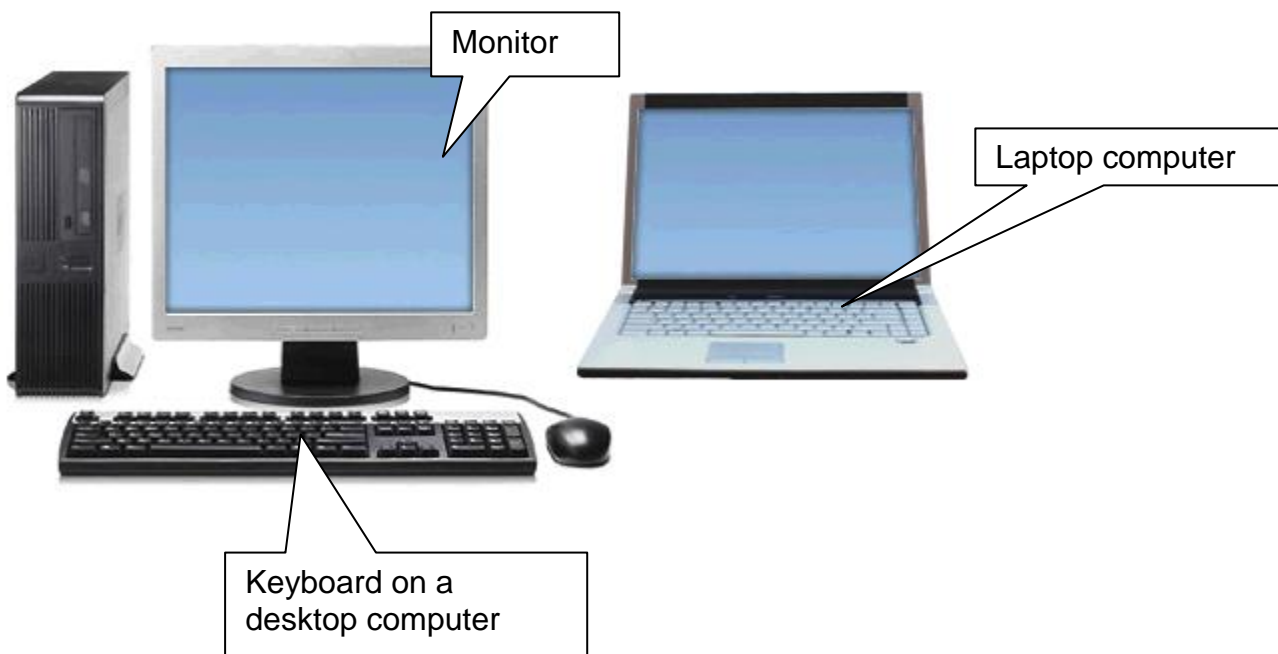




## An introduction to typing



When starting to type you'll need a keyboard. This may be on a desktop computer or a laptop.



**Health and safety are important considerations when using a keyboard.** Check that your chair is at the correct height and that your feet are on the floor. Is the keyboard within easy reach? Your eyes need to be level with the top of the monitor.

**Touch typing** is typing without looking at the keys or your fingers. It's very useful to learn how to touch type as you can type much faster when you use all your fingers. Have a look at your keyboard. The **home keys** are the keys where you rest your fingers. You put the fingers of your **left hand** over the letters **A S D F**. Your little finger should be resting on the **A**.

Now put your **right hand** over the keys **J K L ;**. Your little finger should be resting on the **;** key, the symbol for the semi-colon. When touch typing, always begin with your fingers on these keys. From this position, you reach for all the other keys.

When you press a letter key on the keyboard, the letter will appear as lower case. To make a capital letter, hold down the caps lock  or shift keys .

