

One-Hand Typing and Keyboarding Manual

This manual will teach you how to use your right or left hand to type on a standard keyboard.

Developed by Lilly Walters,
acclaimed author of seven books,
Speakers Bureau Executive, and one-hand typist

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With Personal Motivational Messages From Others Who Have Overcome!

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1. Typewriting. 2. Computers. 3. Physically handicapped.

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Welcome!

This manual will teach you how to use your right or left hand to type on a standard keyboard. Here are a few suggestions:

- Learn the One-hand QWERTY typing system with this manual.
- Practice every day for at least 30 minutes, for one to three weeks.
- Continue with any two-handed typing program to learn speed and accuracy.

How To Use This Manual

The first 12 pages of this manual are for those who will be teaching this program to students. Small children may need someone to read through these pages and get them started. We strongly suggest small, child size keyboards for young users. Typing is a repetitive motion. Take the precautions outlined in this manual to prevent strain.

Typing Systems Available to the One-Hand Typist

There are four options for the one-hand typist to consider if he or she wishes to become adept at using a keyboard.

1) One-hand QWERTY (the system used in this manual)

QWERTY is the term describing the standard keyboard used by 99% of the English speaking world (see the keys on your keyboard starting at Q in the upper left corner.) One-hand QWERTY uses the strong hand with FGHJ as home base. The thumb operates the space bar. This system allows the user to compete in any mainstream environment. Small children and other users with small hands should use child size keyboards. With good use of either the right or left hand (at least four fingers), a student can type on a standard keyboard with no overlays, assistance devices, or alternative keyboard layouts.

2) Adaptive Devices

There are many devices and alternative keyboards that can be used to enter data into a computer. These devices replace a standard keyboard. The most well known is the BAT Personal Keyboard, which uses a series of “chords” to type, and the Maltron, (\$199 - \$700). See the Resources Guide at the end of this manual.

3) Alternative Keyboard Layouts

QWERTY was intentionally designed to be difficult so that the typist would not jam the keys. As technology advanced, jamming was no longer an issue, and many looked for alternatives to QWERTY to ease the strain on the typist's hands. The

two most well known are Dvoark, and Half-QWERTY. Half-QWERTY cuts the keyboard in half, using the left side of the keyboard. Each key represents two letters instead of one. The Dvoark system has layouts for either two hands, just the right, or just the left hand. It only takes 30 seconds to set up most computers to the Dvoark system, which is a setting within most computer operating systems. Both of these layouts are faster and easier on the hands of the typist, but not necessarily smarter. Dvoark is free. Half-QWERTY costs \$395.

4) Voice Activation Alternatives

Using voice recognition software, the user speaks into a microphone and the software transcribes the user's words from verbal dictation. The user must first "train" the software to understand the user's particular pronunciation. Voice Activation is the wave of the future and is a great tool when used AFTER a good understanding of the standard keyboard is achieved. Otherwise, the user is not able to operate in environments that use only common equipment, i.e., the library, the workplace, at play with friends, etc. See the Resources Guide at the end of this manual.

Adapting This Manual To Your Specific Needs

Is your "good" hand also strong? Can it take the burden normally shared by two hands? If not, consider using an adaptive keyboard. The One-hand QWERTY system taught in this manual needs at least two strong fingers. If one hand has good usage, the standard One-hand QWERTY is the best choice.

Is the use of one hand a temporary situation due to injury? I suggest you learn the one-hand method if you are sure that using two hands will no longer be an option. Although, very often the injured hand can be encouraged by having it operate the mouse. Will the typist be sharing use of a computer? If not, adaptive devices and alternative keyboard layouts are suggested.

This manual is a beginning place for people who have good use of one hand, with at least two strong fingers. If you have some use of your less-able hand, all the better! We will assign it jobs to do also. I have full use of my right hand, and half of my left, so I make my left hand do some work. I use my less-able hand to operate the mouse, hold down the Shift key, command keys, and sometimes to hold my place on a document from which I am typing. My more-able, five-fingered hand types all of the keys with the letters and numbers, as shown in the charts and lessons in this manual. Adapt these lessons to your hand or hands. You might have use of just one hand or even four fingers. Develop your own system. Decide which finger will best handle each key. Adapt! Create a touch-typing system for yourself. A system simply means you will assign each finger a job. If, for example, you only have use of two fingers, divide the keyboard in half. Each finger has its jobs to do without you looking at the keys. It will take one to three weeks to work through this manual. Then, you can step into any mainstream program to learn typing. This manual is not meant to stand alone as a method of helping you type. To develop speed and accuracy, you need more. Once you work through the drills and the one-hand system you will learn here, you will then decide on *at least one* of the following –

all four would be best!

Additional Strategies for the One-Hand Typist

- Buy A Computer Typing Tutor Program

If at all possible, supplement this book with a computer typing tutor software program. Typing tutor programs are a much faster way to learn than a traditional typing manual or class. A typing tutor program is a great way to help you build speed, and catch your mistakes. A duplicate of a keyboard will be on your computer screen. The lessons and key drills you need to learn are on the screen. Usually, the key you are supposed to be typing is indicated in some way. The key you hit will light up, letting you know if you hit the right one. You train yourself by watching the screen, instead of the keys. This is a wonderful improvement over the old days! Some programs show two full hands, like ghosts, moving over the keys. Most have built-in tests, games, and advanced drills. These will test your speed and catch your mistakes. See the Resources Guide at the end of this manual.

- Take A Two-handed Typing Class

I learned typing by taking a mainstream two-handed typing class in junior high school. I used my one-hand typing book and learned the keyboard in about two weeks, then switched to the drill book the other kids used. Taking a typing class was a great way to make me practice everyday, with an experienced teacher available to answer questions. Most questions about typing were the same as those using a two-handed system: "How do I make a capital letter?" "How many spaces go after a period?" "How do I get the cursor to move down the page?" There are many places that offer classes. Consider taking a typing class through your local school or parks and recreation department.

- Use A Traditional Typing Manual

Any mainstream typing manual will work well to help you learn speed and accuracy on the keyboard. Most bookstores carry them. If money is a challenge, go to a used bookstore, thrift shop, or the public library. The library may even have keyboards.

- Online Typing Drills

Using any Internet search engine, look for sites that have typing drills to test your accuracy.

Materials You Will Need for the One-Hand Typing System

- One-hand Typing Manual
- A bookstand or typing stand
- Desk/work place
- Chair
- Typewriter and paper, or computer with monitor, keyboard,* mouse.

(Optional):

- Printer
- Key toppers (something on the keys F and J to help you find “home base.” Consider any thin, light material that is adhesive.

***Note!** You cannot use ergonomic keyboards that split in two halves. Also, note my messages on laptops and space saving keyboards. Children and other individuals with small hands must use a child-size, space-saving keyboard. Laptops do not work well for the one-hand typist.

Should You Buy a Computer or a Typewriter?

If at all possible, buy a computer. However, you can learn how to use the keyboard by first practicing touch-typing on a typewriter. In fact, there are many advantages to a typewriter:

- 1) Typewriters are cheap! Go to yard sales and pick one up for a few dollars. The chances are very good that many of your friends have a typewriter in their garage.
- 2) There is much less to learn about the operation of a typewriter, compared to a computer.
- 3) Using a typewriter to practice keyboarding will encourage you to be more accurate. Errors are so much easier to correct on a computer that it is easy to become a sloppy typist when you use one.

How Much Should You Practice?

Those who get to be the best in any sport are often not those with the greatest talent but rather, those who practice regularly. For your first month, practice 30 minutes each day. Practice is not just having a great time on your computer, racing around the Internet, chatting with friends online, and researching projects. Practice is sitting with typing charts or a software program, and doing the lessons. Practice is diligent effort to be better at the craft you are pursuing.

Can You Be a Superstar With Only One Hand?

Having the use of only one hand might make you feel handicapped. The reality is, you are as handicapped as you want to be. With two perfect hands, you can do nine million things. With one hand, you can do eight million. You can focus on the one million you can't do or on the eight million you can. No one accomplishes even a fraction of the things we could do if we would just try. Can you have superstar accomplishments with one hand?

Meet Jim Abbott:

Jim Abbott is a very famous baseball player. He has thrown a no-hitter, won an Olympic gold medal in 1988, and has been on *Late Night with David Letterman*. He is one of a handful of professional players who never put on a minor-league uniform, jumping instead straight from college baseball to the big league. He is also the only player in major league baseball who was born with one hand. Jim was able to reach the major league without having a right hand, and he quickly became one of the better pitchers in the game during the early 1990s. No one thinks of Jim as being handicapped, except those who lost the game because of Jim's amazing ability.

"I never learned a touch-typing system, but I wish I had. In college, I had to ask other people to type my longer papers. I could hunt and peck, but I wasn't able to speed around the typewriter. Back then typing was as important as it is today. With my hand, it never occurred to me that I might learn a better way. It never occurred to my teachers that I might be able to learn! Today, with only my hunt and peck skills, I am able to send email, cruise the Internet, and do some work on my computer. Now I can see what a great asset it would be if I had learned a one-hand typing system. You know what? While you are sitting there, working on learning this great skill, I will be too. If I can make the Olympics, I can learn to type! So can you. Think of me as you get faster, and better at typing, because I will be working on it too!"

Jim Abbott

The One-Hand Friendly Workstation

You must find a place to study this new and exciting craft. Ideally, it should be fairly quiet and have adequate lighting. It should also be easily accessible. If it isn't, you will not be as likely to practice daily. Here are some important points:

Lighting

Make sure your workspace has adequate lighting so you can read the manual and other materials you practice with. Lights should be above or to the side so that they will not cause a glare on your screen.

Keyboard Placement

The keyboard for a one-hand typist is offset to the side, depending on which hand the typist uses. If you use the right hand, it will offset to the right. If you use the left hand, it will offset to the left.

Center home base on the keyboard at hip level (Home base is the four keys in the very center of all the letters - F G H J). To find just the right place for your keyboard, sit at your work area and allow your arms to hang down. Keeping your elbow pressed lightly at your side, take your typing arm and lift just the lower arm up naturally. Keep the elbow at your waist. Your arm should not be reaching forward, left, or right. It should not reach up but rather, straight out.

Position the keyboard so the F G H J keys on the keyboard are directly under your hand.

Remember! You cannot use split-keyboards with this system.

Drop-down Racks

Drop-down racks for the keyboard are terrific! However, many desks with keyboard racks assume you only want space for a normal keyboard centered in front of your body. They have room for your legs only, just below the drop-down rack. A one-hand typist's body must be offset from the keyboard. The rack must allow you to offset your body to the side of the keyboard.

Right-handed Typists and Drop-down Keyboard Racks

A right-handed typist slides the keyboard to offset to the right side of his or her body. Because of the calculator on the side of most keyboards, you need a rack long enough to allow it to slide over quite a bit. Here are three solutions for the right-handed keyboarder:

- 1) Check if the desk allows you to move the monitor and your chair to the left of the rack.
- 2) Consider additional holders. My keyboard hangs over the right side of my rack by about 8 inches! I added two additional holders, which sit on top of my drop-down keyboard rack. These additional holders were meant to lift the

front of the keyboard and support the typist's wrists. They are padded and made of plastic. In addition to lifting the front of my keyboard, they support the keyboard, and allow my hand to slide over the edge of the rack. Before you buy a desk, experiment with sliding the keyboard.

- 3) Buy a keyboard with calculator keys on the left, rather than the right. These can be more expensive. See the Resources Guide at the end of this manual.
- 4) Buy a space-saving, or child-size keyboard
- 5) Buy a keyboard that does not have a numeric pad.

Mouse Placement

After you learn the One-hand Typing system, you will need to place the mouse on the same side of the keyboard as the hand that you will be typing with. If you have any use of your less-able hand, then give it the job of Mouse Master. This will balance the workload of your body, and help keep you sitting up straight. Place the mouse directly in front of the arm you use as Mouse Master.

