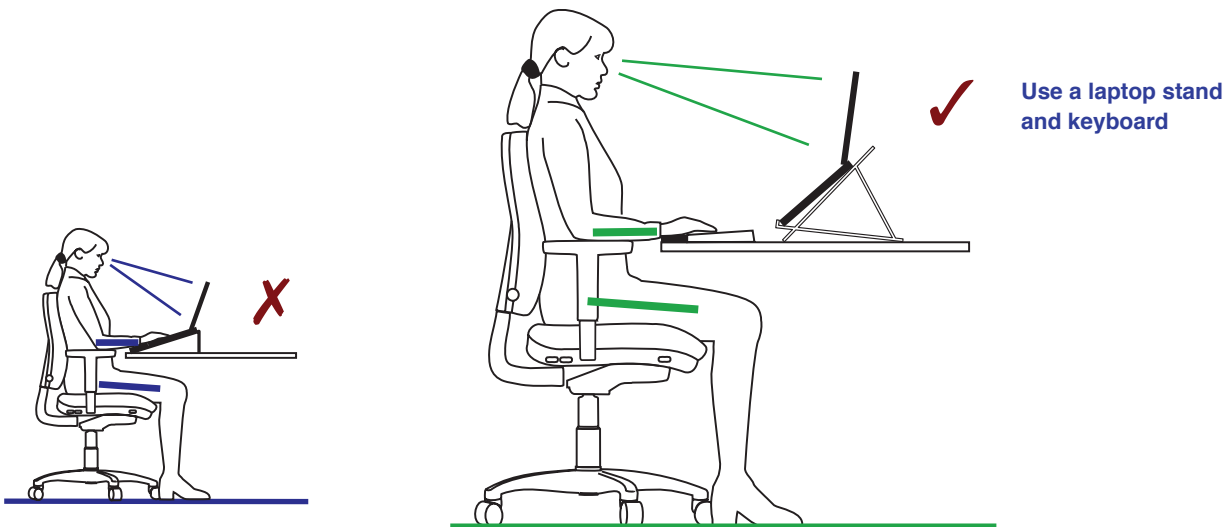


# How to sit when using a laptop



## Posture

Sit upright with your back fully supported by the chair. Lengthen spine into its natural balanced position with head held over the shoulders in line with the buttocks. Have shoulders relaxed with elbows by your side and forearms horizontal to the floor. Tuck chin in and scan down with your eyes to avoid bending the neck.

## Chair

Move chair close to desk/table to avoid bending forwards. Adjust seat height so your hip joint is slightly higher than the knee. Have seat level or tilted forwards based on comfort or medical requirement <sup>(1)</sup>. Position chair arms to support elbows comfortably as in posture above.

## Keyboard

Place keyboard on stand so upper arm and forearm are relaxed at 90° forming a straight line through your elbow, wrist and fingers to the middle row of the keyboard. Avoid 'typing uphill' as this flexes the wrist and hand backwards. A wrist rest raises the palms lessening the angle between the forearm and hand reducing wrist tension and easing finger movement across the keyboard.

## Desk/Table height

Working height is crucial for a healthy posture. Having adjusted chair height ideally adjust desk/table height. If too low use desk raisers. If this is not possible raise the keyboard and laptop stand. If too high use a footrest.

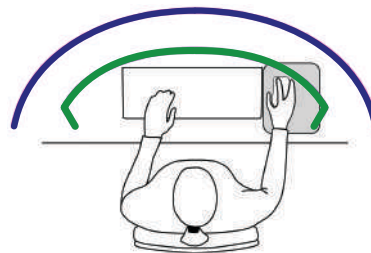
(1) Using a forward tilting seat to aid an upright posture is not advisable for certain medical conditions. If there is any pain do not persist, use the seat in a level position or where comfortable. Initially vary posture regularly to allow muscles to adjust to any new position.

## Screen

Set the stand so the screen is directly in front of you at arms length, at a height for your eye level to fall within the upper third. Position the screen at 90° to any light source to avoid glare or reflections. Use a copy holder within your field of view if inputting data. Adjust text size to suit your visual needs.

## Mouse

Ideally use a separate mouse. Position within easy reach to one side of the keyboard. Keep the elbows bent by your side and wrist in a level position. Constant clicking with the arm extended and fingers tense can cause wrist, elbow and shoulder problems.



## Space

Create sufficient room to work in a relaxed and comfortable manner especially if multitasking.

## Movement

Laptops should not be used for prolonged periods without a rest. Movement stimulates blood flow and prevents static loading on the muscles. To reduce fatigue change body position and vary tasks. Take breaks every 20-30 minutes or do stretching exercises to relieve strain.

## SitAbility

Burghfield Bridge Industrial Estate, Green Lane, Burghfield, RG30 3XN  
 Telephone: +44 (0)118 957 4620  
 E-mail: sales@sitability.co.uk Web site: www.sitability.co.uk