

# Proper Keyboarding Technique

## Good Posture

- I am sitting up tall.
- I am leaning slightly forward in my chair.
- I am facing toward my computer.

## Body Position

- My keyboard is at the edge of the table.
- I am a 'hand span' away from my keyboard.
- My body is centered with the B key.

## Feet of the Floor

- My feet are on the floor.
- My feet are slightly apart.
- I feel balanced.

## Fingers Curved

- My fingers are comfortably curved.
- My fingers are upright and not leaning.
- My thumbs are resting on the space bar.



## Fingers on Home Row

- My fingers are resting lightly on Home Row.
- My index fingers are resting on F and J.
- With each key stroke my fingers quickly return to Home Row.

## Quiet Wrists & Elbows

- My wrists are level and relaxed.
- My wrists are not resting on the keyboard or table.
- My elbows are resting naturally at my side.
- My shoulders are relaxed.

## Eyes on Copy

- My copy is in the right place.
- My copy is adjusted properly.
- My eyes are on my copy or my monitor.
- I never look down at my keys.