The arrangement of your computer and work area can impact your health, productivity and comfort.

Your desk or table should allow you to place your computer monitor at least 20 inches away directly in front of you. Adjust the height of your chair so your feet are flat on the floor. Your trunk and upper legs should form an angle between 90 to 115 degrees. Your thighs should be parallel to the floor and your knees at the same level as your hips.

When you are seated, the top of your monitor screen should be at or below eye level. If you wear bifocals or trifocals, be careful not to tilt your head back to see the screen through the bottom of your glasses. That could lead to neck, shoulder or back pain and injury. Lower the computer monitor or ask your optometrist for glasses to use with your computer.

Position your keyboard directly in front of you and close enough to avoid extended reaching. Keep your forearms parallel to the floor and at a 90-degree angle at the elbow. You may need an adjustable keyboard tray if your desk height can’t be adjusted. Your mouse should be next to the keyboard, at the same height. Keep the back of your wrists flat and relaxed. Avoid extended and elevated reaching for the keyboard and mouse. Rest your hands in your lap when not using them. There are many options for ergonomic keyboards and mice, including trackballs. Check a computer store to try models that are comfortable for you.

You also need to walk away from your computer at least five minutes every hour.