Microsoft

An employee's guide to healthy computing

How to improve your workspace

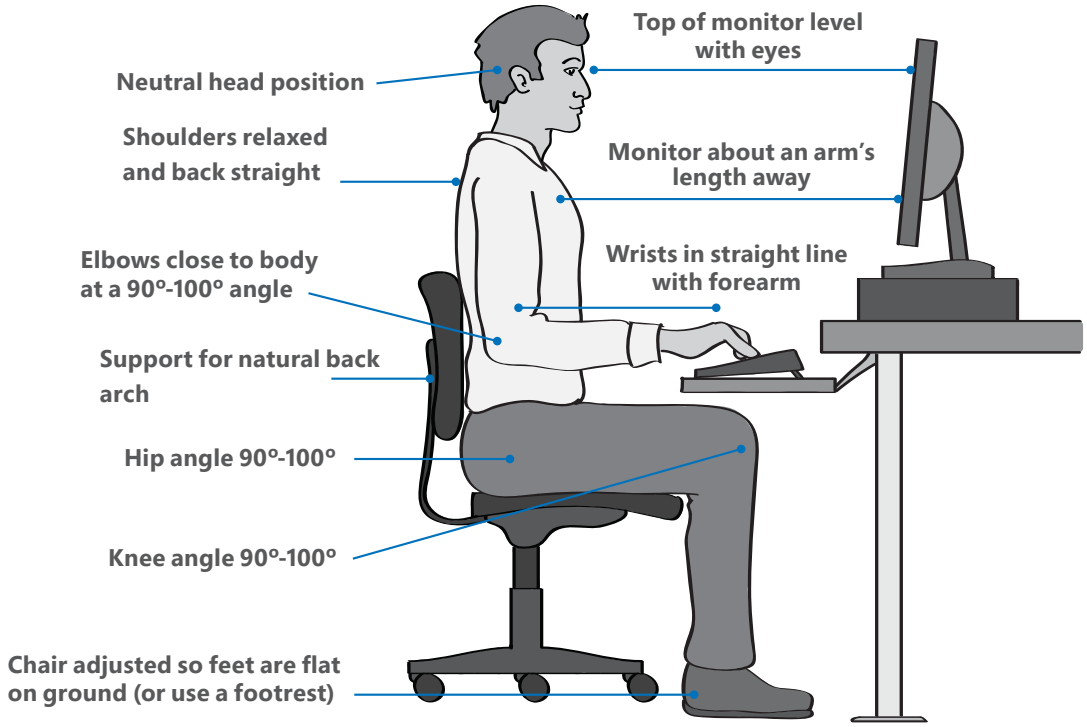
Most business people spend the majority of their day working on a computer. This guide is designed to help you be more comfortable and productive while using your notebook, desktop, or tablet PC by creating a workspace that takes important ergonomic design principles into consideration.

One decision you may want to pay some attention to is the type of input devices you use. When you consider the fact that the average user has their hands on a mouse or keyboard for more than six hours a day, properly designed products are more important than ever. Microsoft® designs tools such as ergonomic mice and keyboards that can help you spend time at your computer comfortably, for long periods of time.

Setting up your desktop

When working at your desk it is important to avoid awkward postures and to position your body correctly. This can improve your overall comfort and productivity. Here are some tips you can use to properly set up an ergonomic workstation.

Proper desktop position



Here are some other tips to remember:

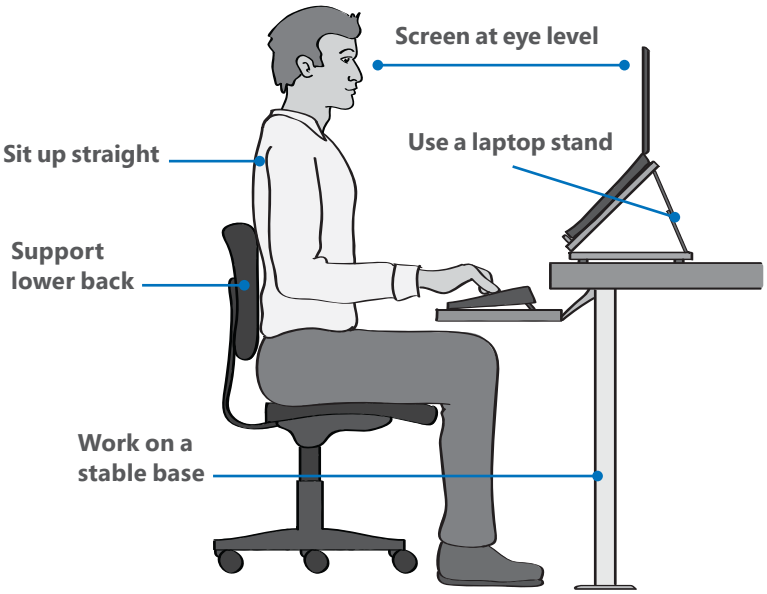
1. **Take frequent breaks.** Stand up and stretch, walk around, or at least change the type of task you are working on, say from typing to reading.
2. **Use software and hardware features** like fast scrolling and keyboard shortcuts to work more efficiently.
3. **Avoid glare** by placing your monitor away from light sources that produce glare, or window blinds to control light levels. Ideally the monitor should be 90° from the light source, such as a window.
4. **Keep your wrists in line with your forearms** and not bent upwards, downwards or to one side or the other.
5. **Do not use wrist rest areas** while typing. These are for resting on when you are not typing.

How to set up your laptop workspace

Laptop technology was not designed to replace the existing PC workstation, but today many computer users use laptops as an alternative to a desktop computer. When used daily in place of a desktop, laptops can increase your risk of developing repetitive strain injuries or can make existing symptoms worse.

One key reason is that because the keyboard is attached to the screen it's not positioned at eye level. As a result, you have to either place the screen too close to your eyes or stretch your arms to reach the keyboard. **The use of a separate keyboard and mouse can be the key** to improving the comfort of your workspace while using a laptop. Even while traveling, it's a good idea to use an ergonomically designed travel keyboard to promote a more natural body posture.

Here are some other solutions to minimize the risks associated with laptop usage:



More tips:

1. **Use a pillow**, pad, or even folded towels to raise your chair high enough so that your elbows are level or slightly higher than the keyboard.
2. **Bring a power cable** so you can increase the brightness until it's comfortable to reduce eye strain and prevent the tendency to lean forward.
3. **Be sure to carry your laptop** and accessories in a bag that has a wide, padded strap to distribute the weight comfortably.

Improper laptop position

Here are a few things to avoid if a proper chair, desk, or external input devices are not available to you while on the road.

- **Shoulder hunched**
- **No back support**
- **Bent legs can cut off circulation**
- **Limbs not at 90º-100º angles**
- **Head and chin tilted beyond a neutral position**
- **Screen below natural eye level**

Need more information?

For more information on the importance of ergonomics in the workplace, visit: www.Healthy-Computing.com

To find information on Microsoft ergonomically designed devices visit:

- Keyboards - http://www.microsoft.com/hardware/en-us/ergonomic-keyboards
- Mice - http://www.microsoft.com/hardware/en-us/mice