

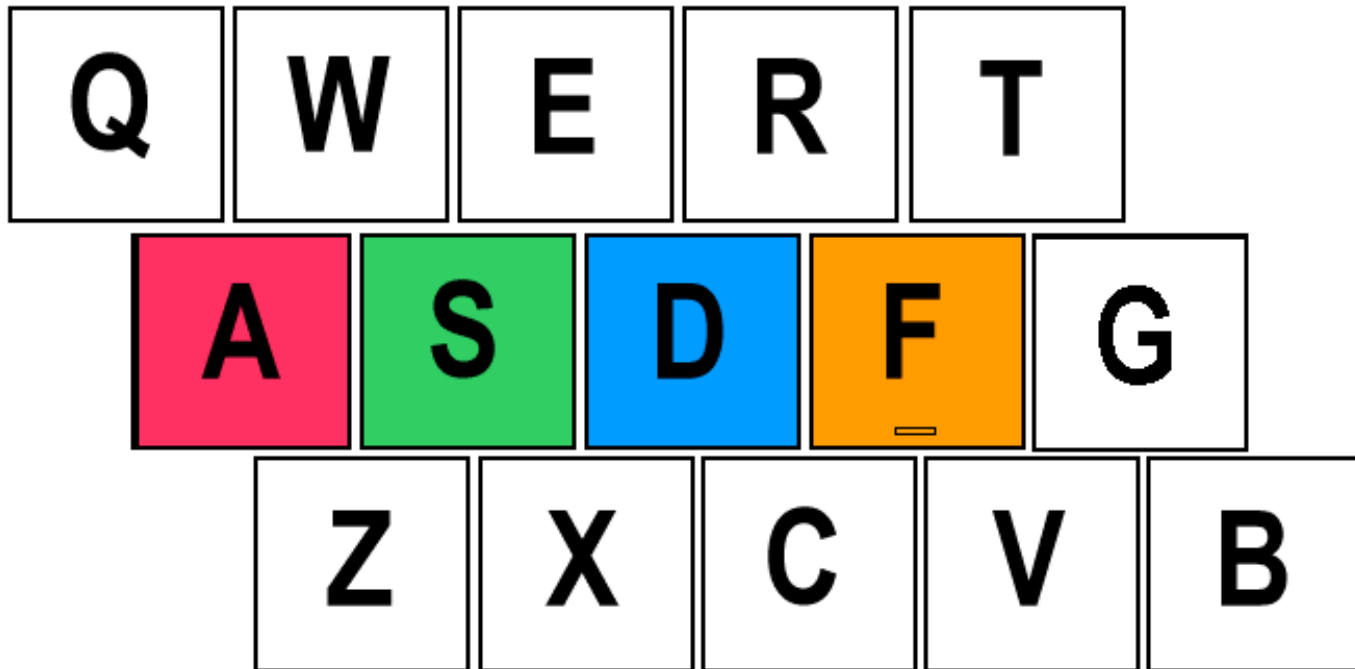
Learn To Type In



Everyone version
LEFT Side

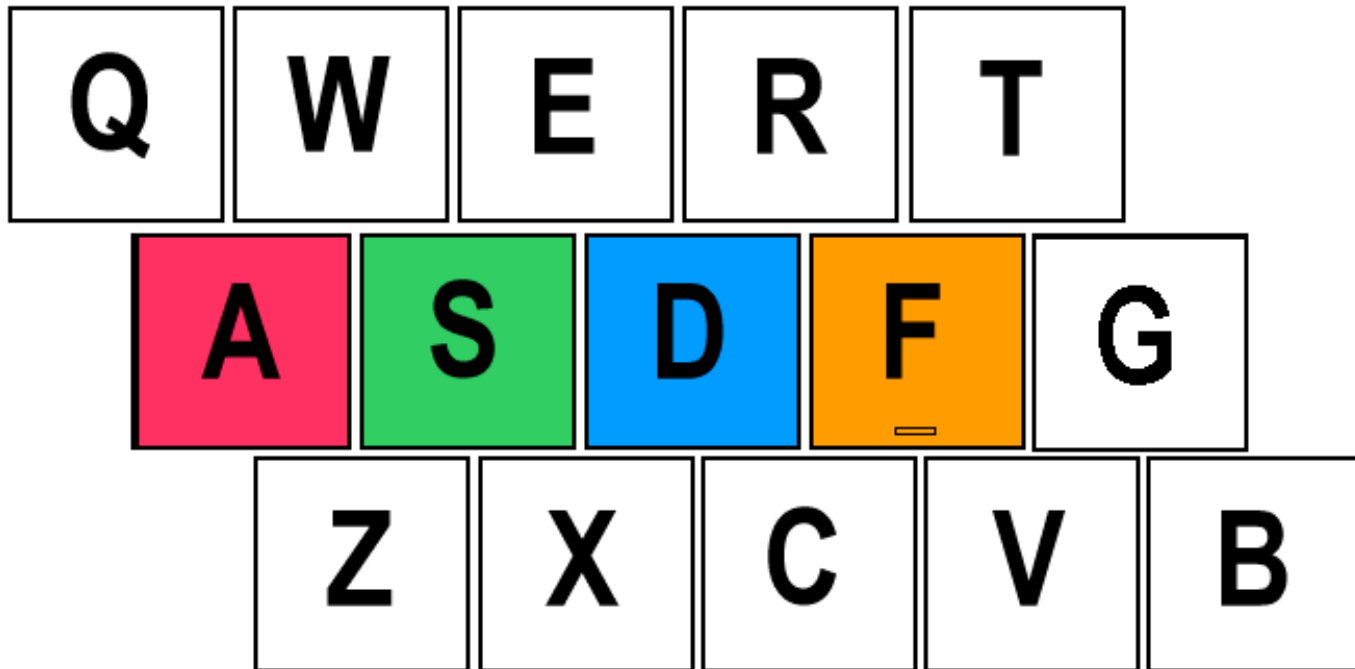
NAIL IT NOW
www.nailitnow.com.au

The **LEFT** side



To start, open Microsoft Word
and increase the font size to **20 pts**

Place your FOUR fingers
on the FOUR Home keys, **A S D F**



Feel the “bump” on the **F** key
to help you place your fingers on the right keys

TYPE **A S D F** and SAY ALOUD
Animals in the **Snow Dig** for **Food**
Do this 10 times



To help you remember this sentence,
THINK many **Animals** eat grass and, in the **Snow**,
they would have to **Dig** for **Food**

Now, you TYPE five **WORDS**,
WITHOUT looking at the keyboard



