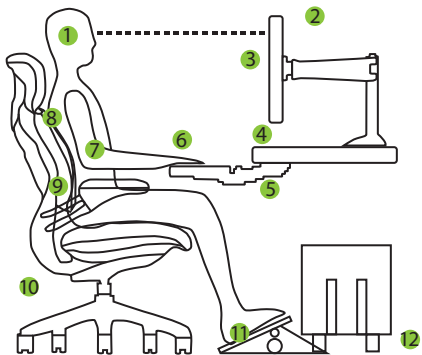


# 12 Tips for an Ergonomic Work Station

Humanscale®



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
12. CPU off desk