

Mental Focus

Don't get distracted

Feet placed for balance

On the floor in front of you

Don't cross your ankles or knees

Body centered to the "B" key with elbows at sides

Slide your keyboard so the B key is in the middle of the monitor

Move your body so the B key is lined up with your belly button

Sit up straight

Your back should not touch the back of the chairs

Correct distance from keyboard

Your arms should hang at your side

Your elbows should be even or slightly in front of your body

Curve fingers over the home keys

Hands on Home Row

A	S	D	F	G	H	J	K	L	;
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Fingers slightly curved

Wrists off the keyboard

Don't rest your wrists

Tops of your hands should be fairly flat

Eyes on the printed copy

Don't look at the keyboard

Keys by touch with correct fingering

Use the correct fingers on the correct keys