

# Associated Students

SAN DIEGO STATE UNIVERSITY

## Ergonomic Tips

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### Keyboard

- Keyboard is adjusted so arms and forearms are at a 90 degree angle and hands form a straight line
- Keyboard is positioned flat or at a slightly downward slope
- Arm positioning is parallel to the floor
- Mouse is located directly near the keyboard (accessible with minimal reach)

### Monitor

- Monitor is situated at or lower than eye level
- Viewing distance is approximately arm length
- Monitor is positioned to avoid glare

### Chair

- Seat is adjusted so feet are flat on the floor (use foot rest if necessary)
- Seat is adjusted so that it supports the lower back

### General Tips

- Telephone and other consistently used equipment is within minimal reach
- Posture is upright or slightly reclined
- Long periods of continuous computer use is broken up to perform other tasks