

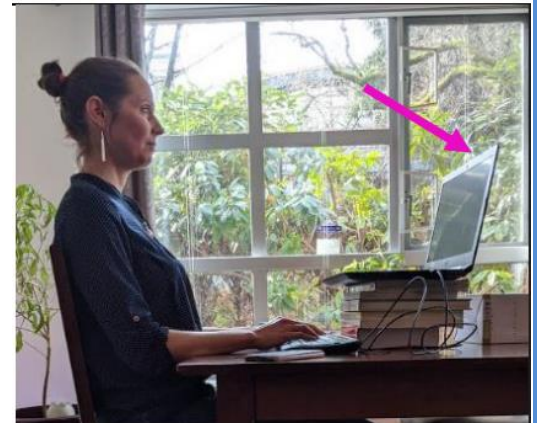


Monitor

- Set the laptop screen directly in front of you with the top of the screen at, or slightly below, eye level. Use books, plastic containers, boxes, etc. to raise the laptop to the appropriate height.

NOTE: If you wear bifocals/trifocals you typically use the lower part of your lenses to see the screen. For this reason, the laptop should remain at desk height. This is to prevent craning (over extension) of your neck.

- Position your screen approximately arm's length away.
- You can also tip the monitor approximately 15 degrees to help maintain a neutral neck posture.
- 20-20-20 Rule: Look 20 feet away every 20 minutes for 20 seconds.
- You may wish to enlarge your font.

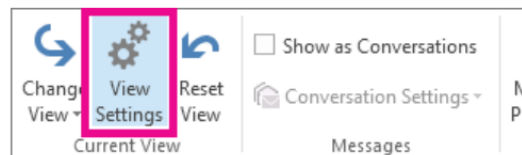
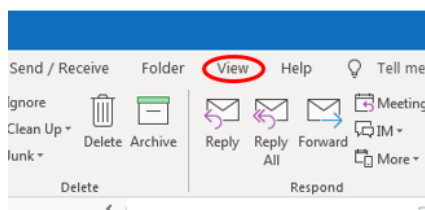


- **To change display size:**

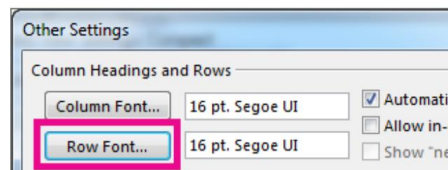
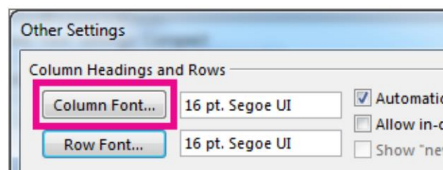
1. Open the Start menu on your Home screen.
2. Click Control Panel.
3. Click Display.
4. Choose your preferred size to read what's on your screen (Medium (125%) recommended)
5. Your computer may need to restart to complete this action.

- **To change Microsoft Office display size:**

1. Open Mail.
2. Click View and then View Settings.



3. Click Other Settings.
4. To change the font or font size for column headers in your inbox (e.g. "From" and "Subject") and row header (e.g. message subject line), click Column and Row Font and adjust (11pt minimum is suggested).



Working from Home - Laptop ergonomics



Keyboard & Mouse

- Use an external keyboard and mouse
- Keep your elbows by your side and at approximately 90 degrees. You may need to elevate your seat height to do this (e.g. sitting on a firm cushion)
- Keep your wrists straight.



Chair

- Choose a chair with back support and sit so your back is fully supported. Placing a firm cushion between your back and the chair backrest may help.
- You may increase your seat height and comfort by sitting on a firm cushion.
- If your knees are not at, or slightly below, hip height when seated (think thighs parallel to the floor) you may use a box, stacked books etc. as a footrest.



Movement and Productivity

- Move often. [Click here](#) for general stretches that target all major muscle groups. For stretches that you can do while at your workstation [click here](#).
- Stand for teleconferences and virtual meetings.
- Use speaker phone or headphones when taking calls.
- Breaks should be taken regularly, including a scheduled lunch
- Stay connected with coworkers through group messaging or video chats periodically.

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References:

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