



MONITOR POSITIONING INSTRUCTIONS



For correct positioning of your computer monitor, please follow these instructions:

- 1) **Height:** The top menu bars on the screen should be positioned at or slightly below eye level.
- 2) **Angle:** Tilt the top of the monitor slightly away from you so that the screen is square to your line of sight.
- 3) **Distance:** As a guideline, position the monitor at an arm's length. If

you are near or far-sighted, position the monitor slightly closer or farther so that you easily view the characters on the screen without having to lean forward.

It is imperative that to minimize physical distress you sit with your back in contact with your chair at all times.

- 4) **Alignment:** The monitor should be centered with the midline of your body to minimize neck and torso rotation. Center

the monitor with the keyboard, so that the monitor the keyboard and you are all in alignment.

*The 'H' key can be used as a center point to assist in proper centering of the keyboard and monitor.

TIP: The monitor arm can be moved closer to you when computing and easily pushed back when more workspace is required for writing or referencing documents. This will enable both proper positioning for computing tasks and add needed desk space when the computer is not in use.