

SAMPLE PAGES FROM 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 7 books,
Speakers Bureau Executive, **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! I see 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.*



This sample contains a basic overview of how to type with one hand on a normal keyboard with one hand, and to do it faster than most of your friends!

We have included brief selections of several lessons. This will give you an excellent idea of how to type with one hand using the version of the manual on the CD, and the downloadable version.

PRACTICE TYPING RIGHT ON THE SCREEN

With the use of either your right, or left hand, within 1-3 weeks of working through the drills in the full manual, you can step into any mainstream program to learn typing.

Lilly Walters' One Hand Typing is available three ways

On CD	Software Download Version*	Comb Bound Printed Manual
\$49, plus \$7 s/h	\$69, no s/h*	\$29, plus \$7 s/h

See more on these three options at:

www.aboutonehandtyping.com/manualcompare.html

ORDER ANY NOW www.aboutonehandtyping.com/order.html

Or, mail checks for CD or Comb Manual to:

Lilly Walters
740 Purdue Dr.
Claremont, CA 91711

*Software version must be purchased on-line

LESSON ONE: THE ONE-HAND FRIENDLY WORKSPACE

Overview of where to put the equipment

- **Lighting:** Not behind you, must not glare on your screen
- **Keyboard:** Offset from the center of your body, directly in front of the arm you use to type
- **Mouse:** Place the mouse on the same side of the keyboard as the hand to whom you plan to assign the job of Mouse Master! (see more later)
- **Screen:** Directly centered in front of your body
- **Things to copy:** Place items from which you wish to practice your typing directly in front of you, below the screen, standing upright. Or, place them next to the keyboard.
- **Chair:** Directly in front of the screen

No Peeking! Touch-Typing

Your goal is to learn the keyboard without looking, just by touch. That is what we mean by 'touch-typing.' Touch-typing is much faster than just "hunting and pecking" for the right keys. When your mind is busy hunting and pecking for the right key, it is very difficult to create! Touch-typing frees your mind to explore.

Each finger has his own special keys, which he alone must learn, and take care of. Touch-typing means each finger must do his own job, without eyes helping him out. Your eyes have their own job. They need to be reading what you are typing, or watching the screen, to see what you type.

I never learned a touch-typing system, but I wish I had. In college, I had to ask other people to 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 to 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

LESSON: FGHJ HOMEBASE, SPACE, & RETURN



Know where HOMEBASE is, this is the essence of successful touch-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 typing and look at keyboard. Looking down at the keys slows you down. Our objective is to have you flying around that keyboard with terrific accuracy!

You will center your four fingers on 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>Left Handed Typist</i>		
Key	Finger in charge!	Finger #		Key	Finger in charge!	Finger #
F	Pointer finger	1		F	Little finger	1
G	Index, middle finger	2		G	Ring finger	2
H	Ring finger	3		H	Index, middle finger	3
J	Little finger	4		J	Pointer finger	4

Your thumb takes care of the SPACE BAR. If you do not have a thumb, adapt! Consider using your less-able hand, or your pointer finger.

Lesson: Finding HOMEBASE (Finger One)

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

fff ←	Type the exercise to the left into the blank space below.
-------	---

Using Finger One, type the fff in the space below

Hit RETURN, then position your hand back on HOMEBASE.

To bring you to a new line, (this means to bring the blinking line, called a cursor to the next line down your “page”) you use the RETURN key. Type the exercise below, and at the end of each line type the RETURN.

Here are more drills.

fff

fff

fff

fff

At least 20 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.



Notice in this next exercise, there is a space between the sets of F's.