If you only have the use of one hand, experiment with the mouse. Consider placing it between the keyboard and the screen. Or, you might try setting it on top of a thin, wide book on your lap. Strictly one-hand typists will need to use the mouse as little as possible. Your good hand is going to be very busy typing. Whenever possible, use keyboard commands instead of the mouse. There are keyboard commands for *almost* every function on a computer. Keyboard commands are faster than a mouse for any typist.

In today's Internet-dependent world, a mouse is almost a must to navigate around the Web. Within 'accessible' Web sites, one can use the keyboard exclusively. However, as of this writing, 95% of all Web sites are not yet accessible. Therefore, some use of the mouse is a great skill to have. Your more-able hand will be able to handle the mouse very well, as it won't be busy typing very much while you are surfing the Web.

If, after diligent practice, making the mouse work for you is just too difficult, there are also many types of mouse foot pedals available. See the Resources Guide at the end of this manual.

Mouse Types

There are several types of mouse devices. Go to a large computer store and see which one feels best with your less-able hand. I find a roller ball works well for me, but you will need to experiment with several to see which will fit you best.

Monitor Position

The monitor should be placed 2 to 3 feet directly in front of you. Place it where you will not need to turn your body or head to see the monitor. It should be at eye level so you don't need to look down or up. You can raise the screen by placing it on one of the many little shelves or racks built for this purpose. An old dictionary or encyclopaedia that you no longer use will lift the screen nicely too.

If you still find yourself leaning forward to see the monitor, you need to continue making adjustments. Either move your chair forward, or pull the monitor towards you. You should not strain your body or eyes when you type. I have seen computer desks that only allow the monitor to be set off to the side of the body. Avoid these! The monitor must be exactly in front of your head.

Placement of the One-Hand Typing Manual

With A Computer:

Place the One-hand Typing manual in front of you. Ideally, it should be placed directly in front of you so you do not need to turn your head. If your monitor is high enough, you can place the manual just below it.

With A Typewriter:

If you are using a typewriter, the One-hand Typing manual should stand to the side of the typewriter. If the typewriter is centered off the right side of your body, the manual and stand should go to the left so it is almost straight in front of you.

Keyboard Stand

You need something to hold the manual up. Do not let it lie flat your desk! You cannot sit up properly if you are craning over your desk. If you cannot afford a typing stand, find something else to prop up your manual. It should stand almost perpendicular to your desk.

Rules for Chair Placement

- Find a chair that is comfortable.
- Sit up straight.
- Your head should face straight forward, not downward, nor upward.
- Your arms should be positioned naturally. If you hold them up, fighting gravity, you will become tired much too soon.
- Your wrists must be straight, not bent.

Adapting The Rules To Your Body's Challenges

I find my less-able hand does not bend the way my other hand bends. Once you get started, pay attention to how your hands and body feel. If they become fatigued, try moving the mouse to a higher or lower position.

Avoid Damage To Your Body

Keyboarding, and the great world that will be open to you, is addicting! You will want to spend hours glued to your keyboard, but repetitive motion can cause permanent damage. To avoid this:

- Get up and move every 15 minutes. Shake your body. Give your body, eyes, hands, and wrists, a good stretch. Gently pull your hand back, then press it forward. If you are using two hands, do this with both hands.
- Take care of your eyes! Every few minutes, focus on something across the room, then close your eyes for a count of 10. Your eyes will appreciate this habit ten years from now.
- Adjust the height of your keyboard every few hours, if possible.
- Alternate the tilt of keyboard and/or your mouse. You may want the keyboard very low, with the end closest to you and raised high, at a 45 degree angle.
- Move your mouse to a comfortable level.
- Get a beanbag made that lifts your wrists to a position that is natural and comfortable. I have two and I switch them every hour. Form your beanbag to fit your body for the greatest comfort. They can also be used to lift the keyboard. Beanbags can be easily made from beans or rice, or they can be purchased from most toy stores and thrift shops. Some very small pillows will work well too.
- Place a small pillow or two under your elbow/s.
- Consider a wrist brace. Many types are sold at the pharmacy. If you use one, take your arm/s out of the brace(s) every 15 minutes. Stretch and shake your arms and wrists.

After each exercise, you will see a picture of me! Well, maybe not ME exactly, but seeing the smiley face will tell you:



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of three. Then, make a fist and hold it for a count of three. Repeat this a few times. Focus your eyes on something across the room, then let your eyes close for a count of ten.

No Peeking!

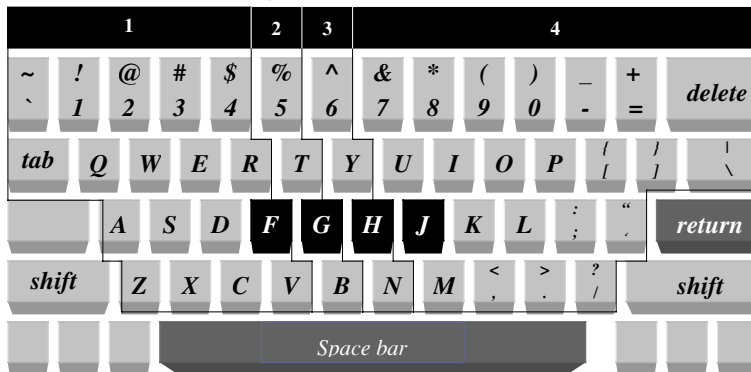
Your goal is to learn the keyboard by touch, without looking. Touch-typing is much faster than “hunting and pecking” for the right keys. When your mind is busy hunting and pecking for the right key, it is very difficult to create! Touch-typing frees your mind to explore. Each finger has its own special keys that it must learn. Your eyes have their own job. They need to be reading what you type.

But, that is hard! I need to look at the keys! Nonsense! Listen to my good friend, Dana LaMon. Dana is a world champion speaker and Yale graduate.

I write books! I type out each thought. Typing is fantastic! I am able to use the keyboard to create messages of hope and courage for myself, and when I am lucky, for the people who enjoy my books. I have actually typed those books myself, and every one of my decisions as a judge. By the way, I have issued over 4100 decisions; that’s a lot of typing! Learning to type was hard for me too, but only for a short time. I learned how to type when I was eight years old. Once you learn, a whole world of opportunity opens to you! You can do it! **Dana LaMon**, Administrative Law Judge

Did I mention that Judge LaMon has been totally blind since he was four years old? Remember, you don’t need to look at the keys to type.

Home Base Keys



Know where the home base keys are. This is the essence of successful touch-typing! Keep one finger on the home base keys at all times. Otherwise, your hand will get lost on the keyboard and you will need to stop typing to look at the keyboard. Looking down at the keys slows you down. Our objective is to have your hand flying around that keyboard with terrific accuracy!

Center your four fingers on the home base keys, F G H J. These charts show the placement for each finger. The black bar indicates which finger should be used.

<i>Right Handed Typist</i>			<i>Left Handed Typist</i>			
<i>Key</i>	<i>Finger in charge!</i>	<i>Finger #</i>		<i>Key</i>	<i>Finger in charge!</i>	<i>Finger #</i>
<i>F</i>	Index finger	1		<i>F</i>	Little finger	1
<i>G</i>	Middle finger	2		<i>G</i>	Ring finger	2
<i>H</i>	Ring finger	3		<i>H</i>	Middle finger	3
<i>J</i>	Little finger	4		<i>J</i>	Index finger	4

Your thumb takes care of the space bar. If you do not have a thumb, adapt! Consider using your less-able hand or your index finger. The space bar is the longest key on the keyboard. The Return key was originally called the carriage return on standard typewriters. After electric typewriters were developed, this key was re-named the Return key. On a computer, you only need to use the Return (or Enter) key at the end of each paragraph.

Right-handed typists may have challenges with the Return key since it is usually located on the right side of the keyboard. If this is the case, you will need to assign a finger on your right hand for the job. The obvious choice is Finger 4. However, after 30 years of typing, I have found Finger 3 to be more useful here.

The most difficult thing you will need to learn as a one-hand typist is to bring Finger 4 over to the Return key, then find your way back to the home base keys without looking. Most people cannot leave Finger 1 on home base and still stretch Finger 4 as far as the Return key. Practice will help.

Exercise: Finding Home Base

Place your fingers on the home base keys. Using Finger 1, type **fff**. Hit **Return**, then position back on the home base keys. Type **fff** again. Look at the screen or your paper – Do not look at the keys! If you missed, put your fingers on the home base keys and try again. Repeat this exercise at least 20 times. After each exercise, compare what you have typed to the manual.



Notice that in this next exercise, there is a space between the sets of fffs.

Type a space between each set of **fff**, using your thumb or the finger you have assigned to the space bar.

fff fff fff fff fff fff fff fff

Hit the Return key and start a new line. Type the exercise below, making sure to type the spaces. At the end of each line, hit the Return key.

You are doing great! Look at the chart above. Finger 2 is assigned the ‘G’ key. Again, your thumb is assigned the space bar. Be very careful to type the spaces when they are shown.

ggg ggg ggg ggg fgfgfgfg fgfgfg
fg fg fg fg gggg ffff gf gf gf gf

Now move on to Finger 3, the one assigned to **H**. Do this drill, and remember the space bar and the Return key.

hhhhh hhhhh h h h h h fff ggg hhh fff ggg hhh fff
ggg hhh fff ggg hhh hhh fff ggg fgh fgh fgh fgh fgh

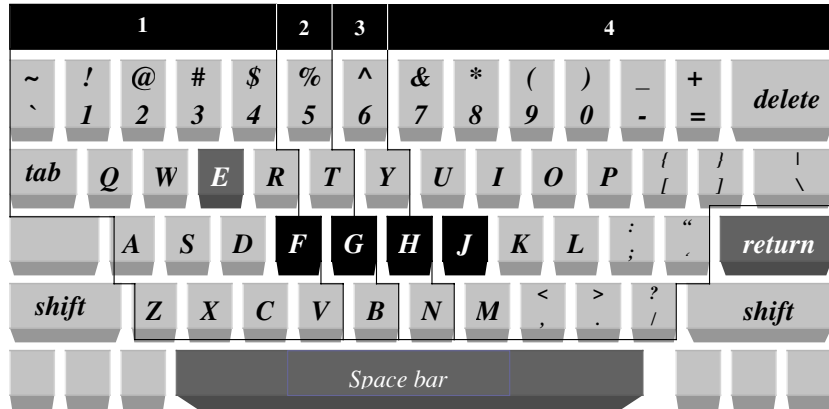
Now to Finger 4. As you can see below, these exercises are getting longer. Complete each set.

jjj jjj jjj j j j fj fj fj fj fjfj	hjhj hj hj jfjf jf jf	hj hj hj hj	jjj hhh ggg fff
gj gj gj gj gj gjgj gj gj	ig ig ig jgjg jgjg j g j g	jjj hhh ggg fff	jhgf jhgf
fghj fghj	jh jh jh j h j h	j h g f f g h j	fg fg hj fj gh gj fj jg hg hf

Practice the above exercises five times each.

☺ **Time to take care of your eyes and body!** Stretch, move, flex and focus!

EXERCISE: E



Finger 1 is assigned the **E** key. When you reach up to type **E**, Finger 4 has an important job. It must keep you in touch with the home base keys. It needs to stay on **J** when Finger 1 is going to work on **E**.

Type this:

e

(return to the home base keys)

Repeat the above exercise 5 times

Now we will add to what you already know. Remember the space bar and the Return key, and keep Finger 4 on **J** when you stretch up with Finger 1 to type **E**.

