



THE LAW

ENFORCEMENT OFFICER'S ONE-HAND TYPING MANUAL

**Learn to type without looking,
with speed, greater safety and
more accuracy on the standard
keyboard used in police cars,
emergency vehicles and
back at the station.**

**Lilly Walters
acclaimed author of
13 books,
Speakers Bureau
Executive,
and
one-hand typist!**



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ABC Schermerhorn Walters Co.
740 Purdue Dr.
Claremont, CA 91711
909-398-1228 or email: Lilly@aboutonehandtyping.com

Library of Congress Cataloging-in-Publication Data
Walters, "Lilly" Lillet
One Hand Typing and Keyboarding Manual:
With Personal Motivational Messages From Others Who Have Overcome!
ISBN 0-9741746-0-2 CD

1. Typewriting. 2. Computers. 3. Physically handicapped.
3rd Edition, 6, 2003 Third printing @2003 Lilly Walters
First printing, Oct. 2000

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Printed in the United States of America

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WELCOME!

Typing With One Hand, Driving With the Other, Watching A Computer Screen and Talking On A Radio! Would You Pull This Driver Over?

If you saw an insane driver trying to type on a keyboard, read a computer screen, and talk to someone on a radio all at the same time, you would most likely pull them over and give them a talkin' too. If you are reading this, you must have done it once or twice yourself.

Frankly, you should not be driving and typing at the same time. You should pull over and type. Even so, to do it well, you will need to learn the One Hand Typing method.

Ninety-nine percent of the officers I surveyed have never had any training in how to type with one hand, yet they are expected to somehow do it.

That's where I step in.

It has been said that with one hand tied behind my back I type faster than most Officers on their mobile data computers!

Too true. I'm married to a retired LA County Sheriff, and see first hand how most of his law enforcement buddies type. I lost a great deal of my left hand in an accident when I was 10 years old. Today I have 13 business books in bookstores, all typed with one hand!

My husband is the average Officer typist. He hunts and pecks around the keyboard, doing 10 - 20 words per minute. If you hunt and peck with one hand in your police vehicle, you are crawling along at about that same speed. I type 35 - 80 words per minute - depending on the amount of sleep and coffee I've had - using my right hand, with just a bit of assistance from my damaged left hand to do the SHIFT key.

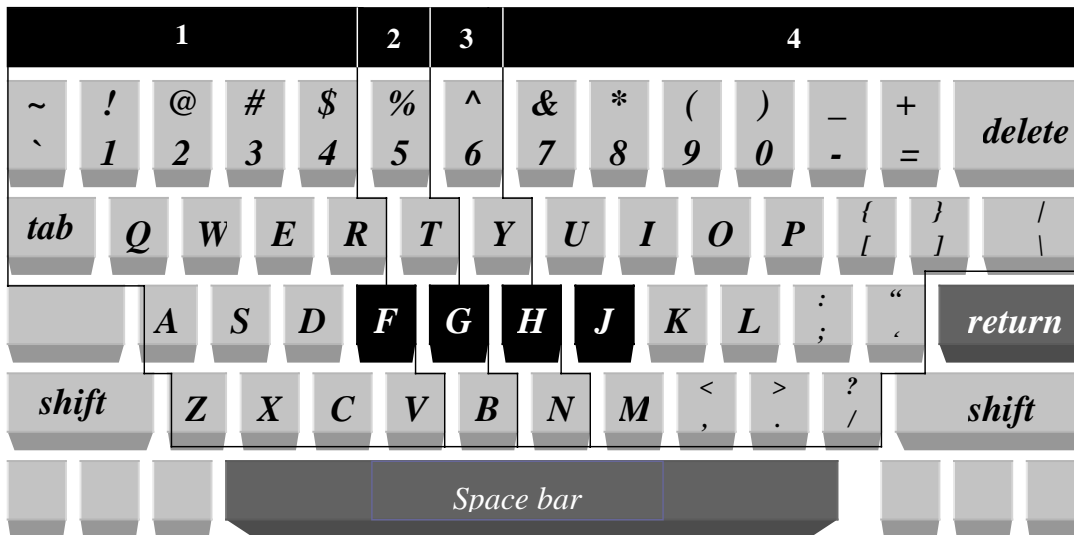
Most Officers, just as many of those who have purchased my manual, need to use just one hand to type, and cannot use the other to assist. The speed of a true one handed typist like this is about 35 - 45 wpm.

The advantages of Officers Learning to Type Well With One Hand:

- They do not need to look at the keyboard, and can keep their eyes focused on business

- Their backs and shoulders are in a straighter, more forward position. The better ergonomics help to fend off carpal tunnel, back and shoulder problems.
- They will be much faster at typing in their cars.
- Once back at the station, with a cup of coffee in one hand, the Officer will type reports with the other hand. All work will be turned over much faster, compared to when just hunted and pecked with two hands.

