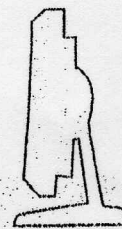
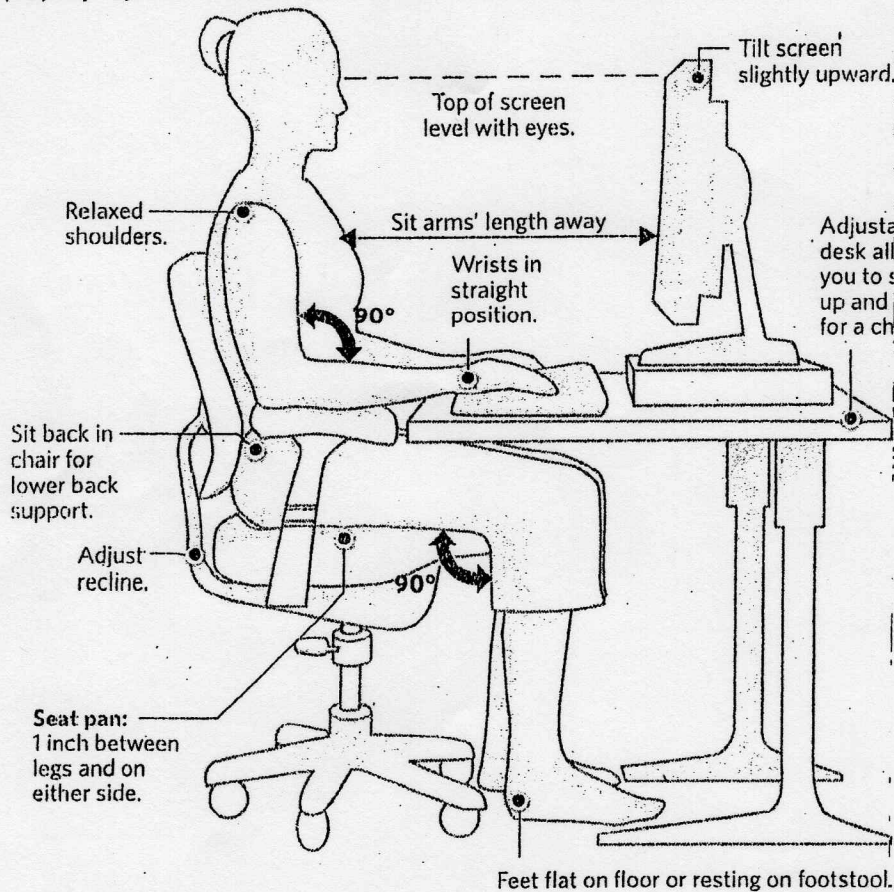


Office

Ergonomics and gymnastics

Fine-tune your workstation

A properly adjusted workstation can eliminate or relieve painful wrists, eyes, necks and backs:



Monitor

- **Large monitors (20 inches or larger):** Top of viewing area should be 3 inches above eye level.
- Adjust brightness to surroundings.
- Adjust font size, color.
- Keep screen clean.

Mouse

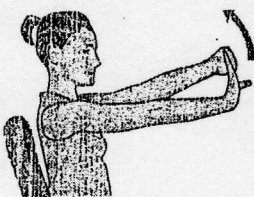
- Placed where hand is positioned when upper arm is held into body and underarm rests on table or armrest.

Keyboard

- Stay centered on the lettered part of keyboard.
- Use a light touch when typing.

Fine-tune your body

Desk exercises can boost your work energy and relieve monotonous positions that may cause painful wrists, eyes, necks and backs:



Underarm muscles

(in use when typing on the keyboard)

Bend wrist back, hold fingertips and bend farther back. Hold stretch for one minute.



Underarm muscles

(in use when working with mouse)

Bend wrists down; push hands sideways away from each other and hold the stretch for 15 seconds; feel it on the upper side of underarm.



Side stretch

Feet flat on floor, bring arms overhead; take hold of left wrist with right hand; bend to the right, feeling a stretch all along the left side; repeat on other side.



Spine

With weight slightly forward on chair, sit up tall; without moving hips twist to the right, knees in line with hips.



Eyes

Look left and right, up and down; roll eyes both ways, then close them and count to 10.

