

## PATIENT INFORMATION



FROM  
YOUR DOCTOR

# How to work comfortably at a computer

Many problems connected with working at a computer are caused by poor arrangement of the equipment and improper sitting position of the user. You may be able to increase your comfort level and reduce stress by taking a few simple but important steps:

### 1 Sit straight and face the computer screen.

Your body should be erect and not twisted to one side. Fasten a pad or pillow to the chair to provide lower-back support. The chair back should be upright.

### 2 Place the screen at eye level or slightly lower.

The face of the screen should be positioned so that it is at roughly a right angle to your line of vision. To reduce eye movement, use a document holder.

### 3 Set the keyboard at a height that allows you to keep your forearm and hand nearly level.

A keyboard that slides under a desktop is usually about right. Your forearm should be at a right angle to your upper arm. Your wrists should be relatively straight, not tilted up or down, when you work. Your arm and shoulder muscles should be relaxed.

### 4 Sit so that your feet are flat on the floor and your knees are at a right angle.

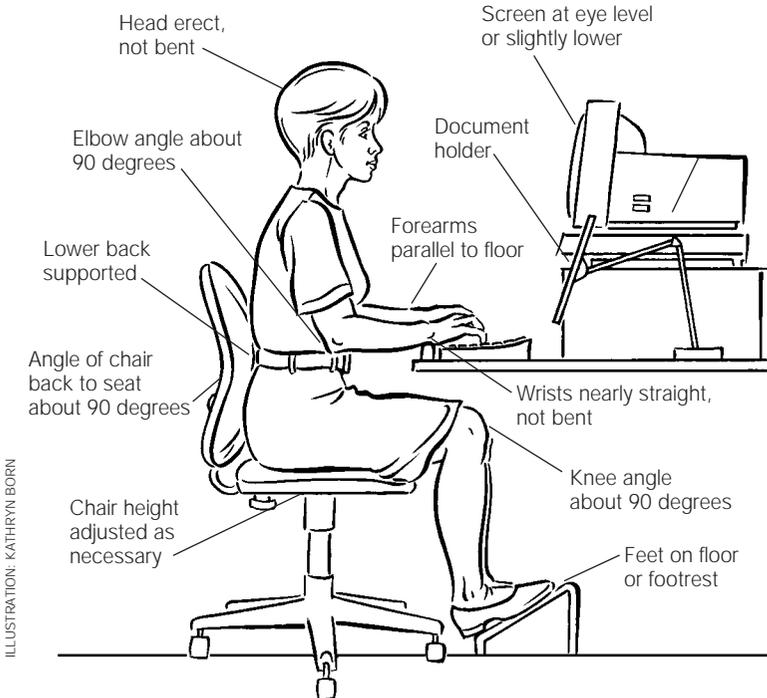
A natural, unstressed position is to have your upper legs level and your feet flat on the floor or on a footrest. Don't dangle your legs or place only the balls of your feet on the floor.

### 5 Take frequent breaks.

Get up and stretch from time to time, and give your hands and eyes a rest. Don't work at the computer for more than 45 minutes per hour.

### 6 To reduce eye fatigue, cut down on light reflected from the screen.

Hoods and glare protectors are available in computer stores. □



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