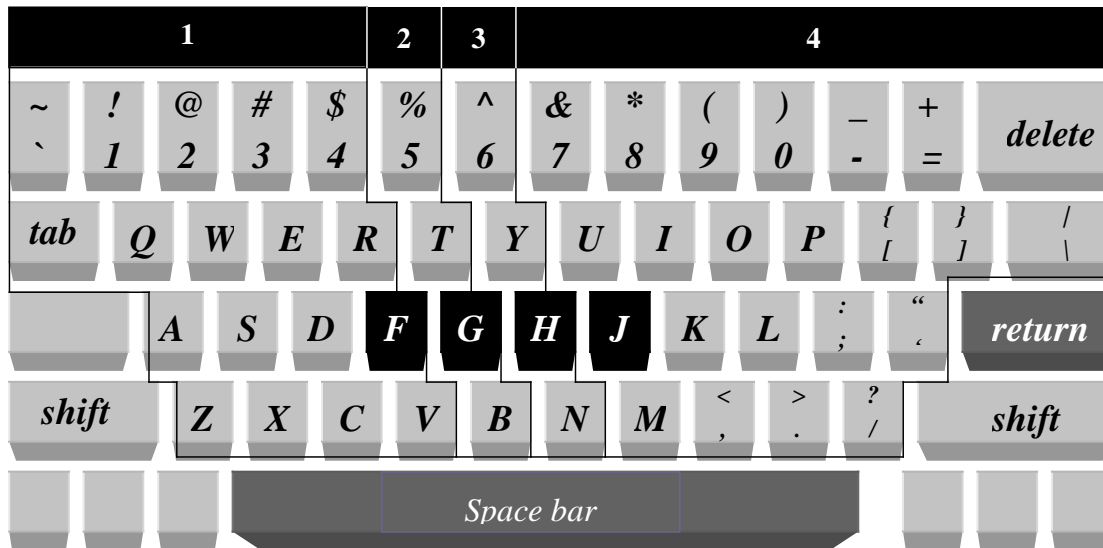
Type a space between each set of F's, using your thumb, or the finger you have decided is going to be your SPACE BAR finger.

<p>fff fff fff fff fff fff fff fff fff</p>	<p>Type the exercise to the left into the blank space below.</p>

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

You are doing great!

Now to Finger Two



Look at the chart. See which finger is assigned as to ‘g’? **Finger Two**, and your thumb always does the space bar. Be very careful to type the **spaces** when they are shown in this next exercise, and the **RETURN**

<p>ggg ggg ggg ggg</p>	<p>Type the exercise to the left into the blank space below. Look at the screen, not down at the keys when you type! You are learning the keyboard by TOUCH.</p>
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>	

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

fgfgfgfg
fgfgfg

Type the exercise to the left
into the blank space below. **Look at the screen, not down at the
keys when you type!** You are learning the keyboard by TOUCH.

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

fg fg fg fg gggg
ffff gf gf gf gf

Type the exercise to the left
into the blank space below. **Look at the screen, not down at the
keys when you type!**

