Perform the following adjustments as listed:

- **Chair Adjustment** (see Chair Adjustment handout)

- **Keyboard/Pointing Device --Wrist/Hands Adjustment**
  - Keyboard height so that elbows are at 90 degrees or slightly more open and the wrists are straight. Pointing device next to keyboard on the same surface.

- **Monitor Location and Adjustments**
  - Horizontal Distance: Usually 24” to 30”. Set so that you can sit back and read the characters comfortably without an excessive forward head position.
  - Height: Looking straight ahead you can see over the top of the monitor or the first row of icons.
  - Screen Adjustment (Brightness, Contrast & Focus): To levels of comfort.

- **Document Location:**
  - Copy holder between the monitor and keyboard (preferred choice).
  - Copy holder to the right or left of monitor. Copy holder should be at the same height and distance as the monitor.

- **Primary Reference Area: Materials/Equipment:**
  - Locate documents, telephone, writing materials, etc. within easy sitting reach.

- **Secondary Reference Area: Materials/Supplies/Equipment:**
  - Locate items infrequently used (reference manuals, binders, etc.) in overhead storage or areas where you have to stand to access them.