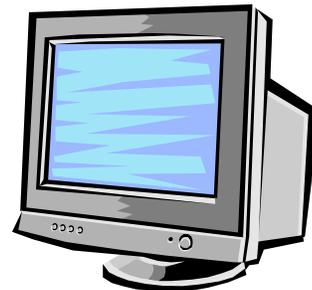


Video Display Terminal (VDT)



Do your eyes get tired when you use your VDT?

Do you get a headache or stiff neck?

There are a number of things you can do to arrange your work area to lessen problems with VDT work.

Your Chair

1. Your feet should be flat on the floor.
2. Your knees should be bent about 90 degrees.
3. Your chair should support your legs without pressure on the backs of your legs.
5. Your back should be snug against the back of the chair.
6. The angle of your back to your thighs should be about 90 degrees.
7. There should be 2 to 4 inches from the front of your chair to the hollow of your knees.
9. Your wrists and hands should extend nearly straight from your elbows.

Your Work Surface Height

1. Make sure you have enough leg room under the work surface.
2. A space 25" high by 27" wide by 27" deep is enough for most people.
3. Larger people need more space.
4. The height of the work surface above the floor should be about 26".
5. This is lower than most desks or tables; they are often 29" high.

Your VDT And Keyboard Set-Up



1. Your VDT screen should be 16" to 30" from your eyes.
2. Many people like a distance of 20" to 26".
3. The top of the VDT should be a little lower than your straight ahead line of vision.
4. If you can, tilt the top of the VDT away from you about 10 to 20 degrees.

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5. Your document holder should be set close to the VDT screen; use the same viewing distance for both.
 6. Your keyboard should not sit flat on your work surface; most keyboards are tilted already.

Lighting

1. Try to match the brightness of the room to that of the VDT screen.
2. This means the room light should be about half the level of normal office light. Keep the contrast high between the letters on your screen and the screen background.
3. Try to reduce glare on your screen. Anti-glare screens are helpful; also try to reduce light from outside which may cause glare.
4. Try to keep your VDT screen perpendicular to windows or bright light sources. This cuts down the chance for glare on your screen.



Make sure that your eyeglasses are correct!

Many people need special glasses for working on their video display.

Please call the VA Northwest Network Call Center and 1-888-233-8305 with any problems or questions. They are available 7 days a week, 24 hours a day.