**Basic Laptop Ergonomic Tips**

- Adjust your laptop screen to eye level so you can easily view the images without straining your neck. Looking down at the screen for long periods can result in discomfort and pain in the neck.

- Use a comfortable (ergonomic) chair that can be adjusted to your height and sit with proper posture. If possible, recline the back of the chair to allow the monitor/screen to be more closely aligned to your eyes. Whatever the type of seat you are using, make sure your back is well supported, hold it straight and avoid slouching.

- Position the mouse and keyboard at about elbow height. Place the mouse and keyboard close to the front of the desk so that you don’t need to stretch to use them. Rest your hands and wrists when not typing. Your shoulder should be relaxed. Hovering over the keyboard when not typing will put unnecessary strain on your arms and shoulders.

- Reduce the glare of your screen. Ensure that you have good lighting to reduce eyestrain.

- Practice good computer posture. Do not use it with a twisted torso. Always work in the Neutral Posture (see image on the right below).

- Attach a separate mouse for your laptop if you can. Place a separate keyboard or a negative tilt keyboard tray beneath your desk. With the keyboard placed lower than the desk, you can maintain a neutral wrist posture.

- Eye-breaks: Take breaks from monitor every twenty minutes to prevent eye strain. Follow the 20-20-20 rule: every 20 minutes, look at an object at least 20 feet away for at least 20 seconds.

- Blink your eyes often. It can also help with eyestrain caused by dryness. To help with this,
train yourself to blink more often to prevent dryness of eyes.

- Long-breaks: Take longer break of about 15 minutes after every 2 hours you spend on your devices.

- Micro-breaks: Less than 2 minutes long and perfect to do between bouts of typing. Though micro-breaks are short, you can stretch, stand up, move around, or do a different work task.

- Rest-breaks: Every 30 to 60 minutes, take a brief rest break. During this break, stand up, move around, and do something else.

- Exercise-break: There are many stretching and gentle exercises you can do to help relieve muscle fatigue every 1-2 hours.