LAPTOP USE

LAPTOPS DO NOT MEET ALL ERGONOMIC STANDARDS

Use an external keyboard and mouse with the laptop when working for periods longer than two hours. Laptop monitor height should then be raised even with eyebrows.

Take a break every 20 minutes to stand up and change positions.

POSTURE

A. NECK ALIGNMENT
   Neck is aligned in neutral posture, keeping the chin level. Ideal Screen Height: Even with the eyebrows to minimize forward neck flexion.

B. SEATING
   Use a chair that provides lumbar support and permits you to sit straight or slightly reclined. Roll up a towel or jacket to place in the lower back to provide lumbar support.

C. ARM POSITIONING
   Maintain neutral or straight wrists while keying. Wrists will not come in contact with the surface.

D. DISTANCE FROM COMPUTER
   Sit close to the table, do not lean forward. Back remains in contact with the chair to provide optimal support of spine.

E. ELBOW POSITIONING
   Elbows remain close to your body and above wrist level when keying.

LAPTOP PLACEMENT

1. TABLES
   Utilize a table if one is available to ensure the monitor is at the proper height.

2. LAPTOP CUSHION
   Use a laptop cushion (or 3" binder) to elevate the laptop, bringing the screen closer to proper height. Laptop cushion is used even if a table is available.

3. POSITIONING
   Align the keyboard with the navel. Never place it to the side to avoid rotating or twisting the spine while working.