



# GUIDE TO ERGONOMIC SEATED POSTURE

Head balanced directly over spine

Shoulders completely relaxed; not raised

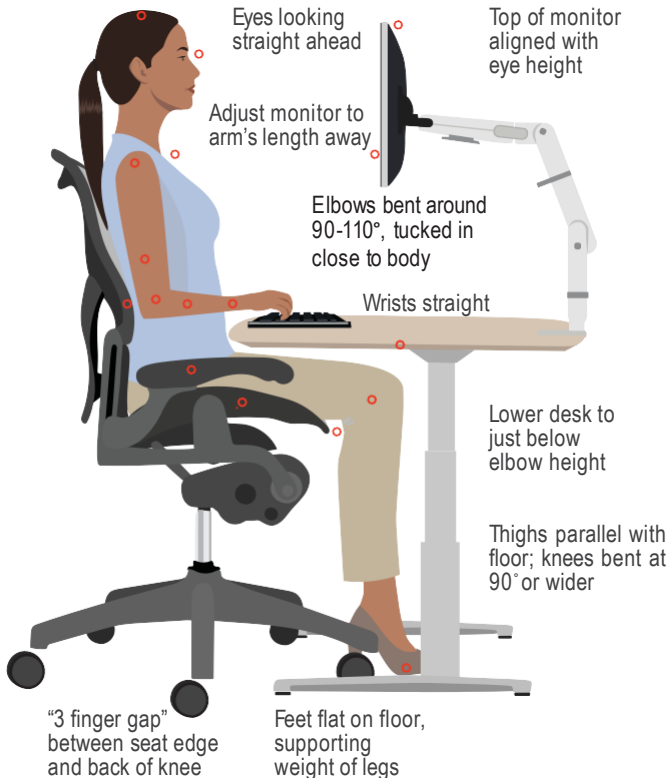
Upper arm in line with torso

Entire back making contact with backrest

Forearm in straight line from elbow to fingertips

Armrests set at elbow height or dropped low to pull chair in closer to desk

Seat height adjusted so that feet don't dangle



Non-adjustable desk? These tools can help you get to the right height.



Keyboard Tray

With feet flat on the floor and knees at ~90°, lower the keyboard tray to just below elbow height (~1-2" above the thighs), shoulders relaxed.



Foot Stool

Raise chair until elbows are slightly above desk height, then put a foot stool beneath feet to keep knees at ~90°.



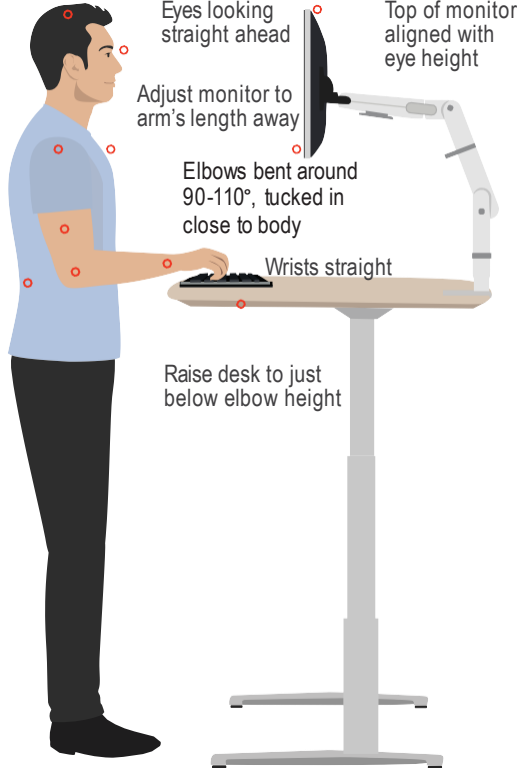
# GUIDE TO ERGONOMIC STANDING POSTURE

Head balanced directly over spine

Shoulders completely relaxed; not raised

Upper arm in line with torso

Neutral spine



Eyes looking straight ahead

Top of monitor aligned with eye height


Adjust monitor to arm's length away

Elbows bent around 90-110°, tucked in close to body

Wrists straight

Raise desk to just below elbow height

The more movement and change in postures you do, the better you will feel.



**Foot Stool**  
While standing, alternate resting each foot on a foot stool to relieve tension in the spine and increase circulation.

Consider also an anti-fatigue mat.