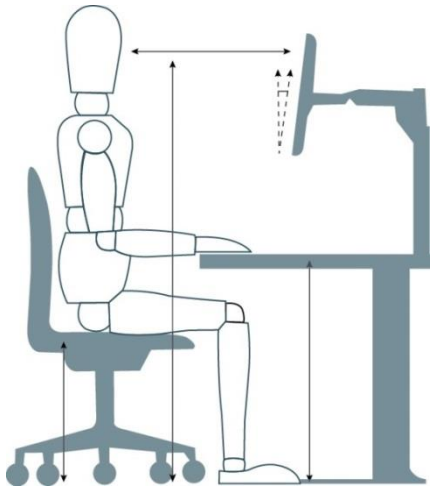
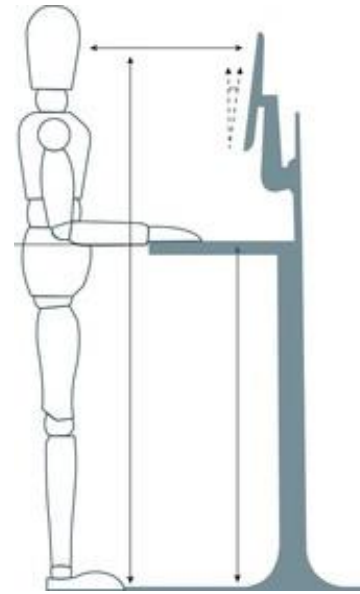


## TIPS AND TRICKS



### WHEN SEATED

- 1 Rest feet flat on floor
- 2 Height of chair should allow for thighs to be parallel to the floor
- 3 Sit back in your chair, working in a relaxing position
- 4 Keep arms and elbows close to the body
- 5 Wrists are flat and straight
- 6 Monitor and keyboard centered in front of you
- 7 Monitor at arm's length away
- 8 Top of monitor at or below eye level
- 9 Take stretch breaks or change posture every 30-60 minutes



### WHEN STANDING

- 1 Stand straight, keeping even balance/pressure on both feet
- 2 Keep arms and elbows close to the body
- 3 Wrists are flat and straight
- 4 Monitor and keyboard centered in front of you
- 5 Monitor at arm's length away
- 6 Top of monitor at or below eye level
- 7 Take stretch breaks or change posture every 30-60 minutes