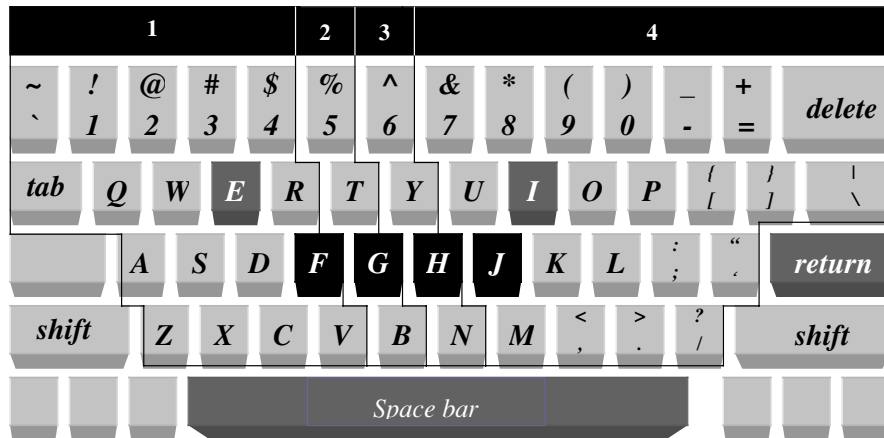
Do the exercises in order (1, 2, etc.)

<p>1. fghj fe fe fe eee fff fefe efef efef Practice this five times.</p>	<p>2. fghj ge ge ge ggg eee gege gege Practice this five times.</p>	<p>3. fghj he he he h h h eee he he he he Practice this five times.</p>
<p>4. fghj je je je jjj eee je je je je Practice this five times.</p>	<p>5. Now make words! Later we learn how to capitalize, and put in periods. he gee egg Practice this five times.</p>	<p>6. Repeat all of the exercises on this page again.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up and move your back around. Flex your fingers back, extended for a count of three. Make a fist and hold it for a count of three. Repeat a few times. Focus your eyes on something across the room, then let your eyes close for a count 10.

EXERCISE: I



Now we add another vowel, **I**. Finger 4 reaches up to type **I**. When it does, Finger 1 must keep you positioned on the home base keys. Finger 1 stays on **F** while Finger 4 extends to work on **I**.

I am not going to remind you about the space bar and the Return key from this point on.

Now it is your job to notice when a space or a return appear in these exercises, and to include them.

Type the letter **I**, and return to the home base keys. Practice this five times.

Now type the exercises below. Make sure to do the practice drills, repeating each exercise.

<p>1. fghj ijij iiii jjjj ijij jjji ji ji j i j i j i Practice this five times.</p>	<p>2. fghj ihih iiii hhhh ihih hihi hi hi h i h i h i Practice this five times.</p>	<p>3. fghj igig iiii gggg igig gigi gi gi g i g i g i Practice this five times.</p>
<p>4. fghj ifif iiii ffff ifif fifi fi fi f i f i f i Practice this five times.</p>	<p>5. fig fig fig gig gig gig if if if if if ie ie ie ie ie igg igg Practice this five times.</p>	<p>6. fig fig fig gig gig gig if if if if if ie ie ie ie ie igg igg Practice this five times.</p>

Check your screen or paper for accuracy.



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: D



The letter **D** is also typed by Finger 1. When you reach over to type **D**, Finger 4 has an important job. It must keep you in touch with the home base keys. Finger 4 needs to stay on **J** when Finger 1 is going to work on **D**.

Failure is only the opportunity to more intelligently begin again.

- **Henry Ford**, 1863-1947, American automobile manufacturer who developed a gasoline-powered automobile (1893), and founded the Ford Motor Company in 1903.

Practice **D** in these exercises. Finger 1 is in charge of **D**.

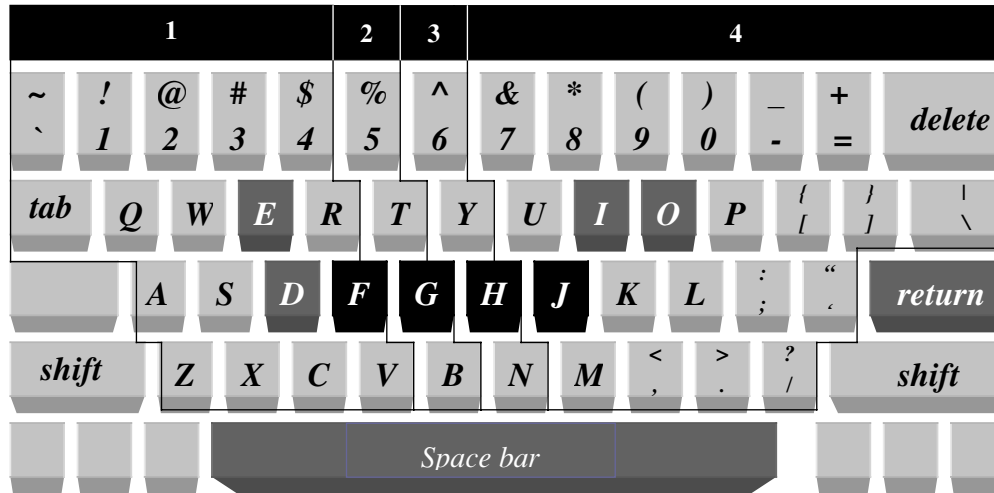
<p>1. fghj djdj dddd jjjj djdj jdjd jd jd j d j d j d Practice this five times.</p>	<p>2. fghj dhhd dddd hhhh dhhd hdhd hd hd h d h d h d Practice this five times.</p>	<p>3. fghj dgdg dddd gggg dgdg gdgd gd gd g d g d g d Practice this five times.</p>
<p>4. fghj dfdf dddd ffff dfdf fdfd fd fd f d f d f d Practice this five times.</p>	<p>5. fed heed hedge deh deh dej dejdif dif dig dig dig Practice this five times.</p>	<p>6. die die die dig dig dig fed fife heed jig egg fed heed hedge Practice this five times.</p>

Check your screen or paper for accuracy.



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: O



Practice **O** in these exercises. Finger 4 is in charge of **O**. **Note:** In the old days, the letter O could be interchanged with 0 (zero, the number) because they looked a great deal alike to the human eye. However, the computer knows the difference between an O and a 0. E-mail addresses, passwords, and location addresses on the internet (called URLs), will not work if you use the wrong character.

You miss 100 percent of the shots you never take.

—Wayne Gretzky

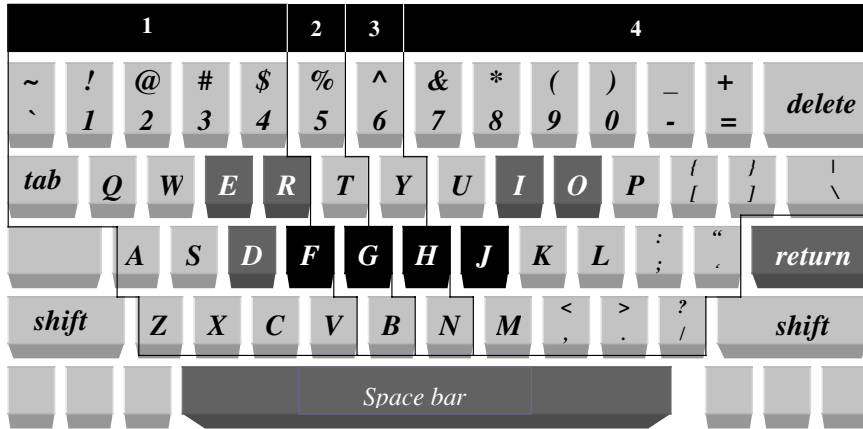
<p>1. fghj ojoj oooo jjjj ojoj jojo jo jo j o j o j o Practice this five times.</p>	<p>2. fghj ohoh oooo hhhh ohoh hoho ho ho h o h o h o Practice this five times.</p>	<p>3. fghj ogog oooo gggg ogog gogo go go g o g o g o Practice this five times.</p>
<p>4. fghj ofof oooo ffff ofof fofo fo fo f o f o f o Practice this five times.</p>	<p>5. fog jog go hog go dog go jog fog hog jog dog fog Practice this five times.</p>	<p>6. die die dig dig fed fife heed hedge jig egg go dog go jog Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Ok, back to work!

EXERCISE: R

Practice **R** in these exercises. Finger 1 is in charge of **R**.



<p>1. fghj rjrj rrrr jjjj rjrj jrjr jr jr j r j r j r Practice this five times.</p>	<p>2. fghj rhrh rrrr hhhh rhrh hrhr hr hr h r h r h r Practice this five times.</p>	<p>3. fghj rrgg rrrr gggg rrgg grgr gr gr g r g r g r Practice this five times.</p>
<p>4. fghj rfrf rrrr ffff rfrf frfr fr fr f r f r f r Practice this five times.</p>	<p>5. for frog fir fire hire her ride dire hide hired greg ride frog fir ride dire fire Practice this five times.</p>	<p>6. die dig fed fife heed jig egg fire dog jog hired ride Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Ok, back to work!

EXERCISE: U



Practice **U** with these exercises. Finger 4 is in charge of **U**.

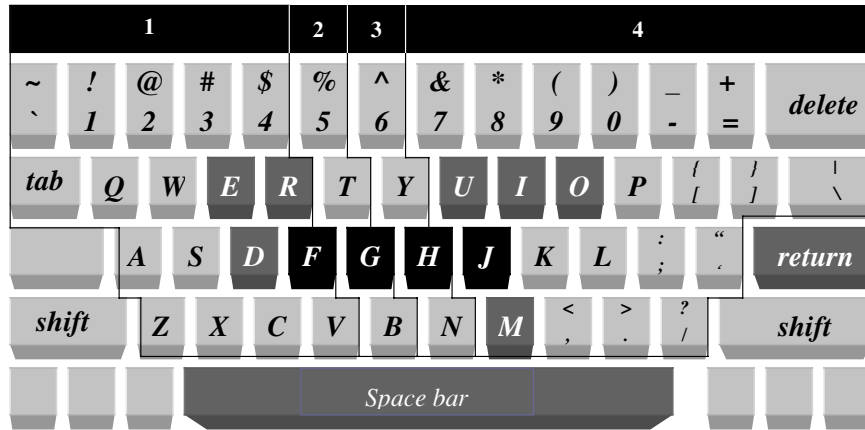
<p>1. fghj ujuj uuuu jjjj ujuj juju ju ju j u j u j u Practice this five times.</p>	<p>2. fghj uhuh uuuu hhhh uhuh huhu hu hu h u h u h u Practice this five times.</p>	<p>3. fghj ugug uuuu gggg ugug gugu gu gu g u g u g u Practice this five times.</p>
<p>4. fghj ufuf uuuu ffff ufuf fufu fu fu f u f u f u Practice this five times</p>	<p>5. hug jug dug rug dude guide rude rude nude hug rug Practice this five times</p>	<p>6. die dig fed hired heed jig egg ride dog jog hired ride Practice this five times</p>



Time to take care of your eyes and body! Stretch, move, flex and focus!

Genius is one percent inspiration, ninety-nine percent perspiration. - **Thomas Alva Edison**, famous scientist and inventor, who was unable to read until he was twelve years old.

EXERCISE: M



Practice **M** with these exercises. Finger 4 is in charge of **M**.

Men are not prisoners of fate, but only prisoners of their own minds.

—**Franklin D. Roosevelt**

At age 39, his legs were paralyzed by polio.
He was elected President of the United States four times.

<p>1. fghj mjmj mmmm jjjj mjmj jmjm jm jm j m j m j m Practice this five times.</p>	<p>2. fghj mhmh mmmm hhhh mhmh hmhm hm hm h m h m h m Practice this five times.</p>	<p>3. fghj mgmg mmmm gggg mgmg gmgm gm gm g m g m g m Practice this five times.</p>
<p>4. fghj mfmf mmmm ffff mfmf fmfm fm fm f m f m f m Practice this five times</p>	<p>5. fume gem mug mood home mid midge midi home midriff midriff miff miffy mir mire mirror midge mug mood Practice this five times.</p>	<p>6. die dig fed hired jig egg ride dog jog ride jug dug hug rug home midriff miff miffy mire Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Ok, back to work!

EXERCISE: T



Practice **T** with these exercises. Finger 2 is in charge of **T**.

