Sample pages from the 200 page eBook of Lilly Walters’


Drills to practice right on your computer screen.
Can be purchased and downloaded right now.
Or, purchased as part of our great CD. In addition to the eBook the CD also includes:

- A video of Jim Abbott, the famous one handed baseball pitcher, giving a speech on how he overcame.
- A book about goal setting and strategies on getting along in a two handed world

Purchase either the full CD, or the eBook only at www.aboutonehandtyping.com
One-Hand Typing and Keyboarding Manual

With Personal Motivational Messages and Anecdotes From Others Who Have Overcome!

With the use of either your right, or left hand, this manual will teach you to type on a standard keyboard, with the normal keys everyone else uses!

Lilly Walters,
acclaimed author of 22 books, and One-Hand Typist!

When I was growing up, “real men” didn’t need to type. When I injured my arm in the war, it never occurred to me I might want to. Why would I need to? Today, I see children using this wonderful skill of keyboarding; I am amazed at how easily they learned! There so many jobs, and opportunities that center around computers. My hope for you is that you do whatever it takes to practice, and learn the valuable skill of typing! Having only one-hand won’t slow you down at all!

- Senator Bob Dole,
former U.S. Senator from Kansas and Majority Leader of the Senate.
# Table of Contents

INTRODUCTION.......................................................................................................................... 5

TEACHER? PARENT? SELF-TEACHER? HOW TO USE THIS MANUAL ............................................ 6

CAN YOU USE THIS MANUAL WITH YOUR HAND CHALLENGE?................................................... 7

MATERIALS YOU WILL NEED....................................................................................................... 8

SMALL HANDS, LAP TOP COMPUTERS AND ONE HAND TYPING.................................................... 9

LESSON: THE ONE-HAND FRIENDLY WORKSPACE ......................................................................... 11

OVERVIEW OF WHERE TO PUT THE EQUIPMENT.......................................................................... 11

LIGHTING: SOFT AND BRIGHT........................................................................................................ 11

KEYBOARD: OFFSET IT TO THE SIDE OF YOUR BODY!................................................................. 12

LIFT THE FRONT OF THE KEYBOARD.............................................................................................. 13

SCREEN: DIRECTLY IN FRONT OF YOU........................................................................................... 13

PAPER HOLDER OR STAND............................................................................................................ 14

CHAIRS AND RULES ON HOW TO SIT............................................................................................. 14

MOUSE: ADAPT TO YOUR CIRCUMSTANCE.................................................................................... 15

LESSON: FGHJ HOMEBASE, SPACE, & ENTER/RETURN................................................................. 17

THE MYSTERIOUS RETURN/ENTER/NEXT KEY............................................................................... 19

WHY ALL THE NAMES FOR THIS IMPORTANT KEY?...................................................................... 19

RETURNING TO HOME BASE.......................................................................................................... 22

DRILLS AND LESSONS.................................................................................................................. 24

LESSON: FINDING HOMEBASE (FINGER ONE)............................................................................... 24

FINGER TWO.................................................................................................................................... 27

FINGER THREE................................................................................................................................ 30

FINGER FOUR.................................................................................................................................. 34

LESSON: E........................................................................................................................................ 39

AFTER THIS MANUAL.................................................................................................................... 43

HOW MUCH TO PRACTICE?.......................................................................................................... 44

LESSON: I......................................................................................................................................... 45

LESSON: D....................................................................................................................................... 49

CAN YOU BE A SUPERSTAR WITH ONLY ONE HAND?................................................................. 53

LESSON: O...................................................................................................................................... 54

LESSON: R...................................................................................................................................... 58

LESSON: U...................................................................................................................................... 61

LESSON: M...................................................................................................................................... 64

LESSON: T...................................................................................................................................... 68

LESSON: Y...................................................................................................................................... 72

LESSON: N...................................................................................................................................... 77

LESSON: K...................................................................................................................................... 81

LESSON: P...................................................................................................................................... 85

LESSON: C...................................................................................................................................... 89

LESSON: L...................................................................................................................................... 93

LESSON: S...................................................................................................................................... 97

LESSON: A.................................................................................................................................... 101

LESSON: B..................................................................................................................................... 105

LESSON: W.................................................................................................................................... 109

LESSON: Q...................................................................................................................................... 113

LESSON: X...................................................................................................................................... 117

LESSON: Z...................................................................................................................................... 121

LESSON: V...................................................................................................................................... 125
I am Lilly Walters. I lost a great deal of my left hand when I was 10. I learned how to be a faster typist than most of my friends. You can too. It will just depend on how fast you want to be, and how much time you spend working at it.