Place your fingers on the Home keys
TYPE **add as dad fad sad**

Between words, press the space bar
with your **RIGHT** thumb

Your **Food** finger does DOUBLE the work
and moves over to **G**



Place your fingers on the Home keys
TYPE **A S D F G** and SAY ALOUD

Animals in the **Snow Dig** for **Food Greedyly**

Do this 10 times

Now, you TYPE three **words**,
WITHOUT looking at the keyboard



Place your fingers on the Home keys
TYPE **gag gas sag**

Your Home key fingers move
UP to the top row and DOWN to the bottom row



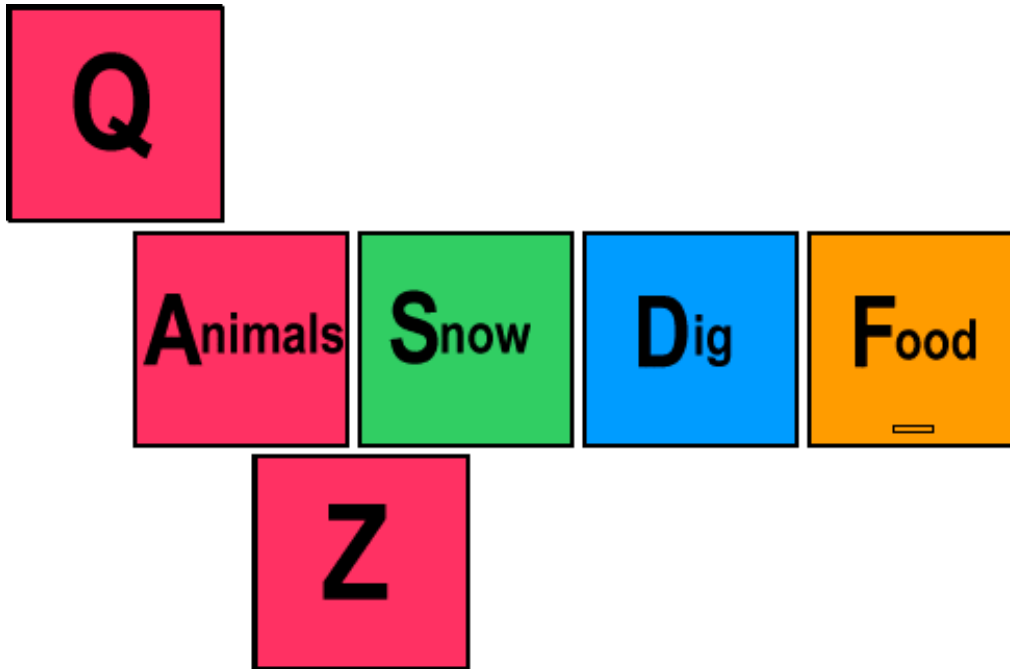
What finger moves UP to **Q** and DOWN to **Z**
and does it move in a straight line?