<p>1. fghj tjtj tttt jjjj tjtj jtjt jt jt j t j t j t Practice this five times.</p>	<p>2. fghj thth tttt hhhh thth htth ht ht h t h t h t Practice this five times.</p>	<p>3. fghj tgtg tttt gggg tgtg gtgt gt gt g t g t g t Practice this five times.</p>
<p>4. fghj tftt tttt ffff tftt tftt ft ft f t f t f t Practice this five times.</p>	<p>5. fit hit get jet tug tiger tiff tight tide tidy midi tie tied tier time timer timid tip top tide tie Practice this five times.</p>	<p>6. die dig fed hired jig egg ride dog ride jug dug Midriff mire top tide tie tiger tight time Practice this five times.</p>

☺ **Time to take care of your eyes and body!** Stretch, move, flex and focus!

Did you know: Auguste Renoir (1841-1919), the famous French Impressionist painter and sculptor, was so disabled by rheumatoid arthritis that paint brushes had to be tied to his hands?

EXERCISE: Y



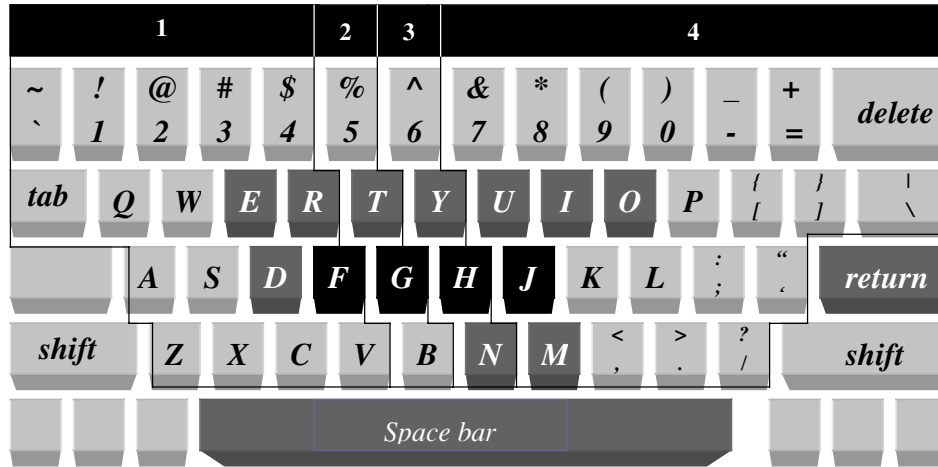
Practice **Y** with these exercises. Finger 3 is in charge of **Y**.

<p>1. fghj yjy yyy jiji yjy jy y j y j y j y Practice this five times.</p>	<p>2. fghj yhy yyy hhhh yhy hyhy hy hy h y h y h y Practice this five times.</p>	<p>3. fghj ygy yyy gggg ygy gygy gy gy g y g y g y Practice this five times</p>
<p>4. fghj yfy yyy ffff yfy fyfy fy fy f y f y f y Practice this five times</p>	<p>5. fey hey joy yogi yogurt yore you your youth yum yea yogi yogurt yore Practice this five times</p>	<p>6. die fed hired jig ride me you jug dug midriff mire your yogurt yea yea Practice this five times</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: N



Practice **N** with these exercises. Finger 3 is in charge of **N**.

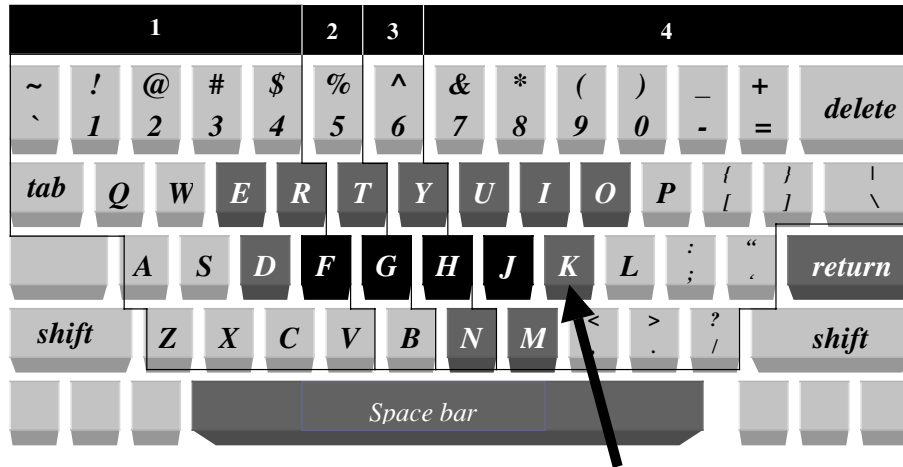
A good plan implemented today is better than a perfect plan implemented tomorrow.

- **General George Patton**, who overcame a learning disability.

<p>1. fghj njnj nnnn jjjj njnj jnfn jn jn j n j n j n Practice this five times.</p>	<p>2. fghj nhnh nnnn hhhh nhnh hnhn hn hn h n h n h n Practice this five times.</p>	<p>3. fghj ngng nnnn gggg ngng gngn gn gn g n g n g n Practice this five times.</p>
<p>4. fghj nfnn nnnn ffff nfnn nfnn fn fn f n f n f n Practice this five times.</p>	<p>5. fend fine fun funny ginny jingo join junior need needy neigh neighing neither neo neon Practice this five times.</p>	<p>6. die fed hired jig ride me you midriff mir yogurt yea need needy neigh net Practice this five times.</p>

😊 **Time to take care of your eyes and body!** Stretch, move, flex and focus!

EXERCISE: K



Practice **K** with these exercises. Finger 4 is in charge of **K**.

Opportunity is missed by most people because it is dressed in overalls, and looks like work.

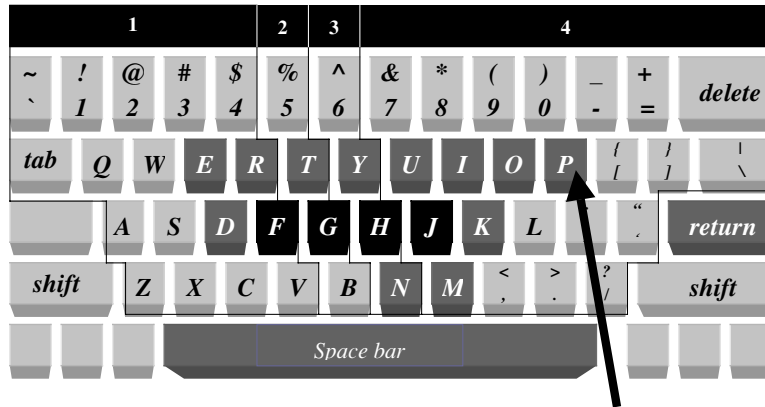
- **Thomas Alva Edison**, famous scientist and inventor, who was unable to read until he was twelve years old

<p>1. fghj kjkj kkkk jjjj kjkj jkjk jk jk j k j k j k Practice this five times.</p>	<p>2. fghj khkh kkkk hhhh khkh hkhk hk hk h k h k h k Practice this five times.</p>	<p>3. fghj kgkg kkkk gggg kgkg gkgk gk gk g k g k g k Practice this five times.</p>
<p>4. fghj kfkf kkkk ffff kfkf fkfk fk fk f k f k f k Practice this five times.</p>	<p>5. hike hoke keg ken king keno kept kern key keyed keynote kid kidding kiddy kidney kind Practice this five times.</p>	<p>6. dog good hired ride me you midriff yogurt needy net kept keynote kid kidney kind king Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Back to work!

EXERCISE: P



Practice **P** with these exercises. Finger 4 is in charge of **P**.

Keep your face to the sunshine, and you cannot see the shadows.

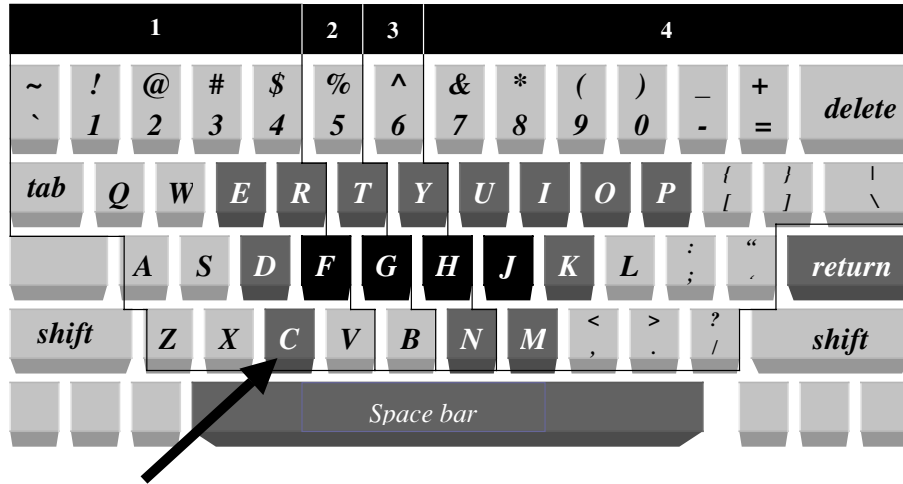
- **Helen Keller** (1880-1968), Irish-American, blind/deaf author, and lecturer, who typed all of her own books and speeches.

<p>1. fghj pjpj pppp jjjj pjpj jpjp jp jp j p j p j p Practice this five times.</p>	<p>2. fghj phph pppp hhhh phph hphp hp hp h p h p h p Practice this five times.</p>	<p>3. fghj pgpg pppp gggg pgpg gpgp gp gp g p g p g p Practice this five times.</p>
<p>4. fghj pfpf pppp ffff pfpf fpfp fp fp f p f p f p Practice this five times.</p>	<p>5. guppy hip pod jeep peg poet pepper peek peaking point peer peel pin penny people Practice this five times.</p>	<p>6. fudge high dog good ride me you midriff yogurt net keynote guppy pepper pending people Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back, extend for a count of 3. Make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10.

EXERCISE: C



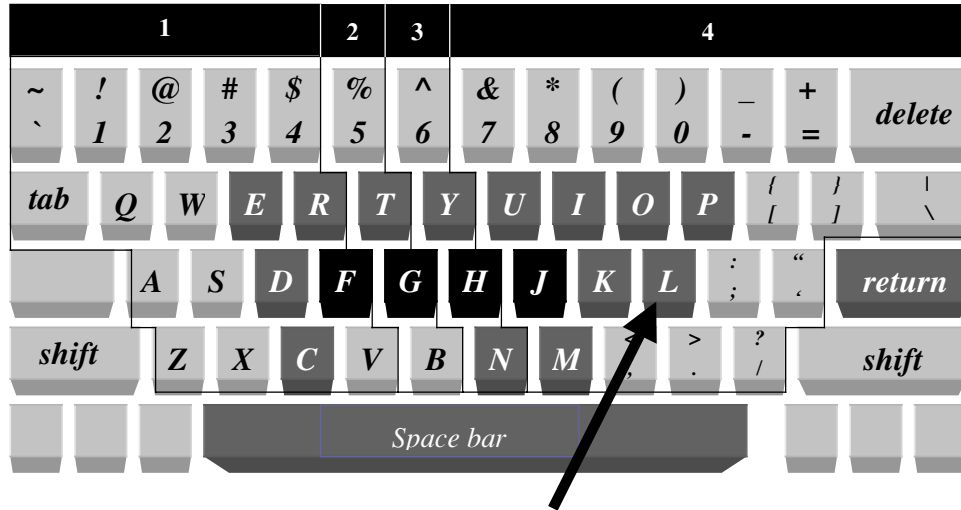
Practice **C** with these exercises. Finger 1 is in charge of **C**.

<p>1. fghj cjcj cccc jjjj cjcj jcjc jc jc j c j c j c Practice this five times.</p>	<p>2. fghj chch cccc hhhh chch hchc hc hc h c h c h c Practice this five times.</p>	<p>3. fghj cgcg cccc gggg cgcg gcgc gc gc g c g c g c Practice this five times.</p>
<p>4. fghj cfcf cccc ffff cfcf fcfc fc fc f c f c f c Practice this five times.</p>	<p>5. heck hick hock jock cent chief cheek cheer chick cement cherry child chin church chip Practice this five times.</p>	<p>6. fudge high dog good ride you midriff yogurt net people cent cherry chick chief church Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus!

