Proper Keyboarding Technique

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Proper keyboarding technique includes:

- Correct Posture
- Correct Arm and Hand Position
- Correct Keystroking Technique

Posture

- Spine straight leaning slightly forward
- Centered in front of keyboard
- Comfortable distance from keyboard
- Feet on floor, slightly apart

Arm and Hand Position

- Arms relaxed; elbows naturally close to body
- Forearms nearly parallel with slope of keyboard

Wrists and Fingers

- Fingers curved, tips of fingers resting lightly on keys
- Wrists low, but palms of hands not resting on the keyboard
- Hands and wrists "quiet," almost motionless

Proper Position - Review

Eyes on screen

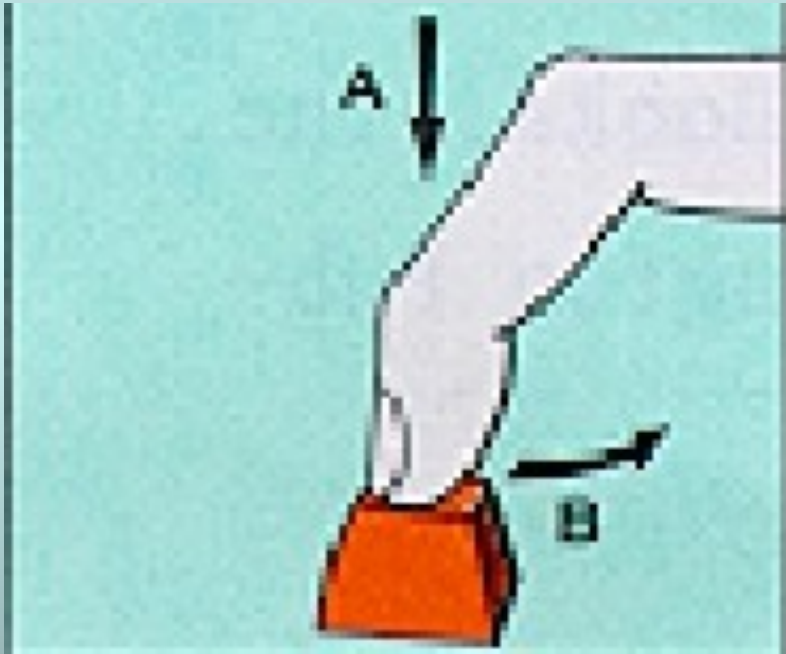**Sit up straight**

Scratch position

Elbows by side

Feet flat

Wrists flat

Proper Keystroking Technique

- Use the tips of your fingers to operate the assigned keys
- Use a circular, pecking motion (down and inward)

IF YOU DO THIS . . .

- You will type faster.
- You will make fewer mistakes.
- You will be able to type longer without getting as tired.
- It will be less likely that you will have health problems with your hands and wrists.

IT IS WORTH THE EFFORT!