Your **Animals** finger moves
UP LEFT to **Q** and DOWN RIGHT to **Z**



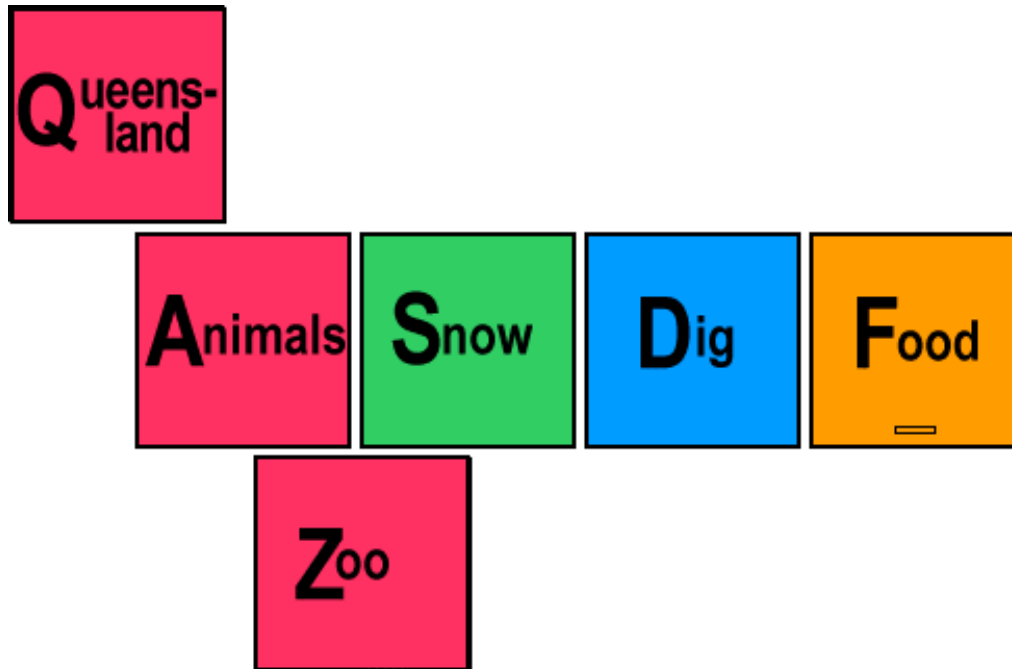
To find **Q** and **Z**,
your fingers **MUST** be on the Home keys

You feel your way slowly UP to **Q**,
back to the Home keys and DOWN to **Z**



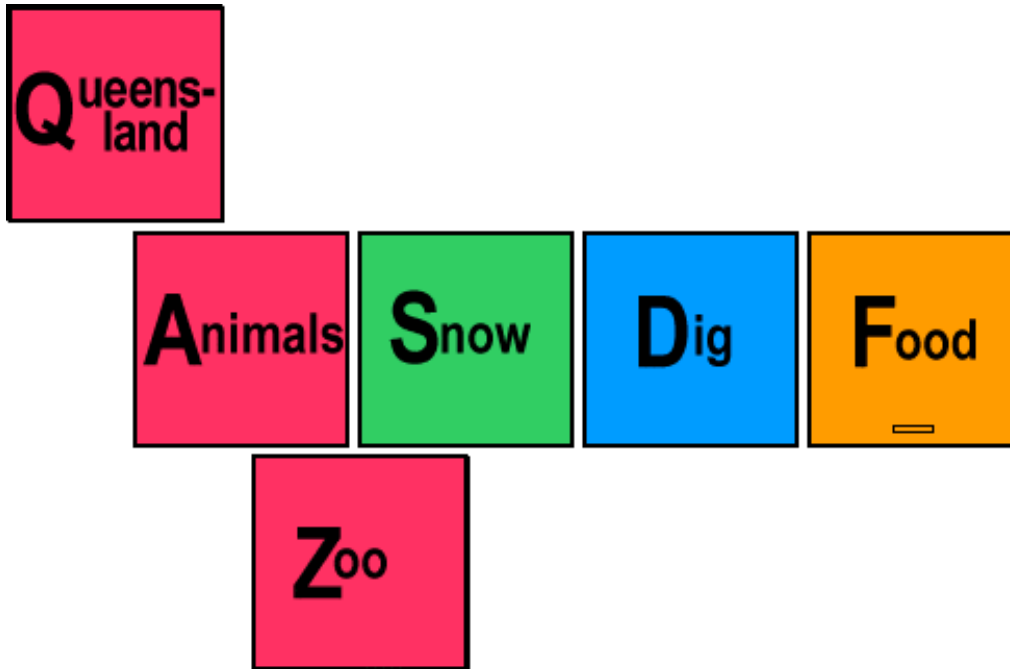
OK, BUT . . . how do I remember **Q** and **Z**?

