
Introduction

We're about to learn the correct way to type—with all ten fingers! This class is going to use some traditional learning methods and combine them with some fun exercises.

We're going to start out with some basics then move on to some exercises using a program called Mavis Beacon Typing Tutor.

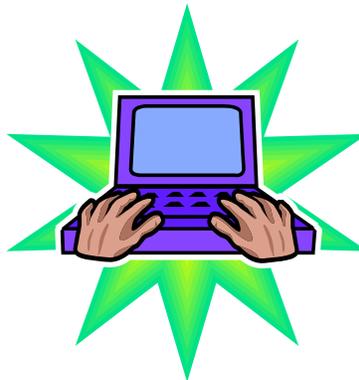
The first thing you need to do is forget your old typing ways. No more two-fingered hunting and pecking. You are about to retrain yourself to the correct method of typing. In short, we're going to teach your fingers where the keys are, so that you don't have to look at the keyboard.

Don't worry about speed. Focus on accuracy instead. Speed will come with time and practice.

Key at a steady, even pace, again striving for accuracy.

As you tap each key, say its letter to yourself. With time and practice, your fingers will naturally find the right key!

Don't look at the keyboard. It's ok to take a peek, but once you find the key look up before you type it. The idea is to train your fingers to know where the keys are. And the way to do this is to start slow, and practice!





Proper Posture

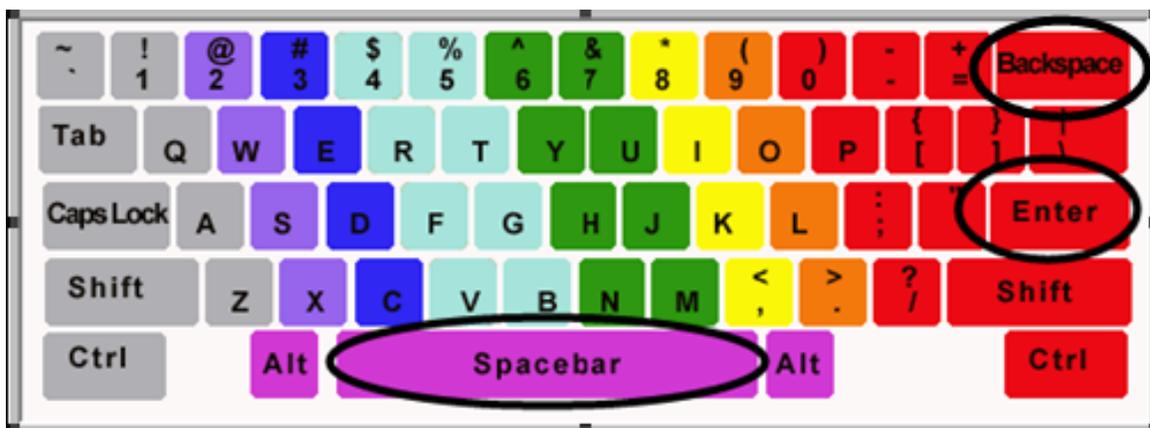
- Sit up straight, directly in front of keyboard
- Feet flat on floor
- Monitor should be at eye level
- Eyes on copy or monitor

Keying Position

- Fingers curved and upright over home keys
- Wrists low, gently resting on table
- Forearms parallel to slant of keyboard
- Strike each key with a quick snap
- Then return to home position

Keys You'll Need to Know Now

- **Spacebar.** To put a space in between letter pairs. Use your dominant thumb for the spacebar.
- **Enter** key. Used to move down to a new line. Use your right pinky for the **Enter** key.
- **Backspace** key. Deletes one character to the left of the blinking cursor.

