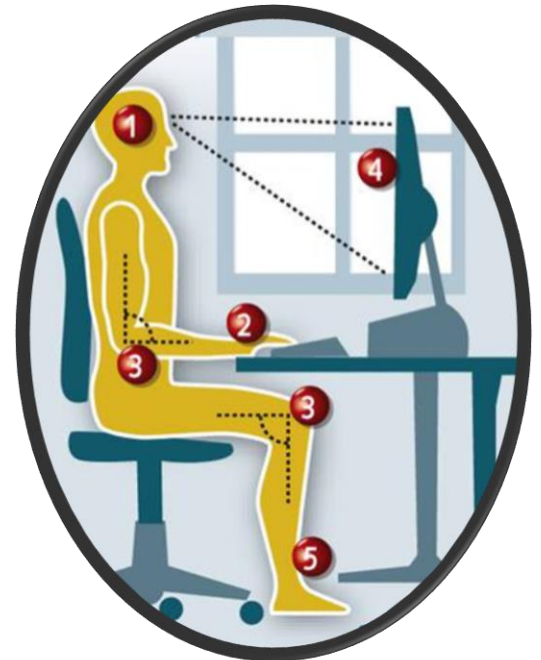


A brief guide to workplace ergonomics

The proper setup:

1. Head is slightly higher than monitor.
2. Hands and elbows rest at the same height as keyboard and mouse.
3. Arm and legs are bent at 90° angles.
4. Monitor stands at a right angle to the window.
Viewing distance is 60-70 cm.
Monitor is titled backwards 5° to 35°.
5. Feet are firmly planted on the ground (or footrest).



Proper table and seat heights:

Your height (cm)	Table height (cm)	Seat height (cm)
< 142	53-58	31-34
143-157	59-64	35-38
158-172	65-70	39-42
> 172	71-79	< 46

Font size:

Don't hesitate to increase font size to avoid straining your eyes when reading text or viewing images on your monitor.

Many programs let users manually configure the standard font size.

All major browsers use the same key combination to increase or decrease font size. Hold "Strg" (the Control key in German) and press "+" to increase and "-" to decrease font size.

Brightness:

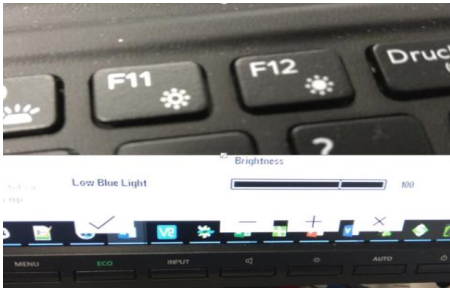
Workspaces should generally be well-lit (windows, ceiling lights).

Monitor brightness should be adjusted according to ambient light conditions. As a rule:

Bright workspace = bright monitor

Dark workspace = dimmed monitor

The brightness on many laptops can be adjusted using the Function keys in combination with the sun symbols. When laptops are connected to monitors directly or through a docking station, brightness can also be adjusted via built-in monitor settings.



Pop-ups (Outlook notifications):

Did you know those annoying email pop-up notifications in Outlook can be deactivated?

Click "Datei" (File), then "Optionen" (Options). Under "E-Mail" (Mail) you'll find the section "Nachrichteneingang" (Message arrival) which contains numerous notification options, including for pop-ups („Desktopbenachrichtigung anzeigen“, or Display a Desktop Alert).