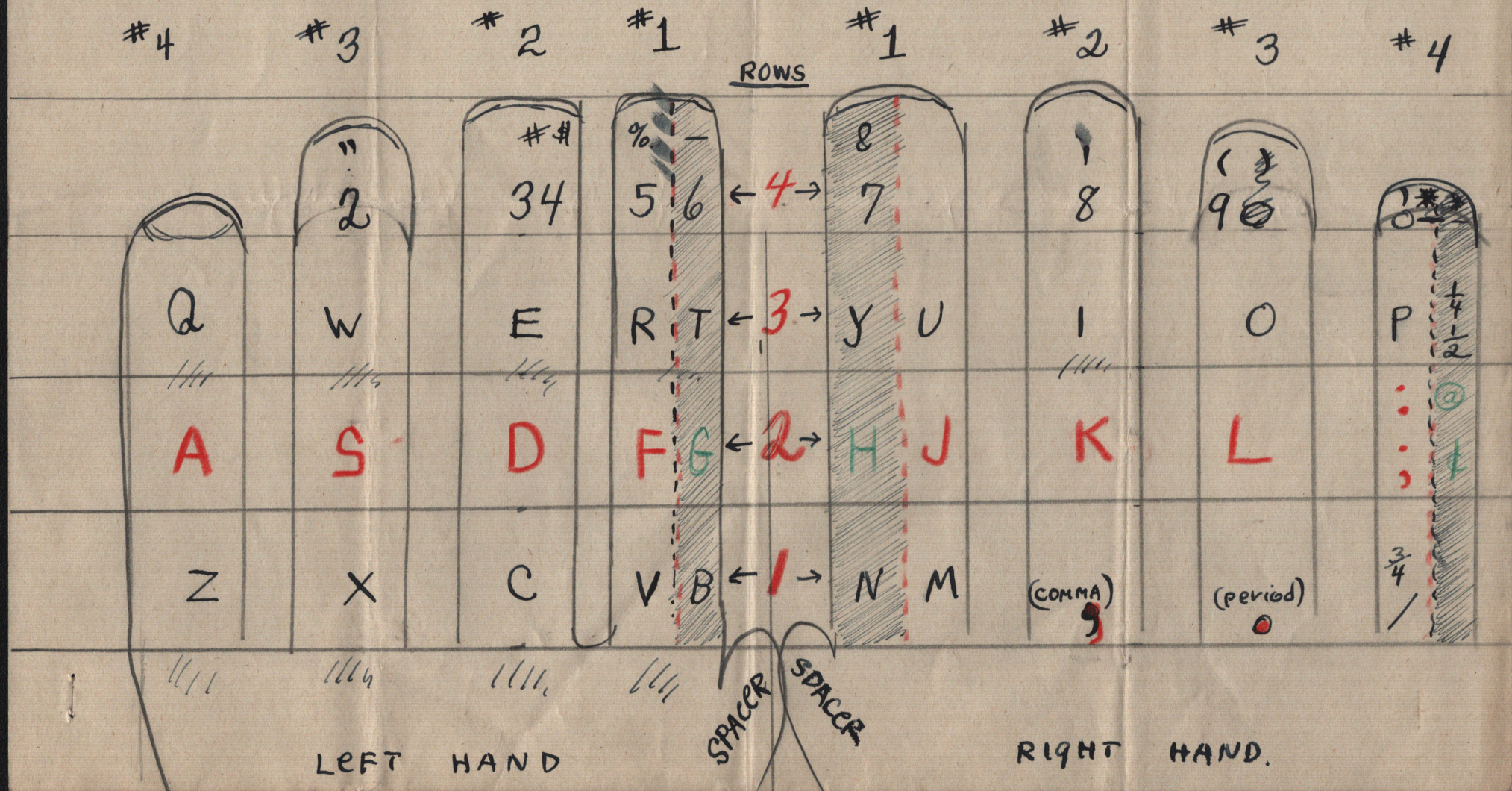


NORMAL POSITION - Place fingers on keys bearing red figures. Then remove eyes from keyboard.

How to teach typing.
-1931- J. H. Voelker.



THE TYPEWRITER KEYBOARD

The standard keyboard consists of four rows.
The margin release usually occupies the upper right hand corner;
the shift key the lower right; the other shift key and lock

key.

Figures in row 4 are in ink.

'' '' '' 3 '' ''

'' '' '' 2 '' ''

'' '' '' / '' ''

ink.

