



# Documents

Overview



sheet of paper), while others can support large books. Whatever the design, this kind of holder should be placed close to the side of the computer monitor at the same distance as the screen. Because the visual field curves to either side, you can also rotate the document holder slightly at an angle to the screen to follow this curve.

- In-line document holders. This kind of document holder places documents between the keyboard and computer screen at an angle that follows your field of vision, which naturally curves down. In-line document holders eliminate side-to-side head movements and let you look from the screen to document and vice versa. These document holders are very useful if you work with oversized documents, such as wide-legal paper or wide-format computer printouts.

3. Make sure you have enough light to see your documents clearly.

Be especially sensitive to adequate lighting if you have reduced your lighting to help glare problems. If you cannot adequately light paper documents and keep monitor glare low, consider using a separate task light to illuminate the documents or a high quality glass glare screen on your monitor.