

Position your keyboard for two-handed typing directly in front of you but for one-handed data entry place it in front of your keying hand. Leave a large area free for source documents and other work materials. To be able to move the keyboard occasionally to change your arm and shoulder position, connect your keyboard to the VDT with a cord that is at least 70 cm (28") long. Use a wrist rest if the heel of the hand or wrist is not supported. When keyboarding or typing, your wrists should be in a straight line with your lower arms and do not let your wrists drop below your hands. Poor wrist posture can interfere with blood circulation and lead to cramped muscles.

Your desk height may be a problem too with regards to your keyboard because your hands will probably be too high to operate it. If this is the case you may wish to discuss with your supervisor the possibility of acquiring a computer table, run-off or secretarial height table to solve this problem.

Use an adjustable document holder. Place it next to the screen and at the same height but remember to alternate it on either side of the VDT to change your head position.