It's a fact...
Your computer workstation may need a document holder.

If you refer to printed materials often, keep them on a document holder (clip or copy stand) adjacent to the screen.

A document holder should be stable, but you should be able to adjust its height, position, distance, and angle of view.

- **If the monitor screen is your primary focus**, place the document holder either next to your screen at the same height, or between your screen and keyboard. This will allow you to look from the document holder to the screen with little movement of your neck and back and prevent frequent changes of focus. However, if you need to exercise your eyes, place the document holder at a different distance from the monitor. This refocusing could cause eye fatigue, so periodically look away from the screen and document holder. This will help reduce eye strain by giving your eyes something different to focus on. Look out a window or at an object far away. This helps to rest the eye muscles that help you focus at various distances.

- **If printed material is your primary focus**, place the document holder directly in front of you and the monitor off to the side.

Document Holder Evaluation Checklist

If you answer **NO** to any of the following questions, you have a potential problem.

Yes   No

❏   ❏   1. Is your document holder next to your screen at the same height as your screen or between your screen and keyboard?

❏   ❏   2. Is your document holder quickly and easily adjustable?

❏   ❏   3. Is your document holder resting on a stable surface?

❏   ❏   4. Is your document holder at the same distance from your eyes as the display screen?

❏   ❏   5. Is your document holder at the same distance and angle as the display screen or between the screen and the keyboard?