Your hand challenge is probably not much fun for you. I know I had self-image issues I had to deal with. But I have found that most people really only have a mild curiosity about my hand. After that, they just want to enjoy their lives. If I can bring something to that enjoyment—like my face painting, acting, singing, or this one typing manual, then we are all happier.

With good use of either your right, or left-hand, this manual will teach you to type on the standard keyboard used by 99% of the English speaking world. Our goal is train you to step up to anyone’s computer at home, or at work, and go right to work!

I did not come up with idea of putting the strong hand in the center of the keyboard. The earliest reference I could find to this concept was a manual by George L Hossfield in 1947, a champion speed typist who wrote: One Hand Touch Typing.

I did design all the drills in this book. I created them based on my 40 years of typing with one hand. Also, the use of the term One Hand Qwerty began with me.
What You Need To Do To Be A Good One Hand Typist

- Learn the One-Hand QWERTY typing system with this manual
- Practice every day for at least 30 minutes, for one to three weeks
- Continue on with any mainstream two-handed typing program such as:
  - typing class, computer typing tutor program, traditional typing manual or
  - on-line drills. After you know Qwerty one-hand typing, you can adapt any
  - two-handed typing learning program to help you learn.

IMPORTANT! See a Specialist FIRST

  Typing is repetitive motion that is very hard on your hands, eyes, back and neck.

  Before you decide to learn this lifelong skill, the advice of a doctor of
  other physical specialist is vital! Otherwise, you will find yourself with
  permanent and painful injuries!

  Although I have included suggestions to help ease the strain on your
  body, they need to be approved by your doctor, and/or an occupational
  therapist for use in your specific and individual situation.

Teacher? Parent? Self-Teacher?
How To Use This Manual

  The first pages of this manual are for the person in charge of
  assisting the student. A very responsible person needs to read this
  extremely important information. Then, sit the student in front of the
  typewriter or computer. You will carefully position the student’s body and
  the equipment according to these instructions and the advice of the
  medical professional you have consulted.

  Use this eBook just like a printed manual. However you have
  downloaded the eBook, set it up next to the keyboard and computer, or
  typewriter, the student intends to practice on.
In the last part of this book note the “Thoughts To Carry You Forward” section. I think you, or your student, will enjoy reading a bit there to gain inspiration, and lift the spirit.

Can You Use This Manual With Your Hand Challenge?

Is Your "Good" Hand Strong? Can It Take The Burden Normally Shared By Two Hands?

The One Hand QWERTY taught in this manual needs at least two strong fingers. If one hand has good usage, my standard One Hand Qwerty is the best choice for two reasons.

- **One**: sell-ability in the job market. The reality is, the easier it is to bring someone into the workplace, the more appealing they are as an employee.
- **Two**: If you are considering an alternative keyboard, remember children like to feel a part of their peer group, and will feel uncomfortable with an alternative to what all the other kids are using.

But, if your strongest hand is permanently extremely weak, consider using an adaptive keyboard and/or voice recognition software.

How Many Fingers Are We Working With? Adapt To Your Needs!

This manual is a beginning place for people who have good use of one-hand, with at least two strong fingers. If you have some use of your less-able hand, all the better! We will assign it jobs to do also. I have full use of my right-hand, and half of my left. So, I make my left-hand do some work. My less-able hand operates the mouse, holds down the SHIFT key, command keys, and sometimes holds my place on a document from which I am typing. My more-able five fingered hand does all of the keys with the letters and numbers, as shown in the charts and lessons in this manual. Adapt these lessons to your hand, or hands.
You might have use of just one-hand, or even four fingers. No trouble. DEVELOP YOUR OWN SYSTEM. Make a decision which finger you think will best handle each key. Adapt! Create a touch-typing system for yourself.

A system simply means you will assign each finger a job.

Example: If you only have use of two fingers, you divide the keyboard in half. Each finger has his jobs to do - without you looking at the keys to help him. You can find a way! Adapt!

_I was born without my right hand. I learned to play baseball like most kids, loved to catch with my Dad in the front yard. The only difference was that we had to come up with a method to throw and catch with the same hand. What we came up with is basically what I continued to do my whole life. I'd throw a ball against a brick wall on the side of our house, switching the glove off and on, moving closer to the wall, forcing myself to get that glove on faster and faster._

- **Jim Abbott**, Former Major League pitcher for the Yankees and Angeles, Gold Medal Olympian

**Materials You Will Need**

This manual assumes you have:

- A computer, screen, mouse and keyboard*, and know how to turn them all on. Manuals came with your computer. These will help a great deal if you read these, and see how to do some basics on the computer.
- This book;
- Desk/work place
- Chair
- Key toppers/anchors  (something on the keys F & J to help the typist find “homebase.”)
**NOTE!** You cannot use the ergonomic keyboards that split in two halves. If you have small hands – such as a child under 12, you **must** use a child size keyboard until the hand grows up.