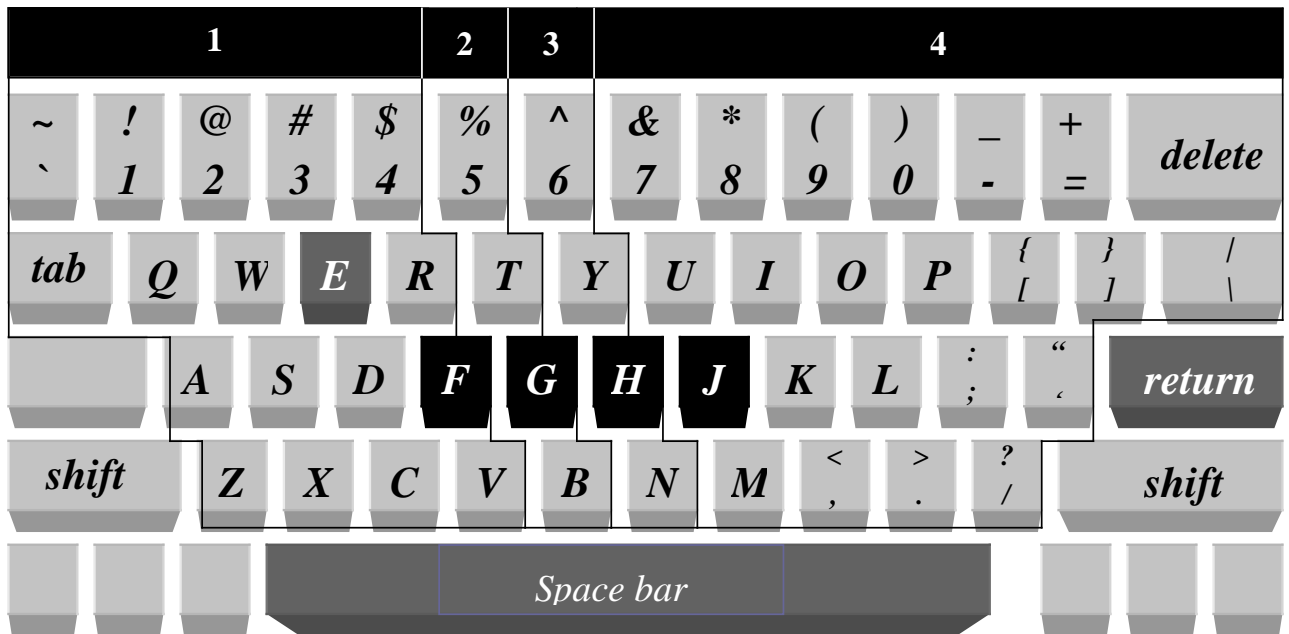
Check what you typed with the original above. **Practice this at least five times.** Then go on
to the next exercise.

Time to take care of your eyes and body! Stretch, move, flex and focus!
You are more than half way to being a joyful typist!

What? I have only learned six keys and I am really slow!

No, my friend. You got this manual. You sat down, you started. You have done the extremely hard part. Now you just need to teach your fingers a few things.

LESSON: E



E is done by **Finger One**. When you reach up to do E, Finger Four has an extremely important job. He must keep you in touch with HOMEBASE. He needs to stay on J when Finger One is going to work on E. The other fingers can lift up. When you do the keys on the left side of the keyboard, Finger Four keeps you glued to HOMEBASE. When you do the right side of the keyboard, Finger One has that job.

Now we will add to what you already know. Remember the SPACE, RETURN, and keep **Finger Four** on J when you stretch up with Finger One to type E.

fg hj fe fe fe eee fff fefe efef efef

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.

Look at the screen. Type by touching the keys.

fg hj ge ge ge
ggg eee gege gege

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

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

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. Ok, back to work!

*Men are not prisoners of fate, but only prisoners of their own minds.
- Franklin D. Roosevelt At age 39, his legs were paralyzed by polio.
He was elected President of the United States four times.*

To purchase the full manual, email or call us
CD costs: \$49, plus \$7 s/h
Mail a check for \$56 to

Lilly Walters
740 Purdue Dr.
Claremont, CA 91711

OR
ORDER NOW

<http://www.aboutonehandtyping.com/order.html>

On the CD which you get in a few days, are included five One Hand Typing and Keyboarding Manuals. One version is to print if needed. But please try starting off with one of the others. These are in MW Word and as PDF. Start off with the one which says Best For Practice.

With the use of either your right, or left hand, this simple manual will teach you to type on a standard keyboard. Within 1-3 weeks of working through the drills in this manual, you can step into any mainstream program to learn typing.

HOWEVER, there is a BUNCH of other great things on the CD. In brief:

- 1) 2 versions of the One Hand Typing and Keyboarding Manual, which allow you practice on the screen, one in MS Word, on in a PDF file
- 2) 100 page eBook: One Handed Office Professional:
How To Be The Most Productive Person in Your Office

Scores of resources from all of the Internet

ORDER NOW

<http://www.aboutonehandtyping.com/order.html>