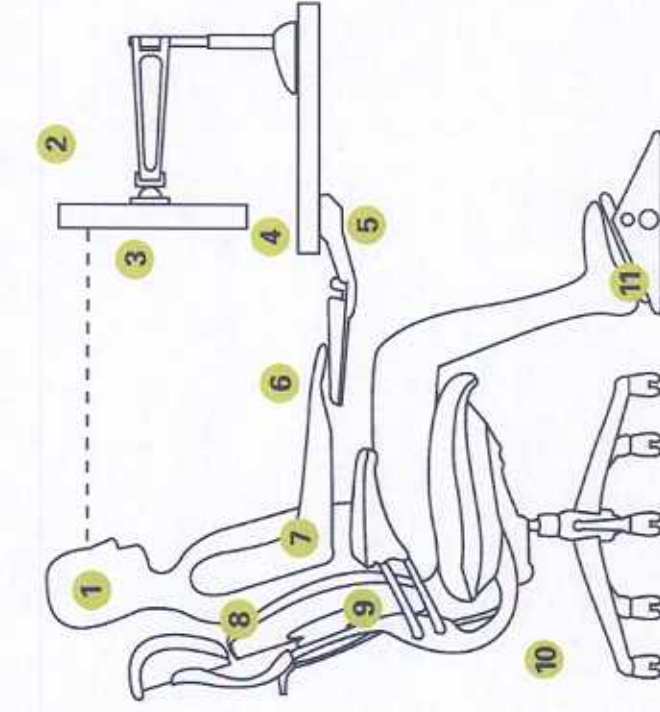


12 Tips for an Ergonomic Work Station



- 1 Top of monitor at or below eye level
- 2 Monitor and keyboard centered in front of you
- 3 No glare on screen
- 4 Documents in line with keyboard and monitor
- 5 Negative tilt keyboard support
- 6 Wrists flat and straight
- 7 Arms and elbows close to body
- 8 Change postures often
- 9 Work in a reclined position
- 10 Take frequent short breaks
- 11 Feet flat on floor or footrest