There are 6 easy steps to setting up a workstation:

1. Rest your feet flat on the floor or on a foot rest.
2. Keep your thighs parallel to the floor and avoid pressure on the back of the thighs.
3. Back rest should be upright and provide firm support on the lower back.
4. Shoulders relaxed and arms hanging loosely by your side.
5. Keep forearms loose and wrists straight.
6. Your document holder and screen should be placed at comfortable viewing distances (arms length). The top of the screen should be at your eye level.

For more: www.ergoergo.info