LESSON: FGHJ HOMEBASE, SPACE, & RETURN



Know where HOMEBASE is, and get to it without looking. This is the essence of successful speed-typing! You keep **one finger** on HOMEBASE at all times. Otherwise, your hand will get lost on the keyboard, and you will need to stop as you feel for the special bumps you will learn to create in a few pages.

You center your four fingers on One Hand Typing HOMEBASE: F G H J. The chart above shows you the job of each finger. HOMEBASE is in black, in the center. The black bar across the top, with the white numbers, shows you which finger takes over which keys.

This chart shows you which finger is called number # 1, 2, 3, and 4.

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

Your thumb takes care of the SPACE BAR.

The Return Key

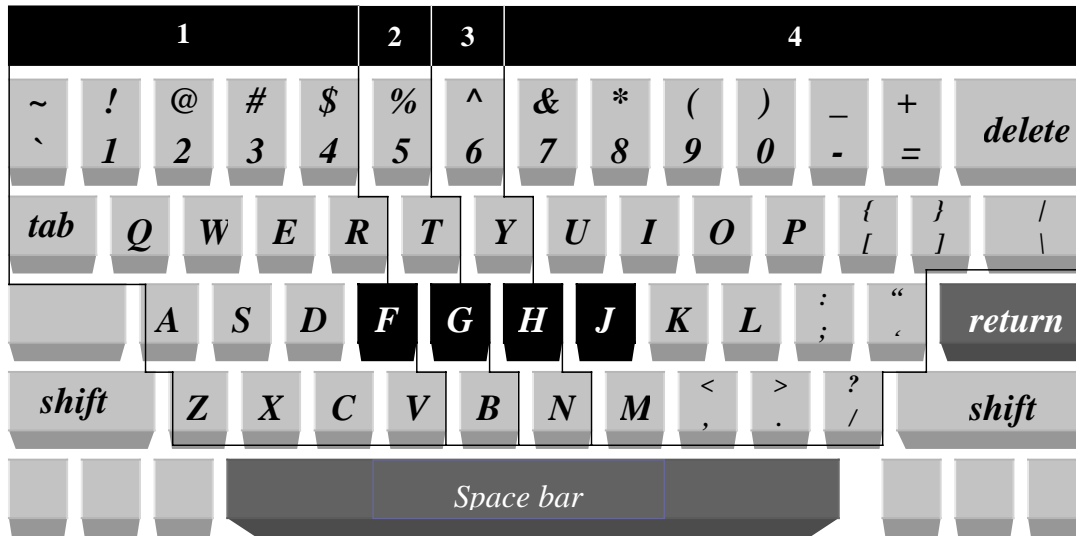
The hardest things you will need to learn as a One-Hand Typist, is to bring Finger 4 over to the RETURN key, then find your way back to HOMEBASE without looking. Also to go to CAPS LOCK when you want to make a capital, do you letter, then undo CAPS LOCK and keep typing.

Remember, looking at the keys is a terrible time waster. Most people cannot leave Finger 1 on his HOMEBASE key, and still stretch Finger 4 as far as the RETURN KEY. So, you leave HOMEBASE, with no finger anchored to bring you back HOME. This is where I most often make mistakes: after hitting a RETURN, I return to what I *think* is HOMEBASE. I type away, thinking I am typing, “Hi! I am Lilly Walters.” But it comes out, “Jo. O s, :o;;u Es;yrttd”

Practice will help you find HOMEBASE after a RETURN, as will those bumps you will learn to create in this manual at the best anchoring spots for One Hand Typing.

Keep trying to find HOMEBASE by touch.

Lesson: Finding HOMEBASE (Finger One)



Place your fingers on HOMEBASE - FGHIJ. The exercises you are to type look like this.

<p>fff ←</p>	<p>Type the exercise to the left into the blank space below.</p>
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Using Finger One, type the fff in the space below, right onto the blank space below.

Try it again. This time, look at what is being typed on your screen –

DO NOT LOOK AT THE KEYS! You are learning to type by touch, not by looking. This is why it is called “touch typing.” If fff is not appearing, you missed HOMEBASE.



<p>fff fff fff fff</p>	<p>In the space below, at least 10 times, type fff, hit RETURN, then find HOMEBASE, all without looking at the keyboard! Type the exercise to the left into the blank space below. Look at the screen, not at the keys. Type by touching the keys. No peeking!</p>
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Notice in this next exercise, there is a space between the sets of F's.

Type a space between each set of F's, using your thumb, or the finger you have decided is going to be your SPACE BAR finger.



fff fff fff fff fff fff fff fff fff

Type the exercise to the left into the blank space below.

Check what you typed with the original above. Practice this at least five times. Then go on to the next exercise.

Ready for more?

**Purchase the full One Hand Typing and Keyboarding Manual on CD
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on-line at www.aboutonehandtyping.com	or call 909-398-1228 with your credit card	Fax your order to 408-228-8752
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There is a great deal of free information at our website on how to better type with one hand.