**Small Hands, Lap Top Computers and One Hand Typing**

**Small hands?** Consider a child size keyboard! The keys are set closer together.

**To See If You Need A Child Size Keyboard:**

Place the hand the child will type with on FGHJ. In touch typing, one finger must stay on this homebase while the other fingers fly around the keyboard. With Finger Four on J see if Finger One can reach the Q key. If not, you need a child size, but normal, keyboard until the hand grows.

The hand-span on a normal keyboard is 6 ¾ inches from the middle of the Q key to the middle of the P key. Many keyboards look small, but when you measure from Q to P you will see that distance is the same as a normal keyboard.

See more true child size keyboards at [http://www.aboutonehandtyping.com/littlefingers.html](http://www.aboutonehandtyping.com/littlefingers.html)

**Lap Tops Computers**

It is a misconception that laptops have a smaller keyboard than a normal keyboard. The hand-span is the same as an adult keyboard. Place a ruler on the top row of letters: from the middle of Q to P is 6 ¾ inches. That is the measurement on most keyboards.
Besides, in one hand typing the keyboard offsets to the side of the good hand, about at the hip, or elbow. If you use a laptop, this means the screen is no longer directly in front of your eyes – where it must be.

Unless the keyboard disconnects from the screen, a lap top is not a good alternative for the one hand typist.

A tablet, with a wireless keyboard that can be disconnected from the tablet and still function, thereby allowing the screen to be in the correct position, can work for smaller hands.
D is also handled by Finger One. When you reach over to do D, Finger Four has an extremely important job. He must keep you in touch, “anchored,” with HOMEBASE. The other fingers lift off of homebase, but Finger Four needs to stay on J when Finger One is going to work on D.

Check what you type. **Practice five times.** Go on to the next exercise. No peeking!

fghj  djdj  dddd


jjjj  djdj  jdjd  jd  jd

j  d  j  d  j  d
fghj  dh dh  dddd

hhhh  dh dh dh dh hd hd

h  d  h  d  h  d  fghj  dgdg  dddd

gggg  dgdg  gdgd

gd  gd  g  d  g  d  g  d
fghj dfdf dddd ffff dfdf fd.fd

fd fd f d f d f d d

fed heed hedge deh dej

dif dig dig
dig die die

Are you watching for the ENTER/RETURNS?
Time to take care of your eyes and body! Stretch, move, flex and focus! Carefully stretch your arms up, and move your back around. Flex your fingers back – extended for a count of 3. Then, make a fist, and hold it for a count of 3. Repeat that a few times.

Focus your eyes on something across the room, then let your eyes close for a count of 10.

"By perseverance, study, and eternal desire, any man can become great."
- General George Patton, (1885–1945) American general during WWII, considered by many to be one of the greatest military leaders, he overcame dyslexia
Can You Be A Superstar With Only One Hand?

Having only one hand might make you feel handicapped. But, the reality is, you are as handicapped as you want to be. With two perfect hands you can do 9 million things. With one-hand, you can do 8 million. You can focus on the 1 million you can’t do, or on the 8 million you can.

Meet Jim Abbott

Jim Abbott is a very famous major league baseball player. He has thrown a no-hitter, won an Olympic gold, written a book, and been on all kinds of TV shows.

He was born with one hand. Jim was able to reach the major league without having a right hand, and he quickly became one of the better pitchers in the game.

I never learned a touch-typing system, but I wish I had. In college, I had to ask other people type my longer papers. I could hunt and peck, but I wasn’t able to speed around the typewriter. Back then typing was as important as it is today, with my hand, it never occurred to me that I might learn a better way. It never occurred to my teachers that I might be able to learn! Today, with only my hunt and peck skills, I am able send email, cruise the Internet, and do some work on my computer. Now I can see what a great asset it would be if I had learned a one-hand typing system.

You know what? While you are sitting there, working on learning this great skill, I will be too. If I can make the Olympics, I can learn to type! So can you. Think of me as you get faster, and better at typing, because I will be working on it too!

- Jim Abbott. www.jimabbott.net