

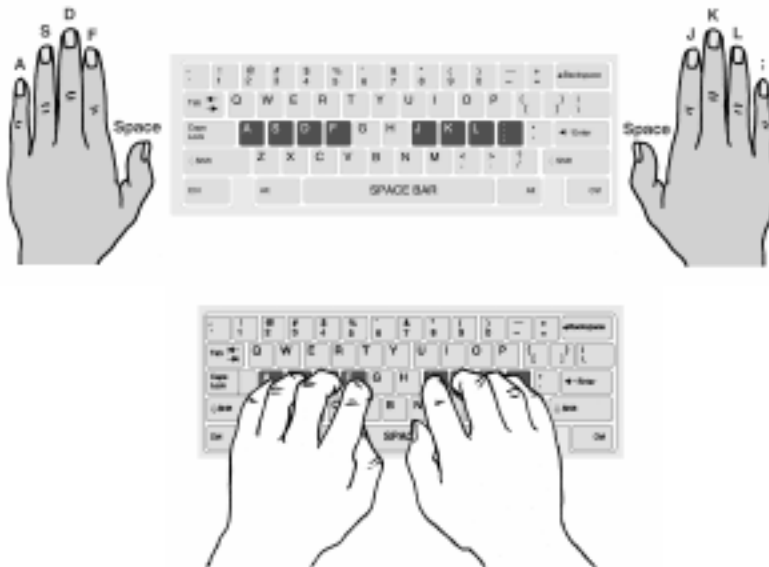
LESSON 1

All lessons will use the default margins and a Courier 12 pt font.

The Home Keys

The home-row keys are your base of operation. Every time a finger leaves this row to strike another key, return it to home position quickly.

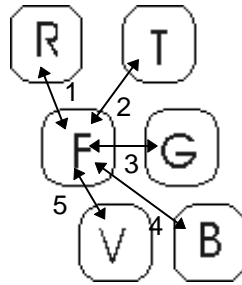
Think of all keys that are not home keys as being extremely *hot*. You want to hit them with a quick motion and get back to the *cool* keys.



Finger-Stretching Exercise

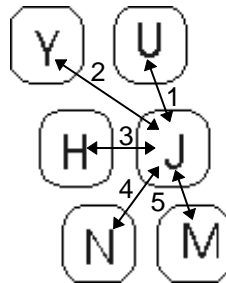
Place your fingers on the home-row keys, as shown above. Notice that all upward reaches from the home row are slightly left; all downward reaches are slightly right.

Your first fingers, being stronger than the others, also make one reach to the center of the keyboard on each row. Take a moment to run each of your fingers up and down their pathways and see how simple it is.



First-Finger Reaches, Left Hand

Put your fingers on the home keys. Look at the chart above and think of your *f* finger as being in the center of a car wheel. Touch *f*, move up to *r* and back to *f*, up to *t* and back to *f*, over to *g* and back to *f*, down center to *b* and back to *f*, down to *v* and back to *f*. Think of this as a clockwise motion even though you return to *f* each time.



First-Finger Reaches, Right Hand

Now follow the chart with your *j* finger. Think of this as a counter-clockwise motion. Touch *j*, move to *u* and back to *j*, up to *y* and back to *j*, over to *h* and back to *j*, down to *n* and back to *j*, down to *m*, and back to *j*.

First-Finger Reaches

Type the following drill.

Say each letter as you hit the key.

To space between groups of letters, hit the space bar with a downward motion of your right thumb.

Even if you feel you have struck a wrong key, continue typing.

After you complete the drill, check your copy against the book.

Retype any portion that was typed incorrectly.

frftfgfbfv frftfgfbfv frftfgfbfv frftfgfbfv frftfgfbfv
jujyjhjnjm jujyjhjnjm jujyjhjnjm jujyjhjnjm jujyjhjnjm

Now type the above drill without looking at the diagram or your paper.

Check your accuracy.



This drill contains all the letters struck by your first fingers. Each word appears five times.

First-Finger Key Words

Say the letters as you strike the keys.

Try to increase your speed each time you repeat a word.

If you don't remember the location of a key, look at the chart.

fur fur fur fur fur fun fun fun fun fun gun gun gun
gun gun gun gum gum gum gum gum guy guy guy guy guy
buy buy buy buy buy but but but but but hut hut hut
hut hut jut jut jut jut jut vug vug vug vug vug

Check your accuracy.

Type each word as it appears below.

fur fun gun gum guy buy but hut jut vug

Check your accuracy. Circle with a pen or pencil only the letter or letters you mis-struck. Do not circle the entire word.