EXERCISE: L

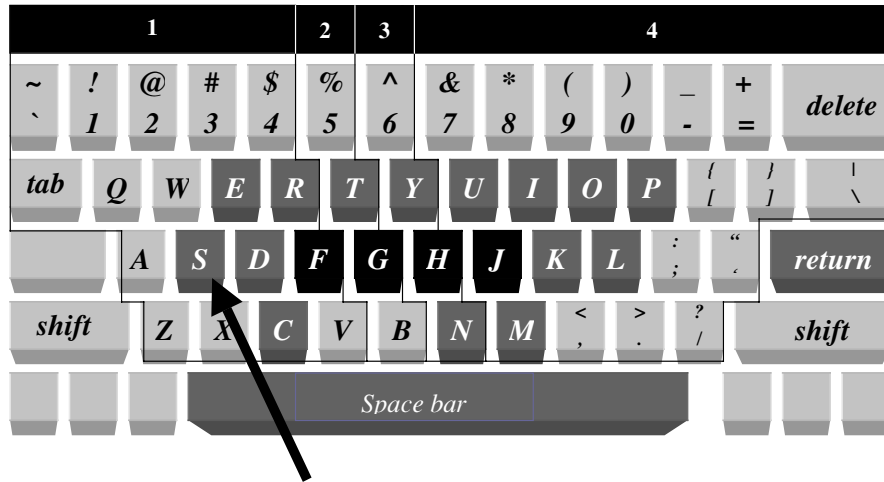


Practice **L** with these exercises. Finger 4 is in charge of **L**.

<p>1. fghj ljlj llll jjjj ljlj jlj j l j l j l j l Practice this five times.</p>	<p>2. fghj lhlh llll hhhh lhlh hlhl hl hl h l h l h l Practice this five times.</p>	<p>3. fghj lglg llll gggg lglg glgl gl gl g l g l g l Practice this five times.</p>
<p>4. fghj lflf llll ffff lflf flfl fl fl f l f l f l Practice this five times.</p>	<p>5. fell gel jell jolly holly golly lofty led lock look lockout log logic lodge lion lollipop Practice this five times.</p>	<p>6. fudge dog good you midriff yogurt people cent cherry chief ledge lock lofty lion lollipop Practice this five times.</p>

☺ **Time to take care of your eyes and body!** Stretch, move, flex and focus!

EXERCISE: S



Practice **S** with these exercises. Finger 1 is in charge of **S**.

In announcing America's goal of reaching the moon before the end of the '60s:

We choose this goal, not because it is easy, but because it is hard.

For it is the difficult tasks that test our abilities, our cooperation, and our resourcefulness.

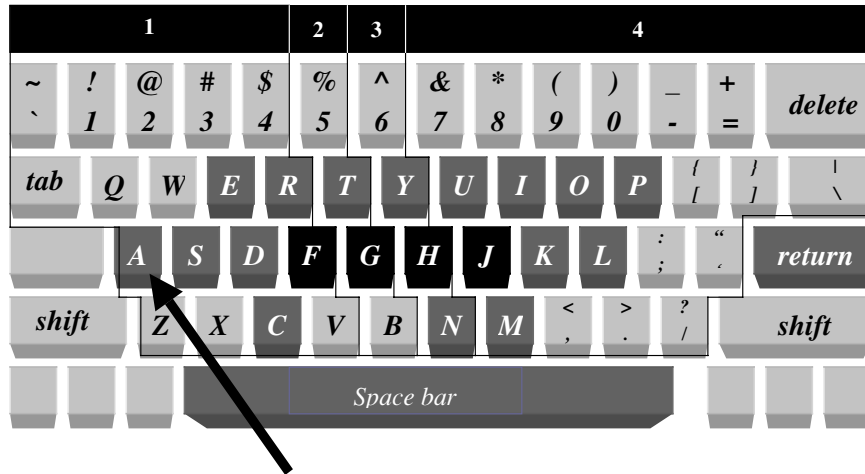
- **John F. Kennedy**, Former President of the US, who had severe back disabilities due to a war injury.

<p>1. fghj sjsj ssss jjjj sjsj jsjs js js j s j s j s Practice this five times.</p>	<p>2. fghj shsh ssss hhhh shsh hshs hs hs h s h s h s Practice this five times.</p>	<p>3. fghj sgsg ssss gggg sgsg gsgs gs gs g s g s g s Practice this five times.</p>
<p>4. fghj sfsf ssss ffff sfsf fsfs fs fs f s f s f s Practice this five times.</p>	<p>5. fess jess jest fish dish foss gosh hose josh hiss just gust shell sheer shift sissy speech Practice this five times.</p>	<p>6. fudge dog midriff yogurt people cent cherry chief ledge lollipop shell sheer shift sissy speech Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10.

EXERCISE: A



Practice A with these exercises. Finger 1 is in charge of A.

<p>1. fghj ajaj aaaa jjjj ajaj jaja ja ja j a j a j a Practice this five times.</p>	<p>2. fghj ahah aaaa hhhh ahah haha ha ha h a h a h a Practice this five times.</p>	<p>3. fghj agag aaaa gggg agag gaga ga ga g a g a g a Practice this five times.</p>
<p>4. fghj afaf aaaa ffff afaf fafa fa fa f a f a f a Practice this five times.</p>	<p>5. gag jag hag haggard age affair again ahead apple ate adapt asleep aspect agree Practice this five times.</p>	<p>6. yogurt people cent cherry chief ledge lollipop sheep shield affair again ahead adapt agree Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: B



Practice **B** with these exercises. Finger 1 is in charge of **B**.

<p>1. fghj bjbj bbbb jjjj bjbj jbjb jb jb j b j b j b Practice this five times.</p>	<p>2. fghj bhbh bbbb hhhh bhbh hbhb hb hb h b h b h b Practice this five times.</p>	<p>3. fghj bgbg bbbb gggg bgbg gbgb gb gb g b g b g b Practice this five times.</p>
<p>4. fghj bfbf bbbb ffff bfbf fbfb fb fb f b f b f b Practice this five times.</p>	<p>5. gab bag jab fib jib glib jibbing hob hobble fable bake bass babe be benefit before beg Practice this five times.</p>	<p>6. people chief ledge lollipop sheep aspire ask agree gab bag fib jibbing hobble fable Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus!

EXERCISE: Q



Practice **Q** with these exercises. Finger 1 is in charge of **Q**.

<p>1. fghj qjqj qqqq jjjj qjqjj qjq jq jq j q j q j q Practice this five times.</p>	<p>2. fghj qhqh qqqq hhhh qhqhqqhq hq hq h q h q h q Practice this five times.</p>	<p>3. fghj qqqg qqqq gggg qqqqqqqq gq gq g q g q g q Practice this five times.</p>
<p>4. fghj qfqf qqqq ffff qfqffqfq fq fq f q f q f q Practice this five times.</p>	<p>5. qualify quit quack quilt quick quiet quill quip qualify quote queen quarter quality Practice this five times.</p>	<p>6. aspire gab fib jibbing fable few grew grew grow wallow weight qualify quit quack quilt quote Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: X



Practice **X** with these exercises. Finger 1 is in charge of **X**.

*The road to happiness lies in two simple principles;
find what it is that interests you and that you can do well,
and when you find it, put your whole soul into it—every bit of
energy and ambition and ability you have!*

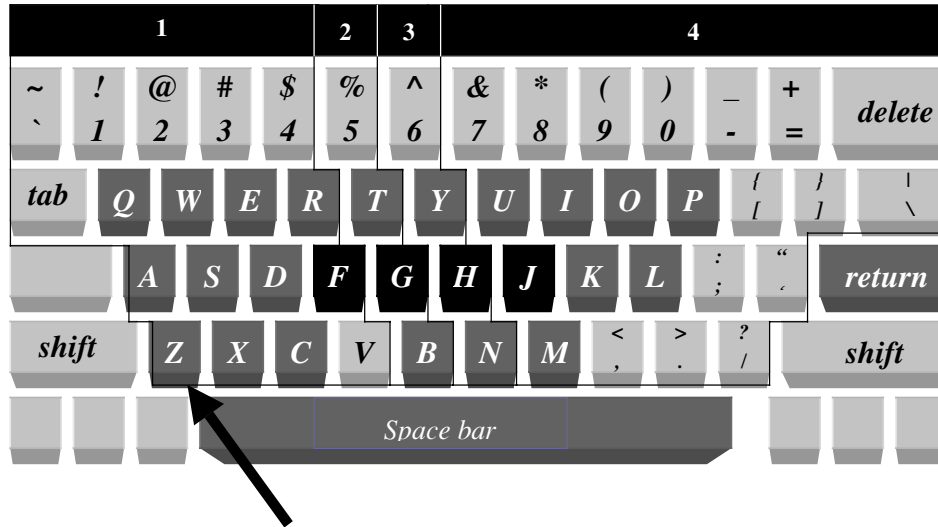
- **John D. Rockefeller, III**, 1906 – 1978
operated family businesses and philanthropies.

<p>1. fghj xjxj jiii xjxjxjx jx jx j x j x j x Practice this five times.</p>	<p>2. fghj xhxh xxxx hhhh xhxh hxhx hx hx h x h x h x Practice this five times.</p>	<p>3. fghj xx x xxx gggg xgxg gxgx gx gx g x g x g x Practice this five times.</p>
<p>4. fghj xfxf xxxx ffff xfxf fxfx fx fx f x f x f x Practice this five times.</p>	<p>5. xen ia xen xerox xmas xanth xenia xen xerox xmas xanth xenia xen xerox xmas xanth Practice this five times.</p>	<p>6. aspire gab fib jibbing fable few grew grow wallow qualify quit xenia xen xerox xmas xanth Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: Z



Practice **Z** with these exercises. Finger 1 is in charge of **Z**.

"Although the world is full of suffering, it is full also of the overcoming of it."

- **Helen Keller** (1880-1968)

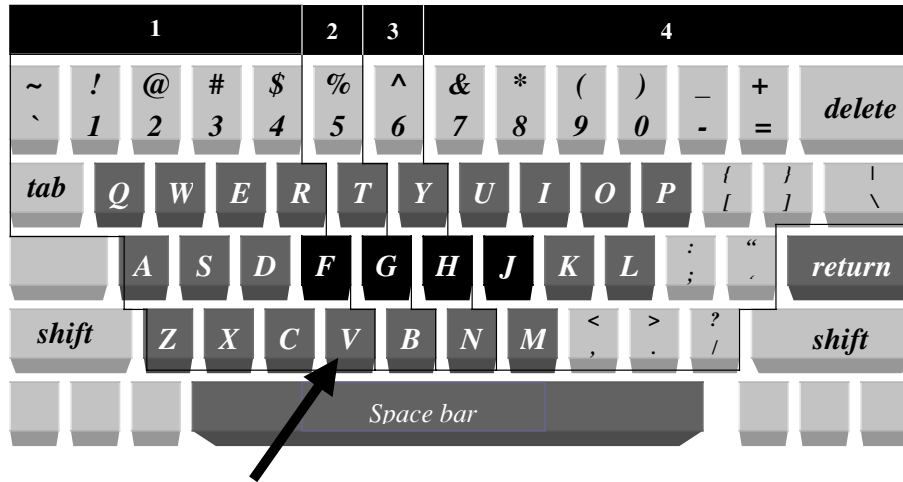
U.S. blind/deaf author and lecturer who typed all of her own books

<p>1. fghj zjzj zzzz jjjj zjzj jzjz jz jz j z j z j z Practice this five times.</p>	<p>2. fghj zhzh zzzz hhhh zhzh hzhz hz hz h z h z h z Practice this five times.</p>	<p>3. fghj zgzg zzzz gggg zgzg gzgz gz gz g z g z g z Practice this five times.</p>
<p>4. fghj zfzf zzzz ffff zfzf fzfz fz fz f z f z f z Practice this five times.</p>	<p>5. zoo zed zebra zep zero zest zig zillion zinc zinger zip zone zoo zed zebra zep zero zest Practice this five times.</p>	<p>6. gab few grew grow wallow qualify quit xenia xen xerox zig zillion zinc zinger zip zone Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: V



Practice **V** with these exercises. Finger 1 is in charge of **V**.

