

## Ergonomics:



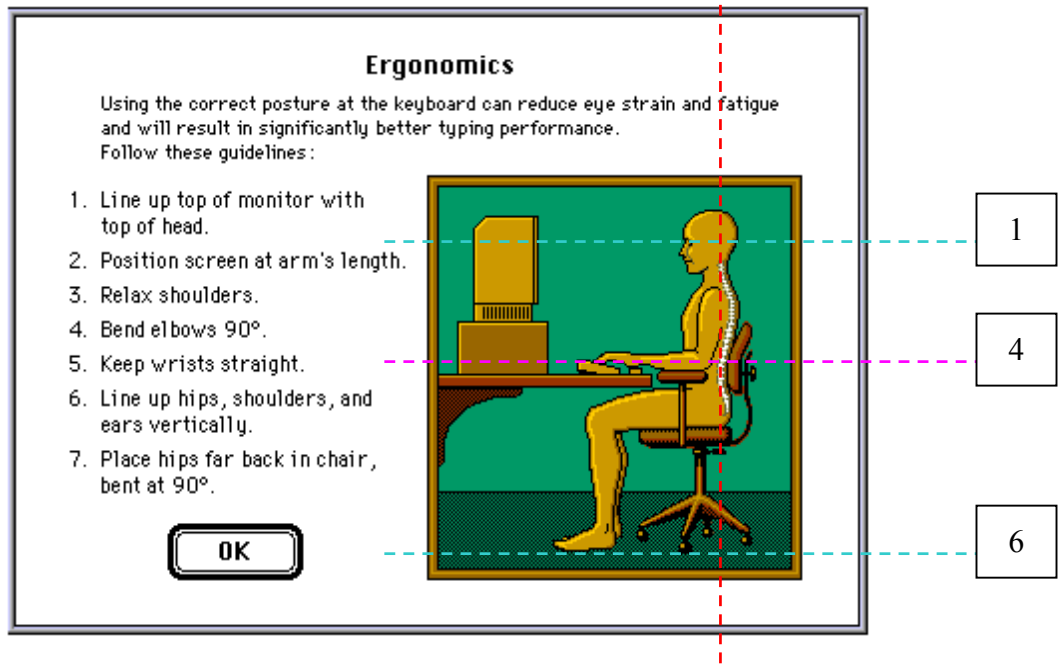
Ergonomics is the science concerned with designing safe and comfortable machines for humans. Following these rules will increase your speed and accuracy at the computer as well as helping your body cope with long sessions at the keyboard. Check out these 7 tips for better posture!



Using the correct posture at the keyboard can reduce eyestrain and fatigue and will result in significantly better typing performance.

Tips:

1. Line up top of monitor with top of head.
2. Position screen at arm's length.
3. Relax shoulders.
4. Bend elbows 90°.
5. Keep wrists straight.
6. Line up hips, shoulders and ears vertically. Sit up straight and feet flat on the floor.
7. Place hips far back in chair, bent at 90°.



References:

### [Guide to PC input devices and ergonomics](#)

This Shopper's Guide article, from August 1995, provides a guide to ergonomic input devices with discussions on carpal tunnel syndrome, the QWERTY keyboard, pointing and clicking, and alternative and specialty input devices. In addition, this page provides links to related articles. [Updated on May 12, 1998](#)

### [Agile's ergonomics home page](#)

This is Agile Corporation's home page for ergonomics. It includes computer related ergonomic problems and solutions, related resources on the internet, papers, reports and resource listings. [Updated on Feb 12, 1998](#)

### [Article on ergonomics](#)

Family PC article on answers to questions about health and computing. [Updated on Aug 2, 1998](#)

## Typing skills:

Learning to keyboard is not easy. It will take lots of self discipline and patience. Keyboarding is a skill that can be mastered with lots of practice. One key factor to mastering keyboarding is good technique. Correct technique is the most important skill any beginning typist can learn. Speed and accuracy are all built around good technique.

