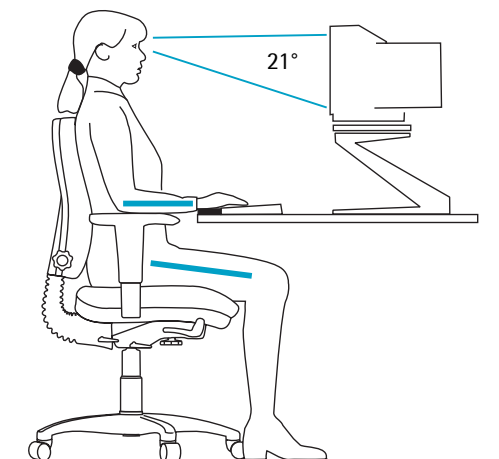


## the ideal posture



### when using a computer

#### Posture

Lengthen spine into its natural balanced position, keeping head held over the shoulders and in line with the buttocks.

#### Chair

Tilt seat forwards or level according to comfort or medical requirement.<sup>(1)</sup> Adjust seat height so hip joint is slightly higher than knee joint.

#### Desk height

Middle row of the keyboard should be level with the elbow, (forearms parallel to the floor). If the desk is too low raise with desk feet, if too high use a foot stand and raise seat height. Place mouse in easy reach zone by keyboard.

#### Screen

Should be at arms length and on eye level in front of the user (visual angle 0-21°). Position at 90° to any light source avoiding glare or reflections. Use copy holder so input data is within field of view.

#### Telephone

If used for more than 40% of the working day consider a headset to free hands for more efficient working.

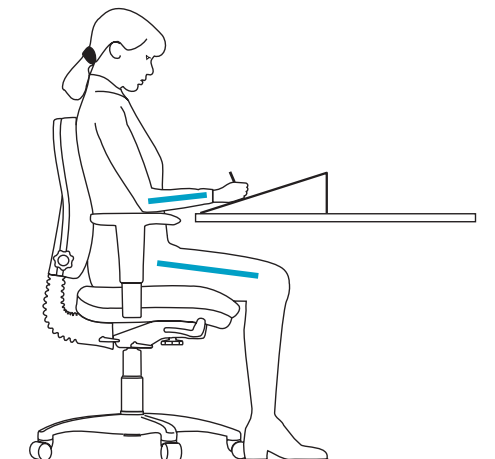
#### Space

Create sufficient room to work especially if multitasking. Place equipment on stands or arms if necessary.

#### Movement

Prevent static loading. Rock, change position to reduce fatigue. Place one foot in front of the other, alternate position during the day. Take breaks and vary tasks.

(1) The use of a forward tilting seat is not advisable for certain medical conditions, if there is any pain do not persist, use the seat in a level position or where comfortable. Initially vary posture regularly to allow muscle groups to adjust to the new position.



### when writing

#### Posture

Lengthen spine into its natural balanced position, keeping head held over the shoulders and in line with the buttocks.

#### Chair

Tilt seat forwards or level according to comfort or medical requirement<sup>(1)</sup>. Adjust seat height so hip joint is slightly higher than knee joint.

#### Desk height

Elbow should be just below the desk top. If the desk is too low raise with desk feet, if too high use a foot stand and raise seat height.

#### Writing slope

Raise work using a slope. This reduces viewing distance, lessens eye strain and limits the body leaning forwards. Hold the head upright to maintain a balanced spinal posture. If taking notes from a book keep it within the field of view using a book attachment above the slope.

#### Telephone

If used for more than 40% of the working day consider a headset to free hands for more efficient working.

#### Space

Create sufficient room to work especially if multitasking. Place equipment on stands or arms if necessary.

#### Movement

Prevent static loading. Rock, change position to reduce fatigue. Place one foot in front of the other, alternate position during the day. Take breaks and vary tasks.

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