I believe we all have more potential inside of us than we have any knowledge of. And when a crisis happens, you can find out what you're made of.

- Christopher Reeve.

<p>1. fghj vjvj vvvv jjjj vjvj jvjv jv jv j v j v j v Practice this five times.</p>	<p>2. fghj vvhv vvvv hhhh vvhv hv hv hv h v h v h v Practice this five times.</p>	<p>3. fghj vgvv vvvv gggg vgvv gvgv gv gv g v g v g v Practice this five times.</p>
<p>4. fghj vfvf vvvv ffff vfvf fvfv fv fv f v f v f v Practice this five times.</p>	<p>5. give gave have hive live jive five favor fever via vigor vigil vital victor vial save brave Practice this five times.</p>	<p>6. gab few grow qualify xen zig zillion zinc zinger zip zone give gave have hive live jive five favor fever via vigor vigil save Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus!

EXERCISE: REVIEW

That's it! You now know all of the letters! Let's review! Go back to the beginning of the book, and repeat #5 in each exercise.

EXERCISE: SHIFT KEY AND CAPS LOCK



You will now learn to capitalize each of the letters on the keyboard using the Shift key. Most keyboards have a Shift key on each side.

First, decide which hand will operate the Shift key.

With your less-able hand, hold down the Shift key while typing the letter or word in capital letters. Then release the Shift key when you are done. You do not need to use the Caps lock key.

If you have only one hand, you will need to use the Caps lock key. When a capital is the next letter you want to type, just hit the Caps lock key. Type the letter or letters you want in capitals, then go back to the Caps lock key and press it again to release it.

Practice capitals two times with these exercises:

1. fghj FGHJ fghj FGHJ f g h j F G H J fF gG hH jJ fff FFF ggg GGG hhh HHH jjj JJJ

Practice this two times:

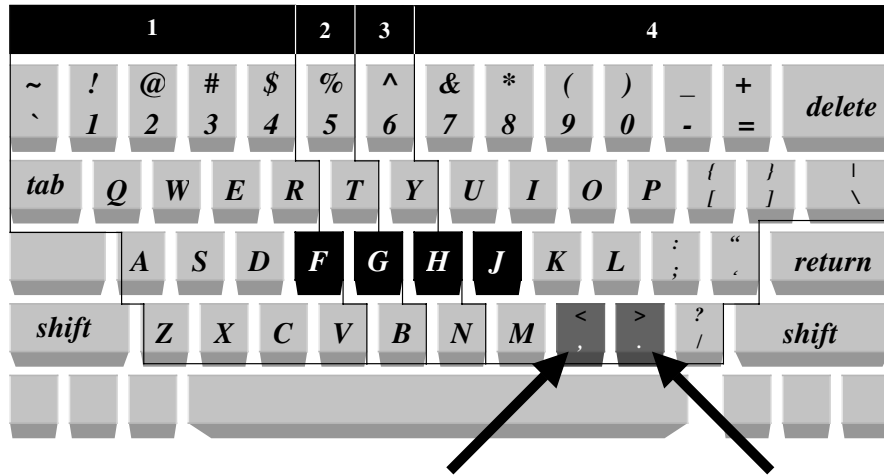
2. aa AA bb BB cc CC dd DD ee EE ff FF gg GG hh HH ii II jj JJ kk KK ll LL mm MM nn NN oo OO pp PP qq QQ rr RR ss SS tt TT uu UU vv VV ww WW xx XX yy YY zz ZZ

Note: When you use capital letters during an entire e-mail message, it is considered shouting, and therefore, rude in the Internet world.



Time to take care of your eyes and body! Stretch, move, flex and focus!

EXERCISE: PERIOD (.)



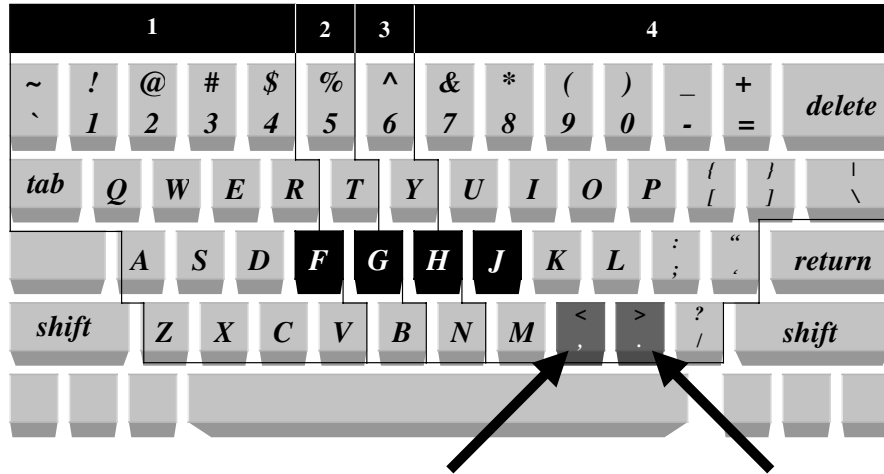
Using Finger 4, practice using the period (.) key with these exercises.

<p>1. fghj j. ... jjj j. j. j. j. j. Practice this two times.</p>	<p>2. fghj h. ... hhh h. h. h. h. h . h . h. Practice this two times.</p>	<p>3. fghj g. ... ggg g. g. g. g. Practice this two times.</p>
<p>4. fghj f. ... ffff f. f. f. f. Practice this two times.</p>	<p>5. Hip. Fig. Gig. Gag. Jag. Jog. Hog. Fog. Hit. Hum. Pod. Jeep. Pin. Dog. Good. You. Cent. Practice this five times.</p>	<p>6. Hip. Fig. Gig. Gag. Jag. Jog. Hog. Fog. Hit. Hum. Pod. Jeep. Pin. Dog. Good. You. Cent. Practice this five times.</p>



Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Make a fist, hold it for a count of 3 and repeat. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: COMMA (,)



*Let me tell you the secret that has led me to my goal.
My strength lies solely in my tenacity.*

- **Louis Pasteur**, 1822-1895, French chemist who founded modern microbiology, invented the process of pasteurization, and developed vaccines for anthrax, rabies, and chicken cholera.

Using Finger 4, practice typing the comma (,) with these exercises.

When you type a comma (,), there is no space between the letter before the comma, but there is one space after a comma.

1. fghj j, jj, j, j, j, j, Repeat the above exercises two times.	2. fghj h, h, h, h, h, h, h, h, h, Repeat the above exercises two times.	3. fghj g, g, gg, g, g, g, g, Repeat the above exercises two times.
4. fghj f, f, f, f, f, f, f, f, Repeat the above exercises two times.	5. Hip, dig, gig, gag. Jag, jog, and hog. Practice this five times.	6. Hip, dig, gig, gag. Jag, jog, and hog. Practice this five times.



Time to take care of your eyes and body! Stretch, move, flex and focus!

PRACTICE TYPING THESE SIMPLE SENTENCES

1. For to hide she did ride The fire is dire. We ate the frog and egg. Practice this five times.	2. The dude guide was rude. The dog dug in the rug. The food dude got fired. Practice this five times.
--	--

Luck is what happens when preparation meets opportunity.

- Vince Lombardi

Now we will put sentences together to make paragraphs. We will not press the Return key until we come to the end of a paragraph.

3. Practice the following five times:

I know how to annoy people. Leave your turn signal on for fifty miles. Sing the Batman theme all day. Stick all those flat Lego bits together. Practice making fax and modem noises.

The hands of those I meet are dumbly eloquent to me. There are those whose hands have sunbeams in them, so that their grasp warms my heart.

The best and most beautiful things in the world cannot be seen, or even touched. They must be felt, with the heart.

Exercise: Semi-colon (;) and single quotation marks (‘ ’)



A hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles.

- Christopher Reeve, actor, star of *Superman*

Practice the semi-colon (;) with these exercises. Insert one space after a semi-colon (;).

1. fghj; j; j; j; Practice this five times.	2. fghj; h; h; h; Practice this five times.	3. fghj; g; g; g; ; Practice this five times.	4. fghj f; f; f; f; Practice this five times.
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5. fghj ‘fghj’ ‘f’ ‘g’ ‘h’ ‘j’ Practice this five times.	6. ‘fghj’ ‘fg’ ‘gh’ ‘hi’ ‘jf’ Practice this five times.	7. To wear you heart on your sleeve isn’t a very good plan; you should wear it inside, where it functions best. (quote by Margaret Thatcher) Practice typing the entire exercise five times
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😊 **Time to take care of your eyes and body!** Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times. Focus your eyes on something across the room, then let your eyes close for a count of 10. Ok, back to work!

EXERCISE: COLON (:) AND QUOTATION MARKS (“ ”)



The colon (:) is to the right of the **L** key, and the quotation marks (“ ”) are next to the colon. You must use the Shift key to access the quotation marks. As with the single quotes, your computer may adapt the quotes to fit on the left and right of a word.

You have to focus on what remains, not on what you've lost.

- Christopher Reeve

Using Finger 4, practice with these exercises.

1. fghj: f: f: f: f: Practice this five times.	2. fghj: h: h: h: h: Practice this five times.	3. fghj: g: g: g: g: Practice this five times.	4. fghj: j: j: j: j: Practice this five times.
5. fghj “j” “j” “j” “j” “j” Practice this two times.	6. fghj “h” “h” “h” “h” “h” Practice this two times.	7. fghj “g” “g” “g” “g” “g” Practice this two times.	8. “f” “f” “f” “f” “f” Practice this two times.

Practice by typing this sentence. Repeat each three times.

If you feel like a failure, consider this about Albert Einstein: He did not speak until he was four years old; didn't read until he was seven. His teacher described him as “mentally slow, unsociable and adrift forever in his foolish dreams.”

😊 **Time to take care of your eyes and body!** Stretch, move, flex and focus!

EXERCISE: FORWARD SLASH (/)



Using Finger 4, practice the forward slash (/) with these exercises.

Your success and happiness lie in you.

- **Helen Keller** (1880-1968), U.S. blind/deaf author and lecturer who typed all of her own books and speeches

1. fghj/ f/ f/ f/ f/ Practice this five times.	2. fghj/ h/ h/ h/ h/ Practice this five times.	3. fghj/ g/ g/ g/ g/ Practice this five times.	4. fghj/ j/ j/ j/ j/ Practice this five times.
--	--	--	--

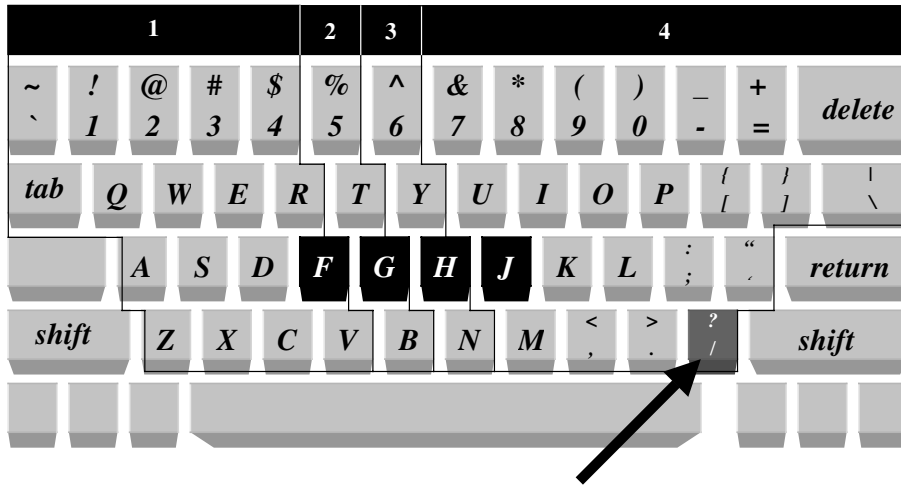
5. Type this exercise five times to practice how you might use the / mark.