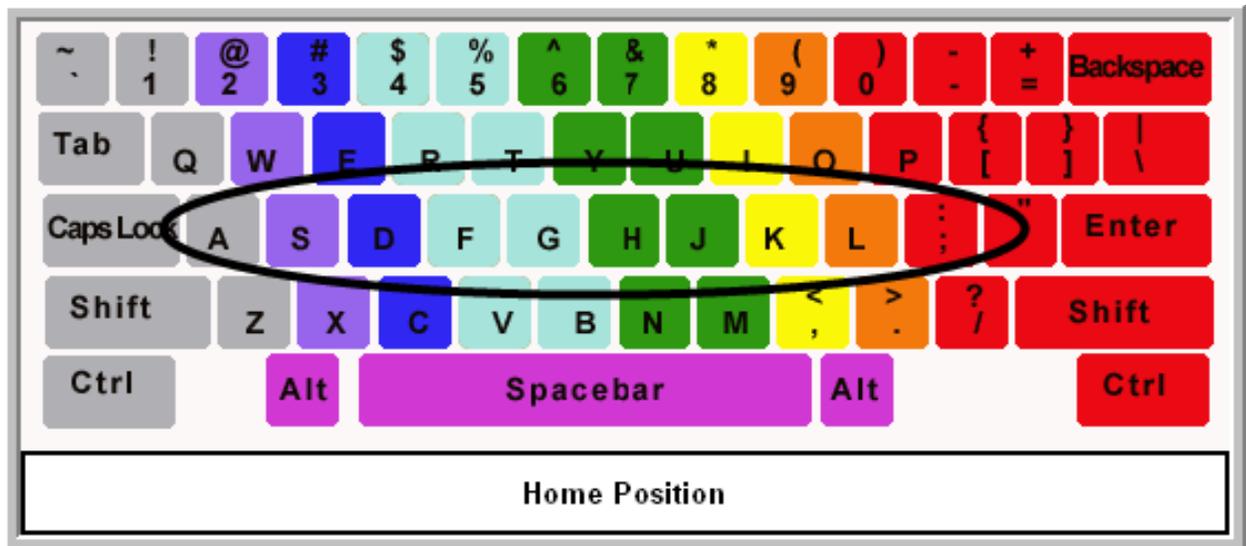


Home Position

The home row is the middle row of the keyboard, beginning with “a”. The idea behind the home row is that each finger remains in light contact with a particular key there when it is not typing in order to keep “grounded”, providing a reference point for every other key.

1. Place your hands in home-key position (left-hand fingers on **f d s a** and right-hand fingers on **j k l ;**).
2. Strike each key with a light tap with the tip of your finger.

You will always begin with your fingers in the home row position. Look at the diagram and find the home row on your keyboard. This is the position you will always start from and return to:



Home position is as follows:

Finger	Key
Left pinky	A
Left ring	S
Left middle	D
Left index	F
Right index	J
Right middle	K
Right ring	L
Right pinky	;

Tips Before We Start

1. Your hand/finger position will always be in **home position**. You will start from and return to this position. You will reach for other keys from home position.
2. Focus on accuracy not speed. Speed will come with time and practice.
3. Don't look at the keyboard.
4. Key at a steady, even pace, again striving for accuracy.
5. As you tap each key, say its letter to yourself.
6. Don't look at the keyboard.

Warm-up Stretches

- Rotate your wrists up, down. Repeat 4 times.
- Stretch your fingers far apart, relax them, then stretch them again. Repeat 4 times.
- Stretch your thumb by pulling it back gently, holding it, and then releasing it. Repeat 4 times.
- Prayer stretch
 1. Start with your palms together in front of your chest just below your chin.
 2. Slowly lower your hands toward your waistline, keeping your hands close to your stomach and your palms together until you feel a mild to moderate stretch under your forearms.
 3. Hold for 10 to 20 seconds. Repeat 4 times.

Prevent Repetitive Stress Injuries/Discomfort

- Position yourself properly at your computer. Your screen should be 2 feet away from you and the top of your document should be at eye level.
- You know your chair is the perfect height if you can sit at your computer with your knees bent at right angles and your feet flat on the floor.
- Set up your keyboard so that it is flat or slightly elevated. Do not have your keyboard slanted downward.
- Keep your wrists straight and elbows in a 90 degree angle while typing. Your wrists should not rest on the table or wrist rest while typing.
- Rest your wrists when you are not typing.
- Take frequent short breaks rather than one long break.
- Stretch your wrists before you start to work and during breaks, and strengthen your wrists with exercise.
- Exercise regularly. Overall body conditioning seems to help guard against repetitive motion injuries.

For More Information

Carpal Tunnel Syndrome from about.com

http://adam.about.com/reports/000034_5.htm

RSI Exercises: Preventing and healing Carpal Tunnel Syndrome & Repetitive Stress Injuries

<http://www.will-harris.com/yoga/rsi.html>

Carpal Tunnel Syndrome Exercises

<http://www.eatonhand.com/hw/ctexercise.htm>

RSI Warrior: Stretches

<http://www.rsiwarrior.com/stretches.html>

Homework

Practice, practice, practice!

- Use Mavis Beacon Typing Tutor software in the Computer Lab during Open Lab time. Software may also be checked out from Audio Visual Services.

Websites you can use to practice if you don't have the Mavis Beacon software:

- www.typing-lessons.org has great online instruction and exercises.
- www.nairobits.com/e-learning/courses/course1/other/letters/letters.html falling letter game.
- www.sense-lang.org/typing offers lessons. (Choose English Regular Keyboard.)
- <http://www.powertyping.com> has lessons and games. (Choose QWERTY.)
- <http://www.freetypinggame.net> offers typing games.
- www.keybr.com offers typing practice.