

Name: _____

Your keyboard is a Qwerty Keyboard.

Safe Posture

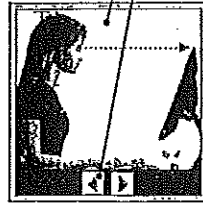


Accurate keyboarding requires good posture. The posture module outlines the most important things to remember about correct body and hand positions. Select Posture from the main menu or click on the Posture button. Click on the ?-button to see operating instructions. This module presents key posture points using UltraKey's unique Interactive Virtual Reality™ technology. Operate the QuickTime VR video by moving the cursor over the posture model. Click and drag to move her around and see the model from many view points. As the cursor is moved over the model,

hotspots cause the picture and message on the left side of the screen to change. Click on the arrow buttons to change the messages and move the model around to different views. Posture is an excellent device for group instruction. You can access a larger version of the VR video from the Help menu (Windows) or Movies menu (Macintosh) for a larger presentation.

Click the arrows to change the picture, the message and the view of the model.

Hold the mouse cursor over the model to see the message change.



Keep your head up.

Click and drag with the mouse to move the model around.



zoom out zoom in see hotspots move image in the frame

Interactive Virtual Reality Screen

Posture also contains a puzzle that helps users remember what they have learned.

For more in-depth information about the reasons for maintaining good posture, click on the More button in the Posture module or see the Bytes of Learning publication *Sitting Pretty: Safe Posture for Keyboarding and Other Activities*.

Tips for safe posture

- Keep your head up
- Lean slightly forward
- Center your body in front of the keyboard
- Keep your feet flat on the floor or a foot rest
- Keep your elbows close to your body
- Keep your wrists parallel to the keyboard
- Keep your wrist off the computer

Fingers ends with practice to memorize finger names.

Importance of homerow

Homerow and anchoring over homerow is important because it provides a physical reference point for each key reach. Learning to keep your fingers over homerow when you are starting to learn to keyboard is important. Although, later you may prefer to hover over homerow so that your fingers can move faster, when you are beginning to learn to type you should start with your fingers resting lightly on the homerow keys. This provides a better reference point to help you learn the key reaches.

Tips for better keyboarding technique

- Use a light touch
- Tap the keys quickly and cleanly, do not press
- Anchor your fingers on homerow keys
- Say the key names as you strike them
- Use proper hand and body position



Know the fingers & the home row keys

Practice Keyboarding 10 min. every day.