When you use the Internet, you need a URL, such as:

<http://www.walters-intl.com/>

<http://www.celticsoul.com>

EXERCISE: QUESTION MARK (?)



Using Finger 4, practice typing the question mark (?) with these exercises.

The question mark (?) key is located to the right of the period (.) key. To type a question mark, you must hold down the Shift key while you hit the ? key. Release the Shift key immediately after you type a question mark.

1. fghj? f? f? f? f? Practice this five times.	2. fghj? h? h? h? h? Practice this five times.	3. fghj? g? g? g? g? Practice this five times.	4. fghj? j? j? j? j? Practice this five times.
--	--	--	--

Practice using the question mark, and other skills we have learned, by typing these quotes. Repeat each exercise below 5 times.

Why do you need a driver's license to buy liquor when you are not supposed to drink and drive?

Why isn't phonetic spelled the way it sounds?

Why are there interstate highways in Hawaii?

If a cow laughed, would milk come out her nose?

If nothing ever sticks to TEFLON, how do they make TEFLON stick to the pan?

☺ **Time to take care of your eyes and body!** Stretch, move, flex and focus!

EXERCISE: 4, 5, 6, 7



*“I know God won't give me anything I can't handle.
I just wish He didn't trust me so much.”*

- Mother Teresa

Practice these drills to teach each finger which number is straight up from the Home base keys.

<p>1. fghj f4 f4 f4 ff44 4f 4f g4 g4 g4 f4 f4 g4 f4 h4 h4 f4 h4 h4 f4 fff4 j4 j4 f4 j4 j4 f4 j4 Practice this five times.</p>	<p>2. fghj f5 f5 f5 ff55 5f 5f g5 g5 g5 f5 f5 g5 f5 h5 h5 f5 h5 h5 f5 fff5 j5 j5 f5 j5 j5 f5 j5 Practice this five times.</p>	<p>3. fghj f6 f6 f6 ff66 6f 6f g6 g6 g6 f6 f6 g6 f6 h6 h6 f6 h6 h6 f6 fff6 j6 j6 f6 j6 j6 f6 j6 Practice this five times.</p>
<p>4. fghj f7 f7 f7 ff77 7f 7f g7 g7 g7 f7 f7 g7 f7 h7 h7 f7 h7 h7 f7 fff7 j7 j7 f7 j7 j7 f7 j7 Practice this five times.</p>	<p>5. He had: 4 hips, 5 figs, 6 pods, 7 dogs. Practice this five times.</p>	<p>6. It is their 47th year. It seems like 556 years. Practice this five times.</p>

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EXERCISE: 1, 2, 3



Using Finger 1, practice these drills five times.

For every failure, there's an alternative course of action. You just have to find it. When you come to a roadblock, take a detour.

- **Mary Kay Ash** (1915–2001)

Founder and Chairperson of Mary Kay Cosmetics

<p>1. fghj f1 f1 f1 ff11 1f 1f g1 g1 g1 f1 f1 g1 f1 h1 h1 f1 h1 h1 f1 fff1 j1 j1 f1 j1 j1 f1 j1 Practice this five times.</p>	<p>2. fghj f2 f2 f2 ff22 2f 2f g2 g2 g2 f2 f2 g2 f2 h2 h2 f2 h2 h2 f2 fff2 j2 j2 f2 j2 j2 f2 j2 Practice this five times.</p>	<p>3. fghj f3 f3 f3 ff33 3f 3f g3 g3 g3 f3 f3 g3 f3 h3 h3 f3 h3 h3 f3 fff3 j3 j3 f3 j3 j3 f3 j3 Practice this five times.</p>	<p>4. 123 123 11 22 33 13 32 21 12 23 2 1 3 21 23 3 2 2 33 22 13 31 Practice this five times.</p>
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5. In 1212, the Children's Crusade, led by Stephen, a 13 year old French shepherd boy, set out for the Holy Land.

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EXERCISE: 8, 9, 0



People who work sitting down get paid more than people who work standing up.

- Ogden Nash, comedian and writer

Using Finger 4, practice these drills.

<p>1. fghj f8 f8 f8 ff88 8f 8f g8 g8 g8 f8 f8 g8 f8 h8 h8 f8 h8 h8 f8 fff8 j8 j8 f8 j8 j8 f8 j8 Practice this five times.</p>	<p>2. fghj f9 f9 f9 ff99 9f 9f g9 g9 g9 f9 f9 g9 f9 h9 h9 f9 h9 h9 f9 fff9 j9 j9 f9 j9 j9 f9 j9 Practice this five times.</p>	<p>3. fghj f0 f0 f0 ff00 0f 0f g0 g0 g0 f0 f0 g0 f0 h0 h0 f0 h0 h0 f0 fff0 j0 j0 f0 j0 j0 f0 j0 Practice this five times.</p>	<p>4. 890 90 80 009 89 98 09 90 80 890 90 80 009 89 98 09 90 80 890 90 Practice this five times.</p>
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5. Another way to annoy people: leave the copy machine set to reduce 150 percent, dark, 17 inch paper, 99 copies.

Practice this five times.



Time to take care of your eyes and body! Stretch, move, flex and focus!

EXERCISE: PRACTICE WHAT WE HAVE LEARNED

Now, let's put it all together! Practice typing this poem, "Touch of the Master's Hand," by Myra Brooks Welsh, several times. Do not try to make the columns, just allow your copy to continue down your screen. Do enter a Return at the end of each line, and two at the end of each verse.

T'was battered and scarred, and the auctioneer
Thought it scarcely worth his while
To waste much time on the old violin,
But held it up with a smile.

"What am I bidden, good folks," he cried,
"Who'll start the bidding for me?"
"A dollar, a dollar," then, two! Only two?
"Two dollars, and who'll make it three?"

"Three dollars, once; three dollars, twice;
Going for three ..." But no,
From the room, far back, a grey haired man
Came forward and picked up the bow.

Then, wiping the dust from the old violin,
And tightening the loose strings,
He played a melody pure and sweet
As a caroling angel sings.

The music ceased, and the auctioneer,
With a voice that was quiet and low,
Said: "What am I bid for the old violin?"
And he held it up with the bow.

"A thousand dollars, and who'll make it two?
Two thousand! And who'll make it three?
Three thousand, once; three thousand, twice;
And going and gone," said he.

The people cheered, but some of them cried,
"We do not quite understand
What changed its worth?" Swift came the reply:
"The touch of a master's hand."

And many a man with life out of tune,
And battered and scarred with sin,
Is auctioned cheap to the thoughtless crowd,
Much like the old violin.

A "mess of potage," a glass of wine;
A game, and he travels on.
He is "going" once, and "going" twice,
He's "going" and almost "gone."

But the Master comes and the foolish crowd
Never can quite understand
The worth of a soul and the change that's wrought
By the touch of the Master's hand.

Meet Myra Brooks Welch

Myra Brooks Welch was called “The poet with the singing soul.” Hers was a very musical family. As a young woman, Myra’s special love was playing the organ. In 1921, she heard a speaker address a group of students. She became filled with light, and said, “*Touch of the Master’s Hand* wrote itself in 30 minutes!” She sent it anonymously to her church news bulletin. She felt it was a gift from God, and didn’t need her name on it. Its popularity spread like magic. Finally, several years later, the poem was read at a religious international convention - “author unknown.” A young man stood up and said, “I know the author, and it’s time the world did too. It was written by my mother, Myra Welch.”

Then her name, as well her other beautiful works of poetry, became known worldwide. All of her poetry told of the rejoicing she had in God’s love. What the world did not see, was the woman who created these masterpieces: Myra in her wheelchair, battered and scarred from severe arthritis, which had taken away her ability to make music. Instead, her musical soul spoke through her poetry.

She took one pencil in each of her badly deformed hands. Using the eraser end, she would slowly type the words, the joy of them outweighing the pain of her efforts. Her words, a joyous expression of the wonders of life, as seen by a singing soul, touched by the Master’s Hand.

The hands of those I meet are dumbly eloquent to me. ... there are those whose hands have sunbeams in them, so that their grasp warms my heart.

- **Helen Keller** (1880-1968), U.S. blind/deaf author and lecturer, who typed all of her own books and speeches.
The Story of My Life, pt. 1, ch. 23 (1903).

EXERCISE: TAB KEY



Locate the Tab key on your keyboard. The Tab key indents sentences. You indent the beginning of a paragraph.

Decide which finger is best for the job. If possible, use your less-able hand.

Type this note using the Tab key.

There are laws of nature that determine the way the world operates. My mother was boarding an airplane once and asked the pilot, “How heavy is this plane?”

He replied, “Can you imagine 20 elephants across and another 100 elephants long?”

“Yes, but I can’t imagine they are going to fly!

“Well that’s right. Elephants were not designed by their Creator to fly. But airplanes are.”

“But how do you get all that weight off the ground?” Mom asked?

“First we check that everything is ready - the fuel, the gear. When we get the all clear, we turn on the ignition, we go faster and faster and faster - when we get to a certain point, we do something magical.”

“What?” she asked the pilot.

“By changing the angle of the flaps on the wings, we change the “attitude” of the plane, and the laws of aerodynamics take over - when the attitude of the plane is up, we go up, when the attitude is down, we go down. The attitude determines the altitude.

If changing “attitude” could cause that huge jumbo jet - the size of 2000 elephants to fly - what could changing your attitude do?

☺ **Time to take care of your eyes and body!** Stretch, move, flex and focus!

The Rest of the Keyboard

How about all that other ‘stuff’ on the keyboard? Note all those neat symbols above the numbers – these you access by holding down the Shift key. You will use those, but I am leaving it up to you to see where they are. Why don’t we drill on them in this book? Two reasons:

One - you are going to carry on from here with a typing class, typing tutor software, or a typing manual. Any of these will drill you in the use of those symbols.

Two - after 30 years of typing, I still need to look at those keys when I want to use them!

Emoticons

One way you will use those other keys is to communicate in cyber-space. There we use a shorthand, to help display emotions, they are called emoticons. This 21st century cyber-shorthand quickens the process of communicating by keyboard and adds humanity and warmth when we talk just with letters, and not with our voices. For example, you might see:

BTW LOL at LW’s comment. <BG> TTFN.

Translation into 21th century English: “By the way, (I was) laughing out loud at Lilly Walters’ comment (Big Grin!) Ta ta for now.”

Exercise: Type these, and their definitions. There are several TABS between the emoticon and the =, and one after the = and before the definition. Try to make yours line up as these do below. After you practice this, read your Word Processing manual’s section on TABS. Each program has a smarter and easier way to make items in columns line up.

:)	=	smile
;))	=	wink
LOL	=	laughing out loud
<g>	=	grin
{{{{{{{{person’s name}}}}}}}}	=	a hug

Other nonverbal emotions are often displayed this way: ::::scratching head::::

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Now what?

You have learned what you need as a one-hand typist. Now, PRACTICE!

- Find things to type that are meaningful to you! Exercises in the typing tutor books and software are GREAT! But you will be become terrific at typing if you use your skills right now to do things that are meaningful to you. Type letters and e-mails to your friends. Type documents for your work. Type your homework.
- Work on a typing tutor program on a computer.
- Get a book of typing drills from a bookstore or the library.
- Sign up for a typing class.
- See if the word processing program you are using has a tutorial built in. This will not help you to practice typing, but it will introduce you to the other very important stuff you need as a keyboardist: bolding, italics, fonts, printing, and much, much more.
- You will make lots of errors as you practice. No problem, that's how you get to be a speed demon on the keyboard! However, changing the angle of the keyboard slightly might make a big difference.

Thoughts To Carry You Forward

A Message from My Mother to You – Angels Never Say Hello!

My grandma told me about angels. She said they come knocking at the door of our hearts, trying to deliver a message to us. I saw them in my mind's eye with a big mail sack slung between their wings and a post office cap set jauntily on their heads. I wondered if the stamps on their letters said "Heaven Express." "No use waiting for the angel to open your door," Grandma explained. "You see, there is only one door handle on the door of your heart. Only one bolt. They are on the inside. Your side. You must listen for the angel, throw open the lock and open up that door!"

