



- 1** To avoid glare, position the laptop screen perpendicular to windows. Shut blinds to avoid bright outside light & avoid working under bright lights.
- 2** Place laptop on a riser (or use a separate monitor) so the top of the screen is at/slightly below eye level.
- 3** Use separate input devices (e.g keyboard, mouse) to allow the shoulders to relax and the hands to be at elbow level.
- 4** Maintain neutral wrists while typing. Reduce contact stress by floating the hands above the keyboard.
- 5** Breaks: Take a 1-2 minute microbreak every 30 minutes. Free break software is available for PC (WorkRave) and Mac (TimeOut).
- 6** Use an adjustable office chair. Sit with hips/knees/ankles at 90° and feet flat on the ground.
- 7** Use a backpack with two straps to distribute the weight or a rolling bag.

For additional support, contact SU Ergonomics at [ergonomics@lists.stanford.edu](mailto:ergonomics@lists.stanford.edu)