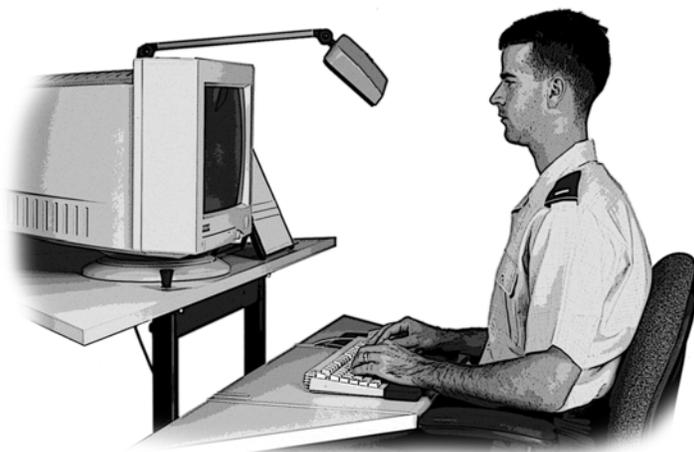# It's a fact...
Your computer workstation should include a monitor that's easy to view.

Monitor Position

♦ Monitors that swivel horizontally and tilt allow you to adjust for the best viewing angle. Tilt the monitor screen slightly to accommodate your line of sight. Mounting a monitor on an adjustable arm allows movement in all directions and frees up workstation space.

♦ For comfortable head and neck placement, position your monitor screen to allow you to gaze slightly down to view the center of the screen (do not bend your neck down more than 15°).

♦ Adjust the height of your monitor to allow you to gaze slightly down to view the center of the screen.

  • If your monitor is too low, place it on a stable box or monitor stand.

  • If your monitor is too high, and adjusting your desk surface and chair (and adding a footrest if necessary) doesn't help, consider replacing it with a smaller monitor.

♦ If you wear bifocals, you might want your monitor positioned lower.

Eye to Screen Distance

♦ The user-preferred viewing distances (between your eye and the screen or source document) are normally greater than typical workstations can accommodate—24" to 34" (61 to 86.5 cm)—because desk depth is often too short for deep monitors. Flat display screens or keyboard extensions can allow for proper distance.

♦ To reduce strain on your muscles, keep your monitor screen at least 16" (41 cm) from your eyes (or farther away than you might hold a book).

Character Display

♦ The monitor should be large enough to display a sizable amount of information.

♦ The screen characters should be clear and easy to read with no perceptible flicker or waiver. If characters are difficult to read:

- Increase font size and use a more readable font style.

- Clean/dust the screen.

- Adjust the magnification or font in the software application.

- Adjust brightness and contrast.

- Reduce sources of glare.

♦ Geometric designs of letters and symbols should not be distorted or appear to melt together.

Monitor Evaluation Checklist

If you answer **NO** to any of the following questions, you have a potential problem.

Yes   No

❏   ❏   1. Is your monitor large enough to display a sizable amount of information?

❏   ❏   2. Are the monitor images clear and stable?

❏   ❏   3. Is character size easy to read?

❏   ❏   4. Does the monitor have user controls for character brightness and contrast?

❏   ❏   5. Does the monitor swivel horizontally?

❏   ❏   6. Does the monitor tilt vertically?

❏   ❏   7. Is your viewing distance from your eye to the monitor screen at least 16" (41 cm)?

❏   ❏   8. Is your monitor screen positioned so that you gaze slightly down to view the center of the screen?