**Steps for Adjusting Your Workstation:**

1. Adjust the chair height so your elbows are at about desktop level.
2. Adjust seat back for good support of the lower back, using a lumbar pillow if needed.
3. If your seat has a tilt feature, set this so you are comfortably supported.
4. If your feet don’t comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard.
5. Locate your monitor so the top of the viewing area is at or below eye level.
6. With elbows at desk level, your wrists should be straight. Use a wrist rest if desired, and if you have armrests try to adjust them so they support your arms without being too high or too low. Use small pads on armrests if needed.
7. Locate the mouse next to the keyboard, so both elbows are by the sides while working. Use your mouse pad or another soft surface to pad edge of desk. Avoid pressing your hands or forearms against any sharp edges on desk.
8. Adjust screen brightness and contrast for clear comfortable viewing, and clean the screen frequently.