I loved the story and asked her again and again to tell me, "What does the angel do then?" "The angel never says 'hello.' You reach out and take the message, and the angel gives you your instructions: 'Arise and go forth!' then the angel flies away. It is your responsibility to take action."

However, there was one time when the knocking stopped. It happened when my daughter, Lilly, was badly hurt in an accident. She was riding on the back of a forklift her father rented to move some hay for our horses. Lilly and two of the neighbor children begged him to let them ride on the forklift when he took it back to the rental place. Going down a little hill, the

steering gear broke. Her father almost pulled his arms out of their sockets trying to hold the big rig on the road before it turned over. The little neighbor girl broke her arm. Lilly's father was knocked unconscious. Lilly was pinned underneath, with the huge weight of the rig on her left hand. Gasoline spilled out, burning her legs and hip.

The neighbor boy was unhurt and kept his wits. He ran out and stopped traffic. We rushed Lilly to Orthopedic Hospital in Los Angeles, where they began a long series of operations, each time amputating more of her hand as gangrene ate more away. Lilly had just started piano lessons.

During this time I often drove off by myself to cry, not wanting others to see me. I couldn't stop. I found I did not have the concentration to read anything. No angels knocked. There was a heavy silence in my heart. I kept thinking of all the things Lilly would never do because of this terrible accident.

When we took her back to the hospital for the sixth operation, my spirit was very low. I am a writer, I had looked forward with great anticipation to her taking typing lessons the next year. The therapist at the hospital confirmed my fears, "Don't worry, she'll do other things." I kept thinking over and over, "She will never type! Never type. Never type."

We set her bag down in the hospital room and suddenly turned around because a young teenage girl in the next bed said to us in a commanding voice: "I've been waiting for you! You go down the hall right now, third room on the left! There is a boy there who was hurt in a motorcycle accident. You go down there and lift up his spirit, right now!" She had the voice of a field marshal. We immediately obeyed her. We talked to the boy and encouraged him, and then came back to Lilly's hospital room.

For the first time I noticed that this unusual girl was bent way over. "Who are you?" I asked. "My name is Toni Daniels," she grinned. "I go to the handicapped high school. This time the doctors are going to make me a whole inch taller! You see, I had polio. I have had many operations." She had the charisma and strength of a General Schwartzkopf. I couldn't help the words that came flying out of my mouth, "But you aren't handicapped!"

"Oh, yes, you are right," she replied, looking sideways at me. "They teach us down at our school that we are never handicapped as long as we can help someone else. Now, if you met my schoolmate who teaches the typing class, you might think she is handicapped because she was born with no arms and no legs. But she helps all of us by teaching us typing, with a wand between her teeth."

Ka bang! Suddenly I heard it—the clanging noise of pounding and kicking and yelling at the door of my heart! I ran out of the room and down the corridor to find a pay phone. I asked the operator for the giant of the 1960s typing world – IBM! In my haste, I didn't stop to consider I was just getting the number for some small a local sales office. I was arising, and going through that opening door!

I asked for the manager; I wanted to go straight to the top! I told him my little girl had lost nearly all of her left hand, and if they had one-hand touch-typing charts. He paused a long moment, "Well now, this is very odd. I'd never heard of such a thing

until a few days ago. Someone sent me a one-hand typing manual; it's right here on my desk. Let's see, it has charts for the right hand, or the left hand. Let me send it to you as my gift."

It wasn't until very recently we realized how rare these one-hand typing manuals are, and what a miracle it was for him to have it on his desk the day I called. Today, no one at IBM seems to be aware that a person with one hand might want to type like everyone else!

When we were finally able to take Lilly back to school, I took the one-hand typing charts with me. I asked the school principal if Lilly could take typing, even though she was too young. He told me I could ask the typing teacher if I wanted to, perhaps the teacher would volunteer his time at lunch, "After all, she certainly can't be allowed to slow down the entire class - and we certainly can't pay him for his time." My heart sank.

But the typing teacher, Mr. Fredrigill, was wonderful. He just smiled at us and said, "We will find a way. We'll just learn one hand touch typing together." I have since heard of so many unwilling to take on a child with a challenge. On the first day of class, he sat down with Lilly 30 minutes before the others came in. That was all it took, she continued on with the class.

Soon she was touch-typing all of her homework. Her English teacher scolded her; "Your mother is typing your homework. Don't let her baby you, Lilly. You have a good right hand. You can write out your own homework."

"Oh, no sir." She smiled at him. I'm up to 30 words a minute with my touch-typing."

The teacher sat down suddenly. Then he said slowly, "Being able to type has always been my dream." He was a polio victim. His right arm hung helplessly by his side.

"Come to the typing room during lunch time. I'll teach you!" It was after the first lunchtime lesson that she came home and said, "Mama, Toni Daniels was right. I'm not handicapped anymore - I am helping someone else."

Today, Lilly is the author of six internationally acclaimed books, helping a great many people. She has taught all of our office staff to use our Apple computers with our mouse pad on the left side, because that is where she makes hers fly around with what remains of her hand. We are all handicapped in comparison to her computer and typing skills!

She has now created her own "One-Hand Typing and Keyboarding Manual: with Personal Motivational Messages from Others Who Have Overcome!" because she still will tell you, that you are not handicapped, when you can help someone else. (<http://www.aboutonehandtyping.com>) Shush. Listen! Do you hear the knocking? Throw the bolt! Open the door! Angels never say "hello." Their greeting is always, "Arise and go forth!"

Dottie Walters

There Is More Than Hope

My mother wrote a story about me called, “Angels Never Say Hello.” It has been published many places, but was made the most famous in the “Chicken Soup of the Soul,” books and tapes. When that happened, my phone started ringing, and I started to cry a great deal. “... I just read your story in ‘Chicken Soup’ ... “I didn't know there was hope for my son.” ... “... my child lost the use of her arm, we didn't think there was any hope he would ever be able to type ...”

No hope? That was impossible! There was so much more than just hope. All these years I had just assumed that everyone would be using some new, updated, really terrific version of that old one-hand touch-typing system I had learned so many years before. So, I just told everyone that called, “Call the local rehab department at the hospital in your area, they'll know!” They called around, then called me back. No luck. No manuals. No one knew a thing about it.

“Mary is so shy since the accident, she would love to learn to type so she can play with the other kids. They told her there is a special keyboard we could buy for her. But I was hoping she could learn to use a standard keyboard, like the other kids use. No hope?” I cried. The answer was so easy! Every occupational therapy person dealing with hand issues must know these kids could easily be taught a speed typing system.

So, I called IBM, whom we all thought had published the manual. “We never published such a manual. It must have been a sample our manager had on his desk the day your Mom called.” They also said they had been besieged with calls from people who had read my story and wanted such a system for their children.

I got on the phone, trying to find a one-hand typing manual. I thought everyone in rehabilitation therapy must be suggesting some simple little manual that uses a standard keyboard, over the non-standard \$600 keyboard that computer manufacturers pushed!” I had great hopes.

Over the next five days I called over 50 rehabilitation experts, occupational therapists, hand surgeons, hospitals, associations and typing teachers. Only two people were even aware that a one-hand person might WANT to type, neither had bothered to peruse it for their patients. I asked - over and over again - “What do you tell kids with the use of only one hand about learning to type?” Their answers made me very sad. I cried a great deal that week.

Typing meant so much to the struggling child I had been; more to the adult I have become. This art of typing feeds my soul and my purse! Every time I sit down at this keyboard I feel a thrill, a sense of power, a joy in expression. What would I have done if Mom had given in to despair 30 years before? Typing skills were very important 30 years ago. Keyboarding skills are essential today! How could this have been lost? I vowed to write my own manual. And here it is. ***I have typed every word of this manual – just for you.***

Today, when I send off my One-Hand Typing and Keyboarding Manual, I send a little message to another new typing friend. Always, I cry because somebody else is going to join me in this fantastic world of words, stories, jobs, dreams, and so much

more than just hope. As the letter goes off, I dry my eyes and go back to work, typing away on another book or project with my wonderful keyboard.

Soon the phone rings, “I just read your story ... I didn't know there was hope.” I cry.

Christopher Reeve

Christopher Reeve was rolled out in his wheelchair to give the commencement address at the University of Virginia. The last time he was at the U. of V., he nearly lost his life after a riding accident that has left him paralyzed from the neck down and still unable to breathe on his own.

“I regard my visit here in three stages. This is the second stage. The first time I came lying down. I was strapped on a board in a helicopter. This time, I'm sitting. The next time, I'll walk here,” he said to a cheering crowd of graduates.

At their young age, they were witnessing how you reinvent yourself in the midst of tragedy, how you pick up the pieces, fashion a life, focus on the good things in your life when times are bad and maintain your sense of humor in the process. He told this group of eager young men and women to take time to explore, to find what they have passion for and follow it.

“And you want to do something fun.” He had also spoken about failure; the many rejections of his screenplays, the parts he did not get and what sustained him in the process. It was the love of doing the work, the fun. *“Fun is not about partying or just about enjoying life or just relaxing into some kind of complacency. Fun is about hard work, and the rewards are tremendous. It's about taking something that may be difficult, that will challenge you, that will require self-discipline, that will make you angry and frustrated, where achievement will be difficult, but if you pull through all of that, you look back and say, 'It was all worth it. It was fun.'”*

I'll never forget as I watched him give this speech, the twinkle in his eye. That life could take away his limbs, his ability to breathe on his own but it could not take away the three things most important: his heart, mind and spirit. And that has made all the difference. - **Cheryl McLaughlin**, Professional Coach, Speaker, Author, McLaughlin Sports Performance

It Couldn't Be Done by **Edgar A. Guest** (first published in 1919, in Edgar Guest's "Path to Home")

*Somebody said that it couldn't be done,
but he with a chuckle replied
that "maybe it couldn't," but he would be one
who wouldn't say so till he'd tried.*

*So he buckled right in with the trace of a grin
on his face. If he worried he hid it.
He started to sing as he tackled the thing
that couldn't be done, and he did it!*

*Somebody scoffed: "Oh, you'll never do that;
at least no one ever has done it" ;
But he took off his coat and he took off his hat,
and the first thing we knew he'd begun it.*

*With a lift of his chin and a bit of a grin,
without any doubting or quiddit,
he started to sing as he tackled the thing
that couldn't be done and he did it.*

*There are thousands to tell you it cannot be done
there are thousands to prophesy failure;
there are thousands to point out to you, one by one
the dangers that wait to assail you.*

*But just buckle in with a bit of a grin,
just take off your coat and go to it;
Just start to sing as you tackle the thing
that "cannot be done," and you'll do it.*

ONE-HAND TYPING: RESOURCES GUIDE

ALTERNATIVE COMPUTER ACCESSORIES

Alliance for Technology Access

2175 E Francisco Blvd., Suite L, San Rafael, CA 94901

Phone: 415.455.4575

Website: <http://www.ataccess.org/>

Vendors Link: <http://www.ataccess.org/community/vendors.lasso>

Keyboard Alternatives & Vision Solutions

537 College Avenue, Santa Rosa, CA 95404

Phone: 1-800-953-9262

Website: <http://www.keyalt.com/>

Fentek Industries, Inc.

470 S. Main Street, Suite G, Cottonwood, AZ 86326

Phone: 800-639-0710

Website: <http://www.fentek-ind.com/>

VOICE RECOGNITION SOFTWARE

Keyboard Alternatives & Vision Solutions

537 College Avenue, Santa Rosa, CA 95404

Phone: 1-800-953-9262

Website: <http://www.keyalt.com/>

Broderbund

500 Redwood Blvd., Novato, CA 94947

Phone: 415.382.4400

Dragon Naturally Speaking Software:

<http://www.broderbund.com/SubCategory.asp?CID=578>

TYPING TUTOR SOFTWARE

Broderbund

500 Redwood Blvd., Novato, CA 94947

Phone: 415.382.4400

Mavis Beacon Teaches Typing:

<http://www.broderbund.com/SubCategory.asp?CID=249>