# Tips For Desktop

1. Ensure the chair back is adjusted so that your upper body is relaxed and supported.

2. Your lower back needs to be supported by the chair. You may still need extra support and can add a cushion in the small of your back.

3. Adjust your seat height so that your forearms are horizontal and wrists are straight on the keyboard. With your shoulders relaxed the underside of the elbow should be at desk height.

4. If there is pressure on the back of your thighs find something to rest your feet on.

5. The space under your desk should allow you to place your legs underneath without twisting or leaning, or being squashed under a low desk.

6. Ensure your wrists are not bent, use a wrist-rest.

7. Adjust your screen position - the top of the screen should be level with your eyes.

8. Avoid sitting with windows or lights directly in front or behind your screen.

9. Adjust the brightness and contrast controls on the screen to suit lighting conditions.

10. Use a document holder to raise documents to a comfortable height and viewing distance.
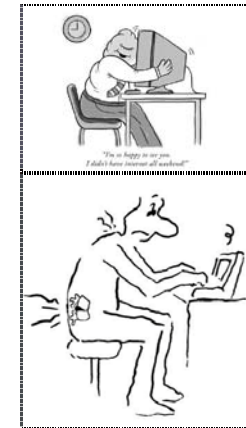

DON'T
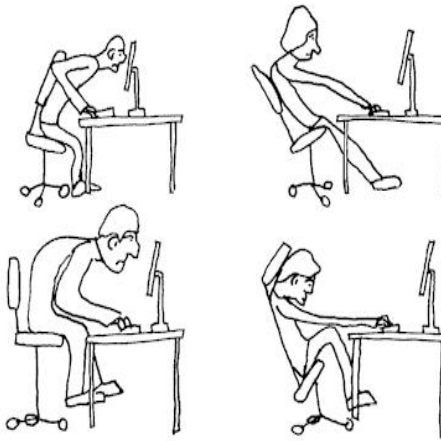
BAD POSTURE EXAMPLES
courtesy of The Cartoon Blog

DO

Workstation ergonomics: ideal set-up
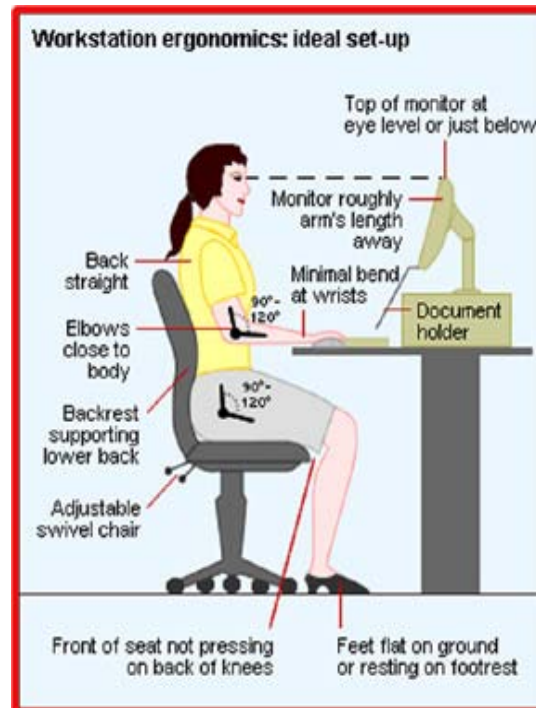
Are You Addicted to Computer and Having Problem in Your Back??

BE KIND TO YOUR BACK

Computer Related Health Problems

I. Posture Related Musculoskeletal Problem
- Upper and Lower Back Pain
- Neck Pain
- Headache
- Stiffness and Pain in Shoulders

II. Computer Vision Syndrome
- Blurred Vision
- Eye Strain
- Dry and Irritated Eyes
- Headache and Neck Pain
- Difficulty in refocusing the eyes

III. Overuse Injuries
- Carpel Tunnel Syndrome – Feeling of tingling and numbness of thumb, index and the middle finger due to nerve compression at wrist joint.


Health Center, UniMAP

- Back and neck muscle spasm and pain
- Back and neck soft tissue inflammation
- Back, neck and shoulder pain on movement and involvement of other muscles as a reaction

Tips For Laptop

1. **Use a large screen**. Get a laptop with the largest screen possible for your needs to avoid the stressful posture that results from straining to see the text on a small screen. Eg.15" plus. If you find yourself straining to see your screen, increase the font size.

2. **Place the screen at eye level**. By placing it on a stable support surface such as a laptop stand or on a thick book. If you are unable to raise the laptop to eye level, pause frequently to stop and rest your back position so that you are sitting up straight.

3. **Don't slouch**. Avoid propping your laptop on top of your lap as this requires you to slouch down to see the screen. If you have to work on your lap, such as while you're on the train, at least put the laptop on top of your computer bag or briefcase so you can raise it up slightly. Most back pain from laptop use is caused by the slouching position that results from the screen's low position.

4. **Use a separate keyboard and Mouse**. Use an external, full-sized keyboard with your laptop and position it at a height that allows your shoulders and arms to be in a relaxed position. Be kind to your wrists by using an independent mouse.

5. **Support your elbows on the armrests of your chair.**

6. **Prop up your feet**. Your knees should be at about the level of your hips to keep excess strain off your lower back.

7. **Take a break**. Take brief breaks every half hour, at the very least taking your eyes off the screen and letting them rest on something in the distance, and doing some simple stretches while at your desk, such as stretching your neck, shoulders, arms and legs. Every one or two hours, leave your desk to walk around to get your blood flowing and move your muscles.

8. **Travel light**. Carry your bag across your lower back in a messenger bag style, or use a backpack with dual padded shoulder straps.
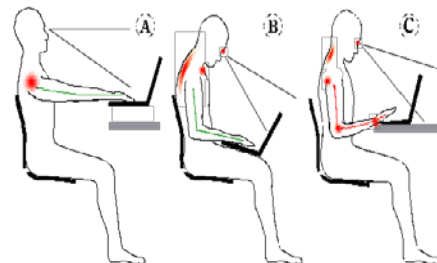
Don't Worry About Exact Angle. Get the concept. Sit in Healthy position whether the chair has straight back, a round back or no back.

You are the one to determine your position, Not the chair. Keep It Simple....**Be Kind To Your Back**