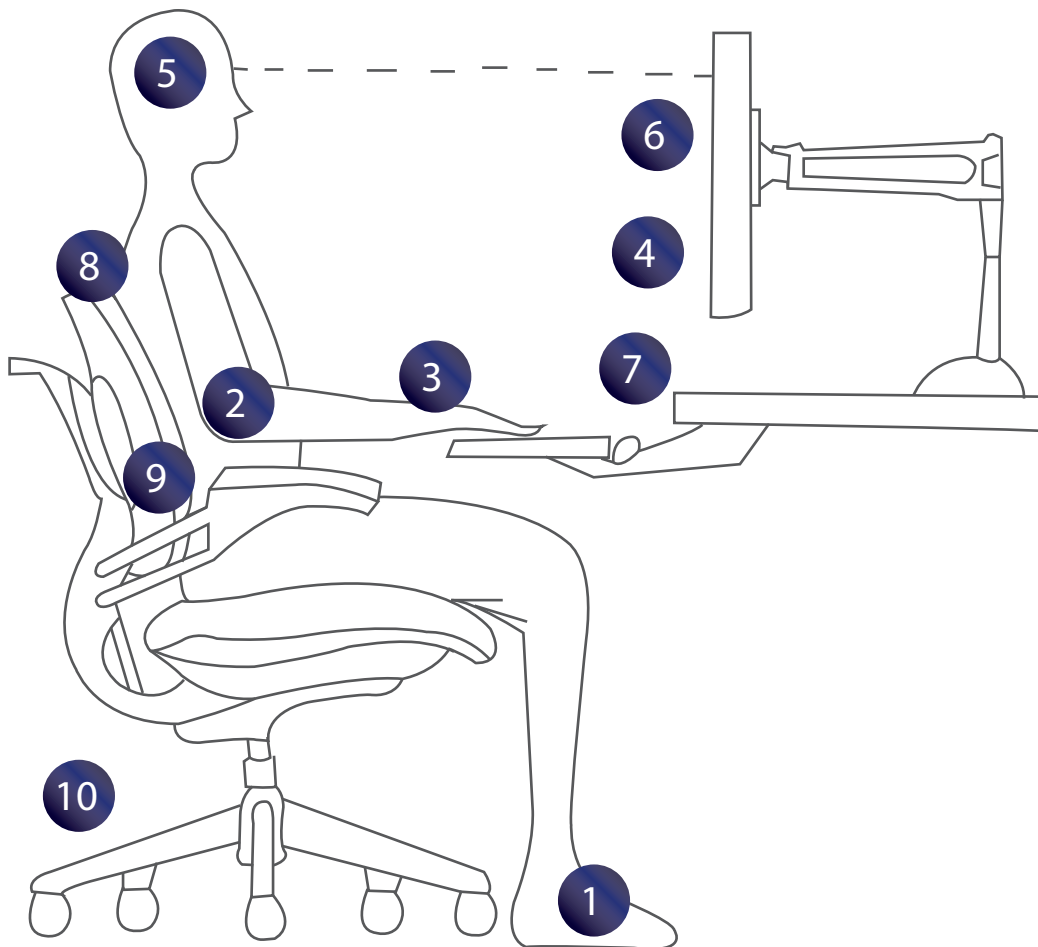


# 10 Easy Ergo Tips



- 1 Rest feet flat on the floor
- 2 Arms and elbows close to the body
- 3 Wrists are flat and straight
- 4 Monitor and keyboard tray centered in front of you
- 5 Top of monitor at or below eye level
- 6 Monitor at arms length away
- 7 Documents in line with keyboard and monitor
- 8 Move around-change postures
- 9 Work in a relaxed position
- 10 Take stretch breaks frequently