### 1. The Home Row Letters are: **A S D F ... J K L ;**

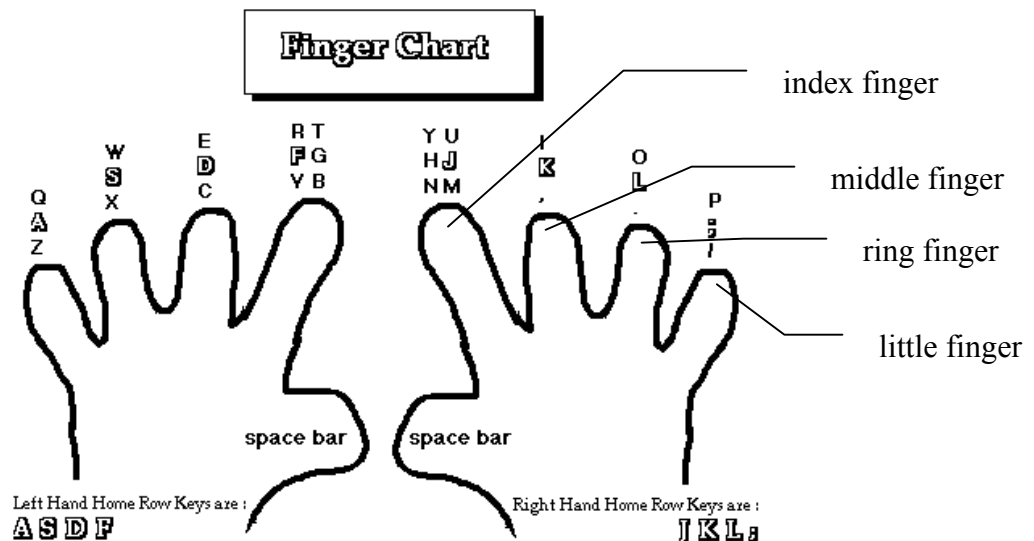
### 2. The Magic behind keyboarding

There is no "magic" or secret about good typing ability. It just takes time and lots of practice. However there are some important things that will help you in the process:

### 3. Keyboarding Tips and Rules:

- a. Use the correct finger to strike each key. (Correct key-stroking)
- b. Do not look at your hands while typing. (Blind typing)
- c. Sit up straight and feet flat on the floor.
- d. The body should be about a hand span from the front of the keyboard and centered opposite the J key.
- e. Keep home row fingers curved touching home row keys.  
Always return your fingers back to the Home Row after you've reached for a key.
- f. Strike the keys with a short quick stroke.
- g. Learn the keys and HOME ROW before you begin to build speed. Accuracy is much more important to a beginner typist.

### 4. Finger chart showing which fingers strike which keys:



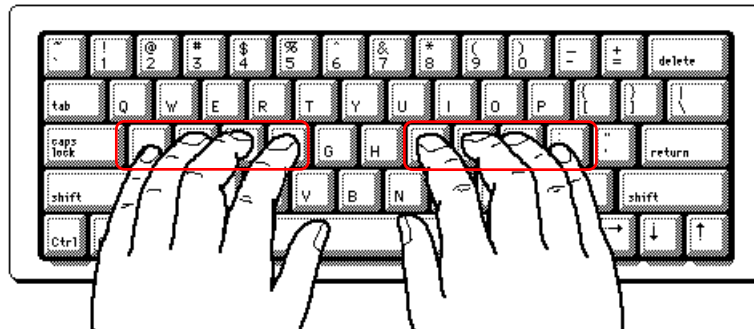
### 5. Reference:

[http://www.crews.org/media\\_tech/compsci/keyboarding/index.htm](http://www.crews.org/media_tech/compsci/keyboarding/index.htm)

[Mavis Beacon http://www.mavisbeacon.com/history.html](http://www.mavisbeacon.com/history.html)

## 6. Freeware:

Typing Tutor & Typing Master



## 7. Revision Questions:

1. Why are the keys all mixed up?

The reason for all the keys are mixed up was to speed up typing while slowing down the typist. History shows that Christopher Latham Shole in 1872 invented the machine called the "Type-Writer." Strangely enough, the first typewriter finally was designed to slow down the typist. Sholes had developed his machine for convenience, but was faced with a huge problem: the keys jammed if the typist went too fast. Sholes tried for months to fix this problem. Finally, in desperation, Sholes took a step that still remains today with our keyboard. Sholes redesigned the layout of the letters on the keyboard to force the typist to slow down.

2. What letters are associated with the home row keys?

ASDF...JKL;

3. What is the keyboard's official name?

The official name of the keyboard is "**Qwerty**". The keyboard is named after the top row of letters on the keyboard.

4. When was the first keyboard invented?

in 1864.

5. List the 7 tips for better posture/technique at the computer.

6. List 4 of the less intense postures/technique positions.

7. What is the magic behind good typing ability?

8. List the keyboarding Tips and Rules?

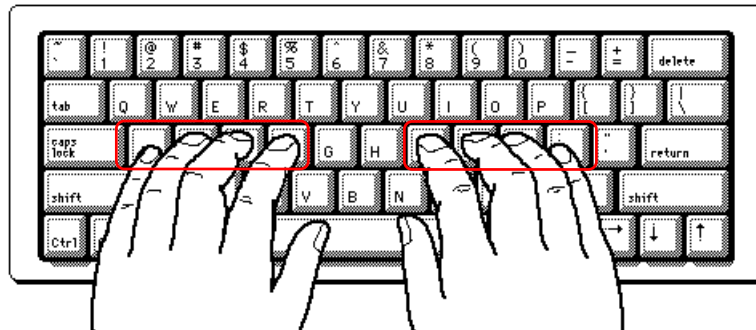
## 英文打字

# Typing Skills

### 使用鍵盤貼士

1. 用正確的手指按每一個鍵。
2. 打字時，眼不要望鍵盤，要將每一個鍵的位置記在腦子裡。
3. 要坐直，腳要平放在地上。
4. 盡量將手指微彎，並經常保持在 home row 上。

### Home Row



### 手指的分配

