



Installing working tools optimally

Monitor

Place your monitor directly in front of you so that you do not need to turn your head sideways. The height should be set so that the top of the screen is a hand's width below the level of your eyes.

The distance between your eyes and the screen should be at least an arm's length, a little more if you have a large screen. Do not bring the monitor closer if you cannot see text clearly. Instead, increase the type size in your programme.

Keyboard and mouse

The keyboard should be directly in front of you. The distance to the table edge should be between 10 and 15 cm so that you can rest the heels of your hands on the table. Place your mouse as close as possible to the keyboard.

Documents

Take care to place documents between the keyboard and the monitor and not between the table edge and the keyboard. If possible, the keyboard, document and monitor should be aligned.

