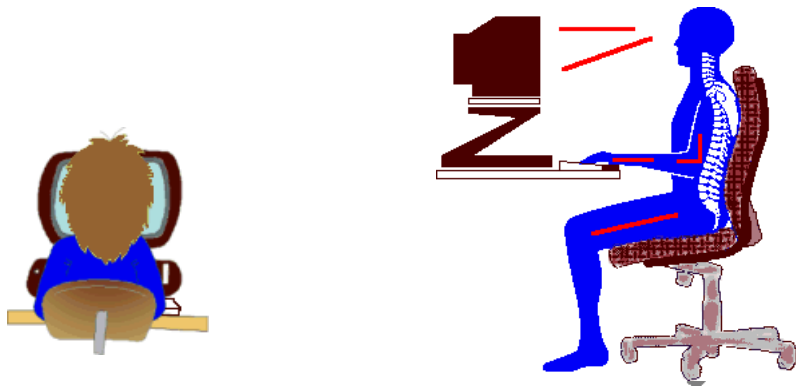


# Correctly sitting at your computer desk

## This is how **YOU** should be sitting!



### The Monitor

The monitor should be at **eyelevel** so that you only need to move your eyes to see the whole screen. Having to look down or up puts strain on your neck and muscles to your head leading to headaches; **Raise** the monitor using a monitor stand or a selection of large enough strong books. The monitor should be **square in front** of you. Not to the right or to the left but right in front. Looking to the side, together with other bad habits, will twist the spine and neck.

### The Keyboard

The Keyboard should be straight **in front** of you and easy to reach. Your wrists should be fairly straight - see the red line in the picture above.

You may want to invest in a wrist support, which lays in front of the keyboard and can be bought from computer shops.

### The Mouse

Keep the mouse **close** to your keyboard and work area. Your lower arm should be about parallel to your desk with your elbows just a little lower.

Don't let the weight of your arm rest on the underside of your wrist. There are special mouse pads with a gel wrist rest which provide great **support**.

### The Desk

Ideally your desk should be about belly button **level** with your elbows just below the desktop. You may need to raise your desk or if it is too high then raise your chair and use a footrest. If you use the telephone quite a bit then you may want to invest in a **headset**. Do not perch the telephone between your ear and shoulder!

Make sure that everything you need on your desk is within **easy reach**.

### The Chair

You should be **sitting right back** in your chair not perched off the front. Pull your chair right in so that your fingers comfortably reach the keyboard and so that your back and shoulders are **straight** and supported by the back of your chair.

**Tilt** your chair **forward** so that your knees are about 20-30° and as much as as 45° lower than your hips. (See the picture above) If you do not have a tilt option on your chair then sit on a wedge cushion to give some extra lift at the back of your seat.