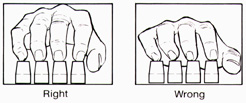
***Typing***

|  |  |
| --- | --- |
| **POSTURE / SIT CORRECTLY** | |
| **Sit straight with your back against the chair.** | http://webinstituteforteachers.org/~gammakeys/Lesson/Posture.jpg |
| **Keep feet flat on the floor, if possible.** |
| **Keep elbows relaxed at sides.** |
| **Keep wrists low.** |
| **Don't let your wrists rest on the keyboard frame.** |
| **Keep fingers curved a little.** |

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| * Place fingers of left hand on **A S D F**.  Place fingers of right hand on **J K L ;**. * Rest your right thumb lightly on the space bar.  (Your left thumb is free.)   **A S D F and J K L** ; have a special name. They're called the *home keys*. Why? Because in touch keyboarding, you always start from these keys, and you always return to them. That way your fingers never lose their place--and neither do you. |

## http://webinstituteforteachers.org/~gammakeys/Lesson/RightWrongSide.jpg

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