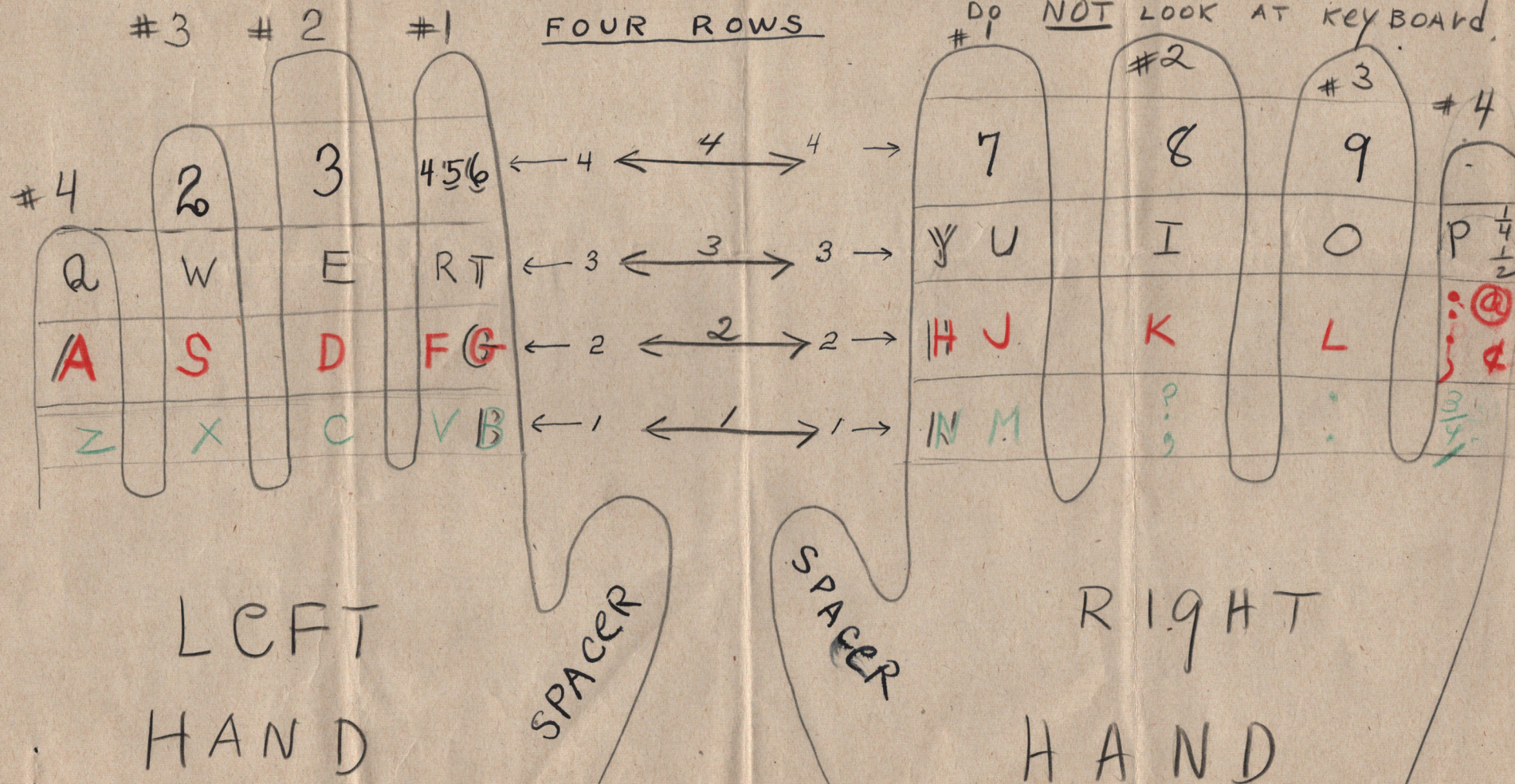
pencil

red.

green

Red OR ROW TWO IS THE NORMAL POSITION.

ALWAYS RETURN TO NORMAL DO NOT LOOK AT KEYBOARD.



ALL KEYS ARE STRUCK FROM THE NORMAL POSITION.

The chart shows what key each finger is to strike. The bottom row is number 1; and the successive rows 2,3 and 4 respectively.

START BY PLACING THE FINGERS AT THE NORMAL POSITION.

For example

Each finger is numbered 1, 2, 3 and 4, being the first or index finger, the second, third and fourth or little finger. The index finger of both hands strike the most keys.

DIRECTIONS FOR USE OF CHART

There are four rows of keys on the standard typewriter. The ability to operate the machine without the necessity of looking at the keyboard is highly desirable. Each finger has an appointed task, that is, a certain number of letters or figures is covered or tapped by each finger. In learning the so-called "touch system" it is important to remember that the fingers should always be first placed on the typewriter on the second row from the bottom on what is known as the normal position.

The normal position, then, is achieved as follows: Place the "little" or fourth finger of the left hand on A; the 3rd finger on S; the 2nd finger on D; the 1st or index finger on F; On the right hand: first finger on J; 2nd on K; 3rd on L; 4th on the figure ;

From this normal position all of the keys are tapped. The chart below indicates what ~~each~~ key each finger is to strike. The finger has