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Say the letter of each key as you type, loudly or silently. Repeat each lesson until you're comfortable with key control, before moving on to the next lesson. Develop your feeling for keys before trying to increase speed. Typing is a physical skill that requires practice, practice and more practice. Start with short periods of practice, such as 30 minutes a day, working up to longer practice periods as you develop keyboard skills. Rest relaxed at the end of each lesson if needed. Positioning your fingers Let your fingertips rest a lot in the center of each key at rest, (see below for home buttons). Hand placement The hand must be flat and parallel to the keyboard, without twisting. There should be no pressure on the wrists or forearms as you type. You should not rest your wrists on a palm rest except during a short break from typing. A palmrest of the correct height (level with spacebar) can also serve as a reminder to keep your wrists straight. If you feel your wrist touch the rest, you know your wrists are starting to dive. Use both hands to type multiple keystrokes. Do not bend your hand in uncomfortable corners to type key combinations. Depress a button After hitting a button, quickly retract your finger, turning your finger to rest on its key resting position (home). Not in a hurry. Think of the finger and key or keys it controls. With practice, your fingers respond and type the correct letter in response to the letter view. Common Typing Errors Error Type Likely Cause Adjacent Key Correction Steps; long range Fingers out of the typing position;bouncing hands and arms Check hand and finger position; type with fin-ger key control action. Failure to attack irregularly at each key with uniform force Focused on the uniform key game, especially with the third and fourth fingers. Incorrect position inch spacing; no spacebar with quick, down and moving Keep your right thumb curved and up or near the spacebar; strike and release spacebar quickly. Transposition; voice confusion Inattention to copy letter sequences Focused on copy to type. Add a space Press the spacebar with your thumb to add a space between letters and phrases. Uppercase letters To capitalize a letter, press the letter, and at the same time press shift with your little finger with your other hand. The shift key is to the left of s for the left hand and to the right of /for the right hand. Start on a new one To start typing on a new line, press Enter key on the keyboard. Keys with two images To type the bottom image of a key (.), simply select the key. To type the top image of a key (.), press the key and at the same time with the other hand press the SHIFT key with finger pinky positioning Finger The rest position (home keys) is the position for finger when not in use. The letter on each finger on the images, below is indicated the resting position of each finger. Rest finger position of left hand (above) Right finger position (above) Lesson #1 and #2 will teach the finger position for rest keys (home). Don't get mad if you make mistake. You'll soon have control over your fingers. Don't stop if you make a mistake, keep typing. Stop after a lesson for a moment of relaxation. Start each new lesson slowly gradually increase the speed. If you lose control of your fingers, it slows down. Never use other fingers to type these letters. To type the letter H, use your index finger (right hand, finger J). To type the letter G, use your index finger (left hand, finger F). Lesson #3 right, use your index finger (J) to reach the letter H. After typing the letter H return your finger to the resting position. Left hand, use your middle right finger (D) to reach the letter E. After typing the letter E return finger to rest position. Right hand, use the ring finger (L) to reach the letter O. After typing the letter O return finger to rest position. Returning to the rest keys (home) There is no need to return to a rest button (home), if you access two letters back to back from the same finger. Example if you need to type HU or YU, you don't need to tap J between these letters as long as you're back on the rest keys (home) by the end of the word. Lesson #4, use your index finger (F) to reach the letter T. After typing the letter T, return your finger to the resting position. Right hand, use your middle finger (K) to reach the letter I. After typing the letter I return my finger to the resting position. The lesson also includes the use of the SHIFT key. See Uppercase letters and Keys with two images on it for an explanation on the shift key. Lesson #5 right, use your index finger (J) to reach the letter N. After typing the letter N return finger to rest position. Left hand, use the ring finger (S) to reach the letter W. After typing the letter W return finger to rest position. Right hand, use the ring finger (L) to reach the . (point). After you type the . (point) return your finger to the resting position. Lesson #6 Review past lessons Lesson #7 left hand, use your index finger (F) to reach the letter R. After typing the letter R return finger to rest position. Left hand, use your middle finger (D) to reach the letter C. After typing the letter C finger return to rest position. The lesson also includes the use of the SHIFT key. See Uppercase letters and Keys with two images on it for an explanation on the shift key. Lesson #8 right, use your index finger (J) to reach the letter U. After typing the letter U finger return in of rest. Left hand, use the ring finger (S) to reach the letter X. After typing the letter X return finger to rest position. Right hand, use your little finger (I) to reach the letter P. After typing the letter P return finger to rest Lesson #9 right, use your index finger (J) to reach the letter Y. After typing the letter Y, return your finger to a resting position. Left hand, use your index finger (F) to reach the letter G. After typing the letter G finger return to rest position. Right hand, use the middle finger (K) to reach the , (comma). After typing your finger, (comma) return to the resting position. Lesson #10 review past lessons Copyright©2000 Self-Taught-Typing. All rights reserved. Reserved.

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