You TYPE **A Q Z**
and SAY ALOUD **Animals Queensland Zoo**



THINK there are lots of **Animals**
in the **Queensland Zoo**

Animals Queensland Zoo



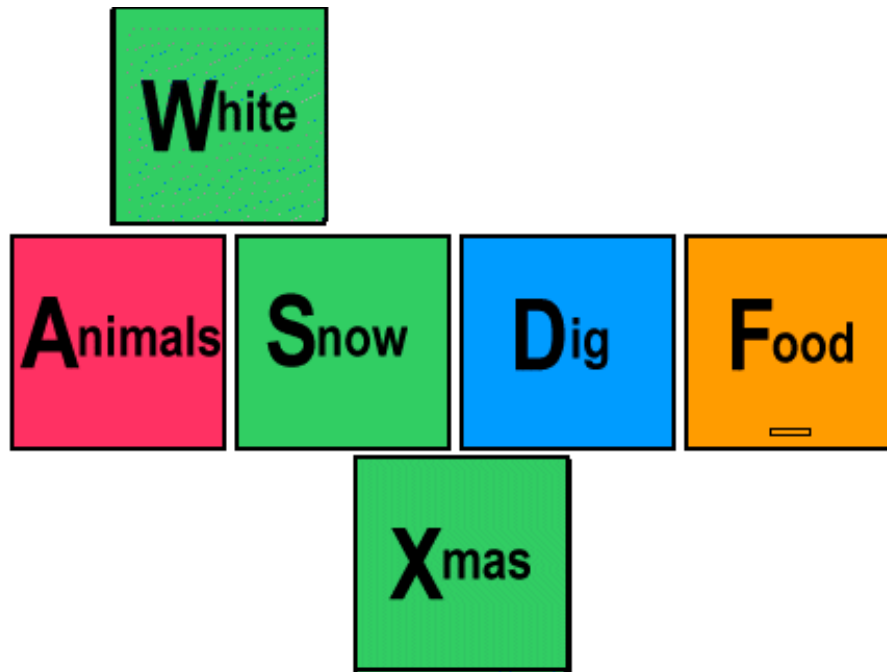
Place your fingers on the Home keys

TYPE **A Q Z** and SAY ALOUD

Animals Queensland Zoo

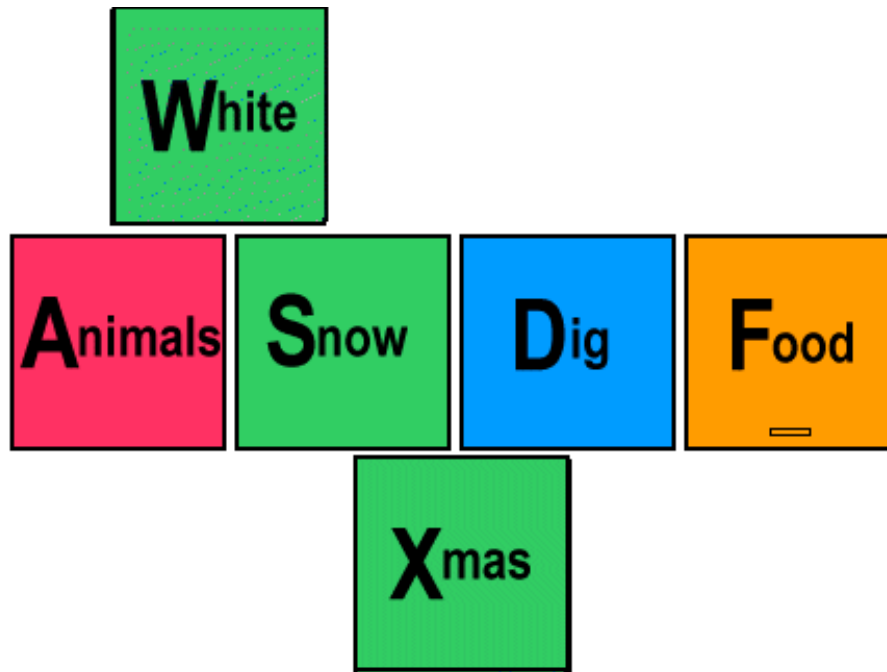
Do this 10 times

You are going to TYPE **S W X**
and SAY ALOUD **Snow White Xmas**



THINK, when there is **Snow**,
you have a **White Xmas**

Snow White Xmas



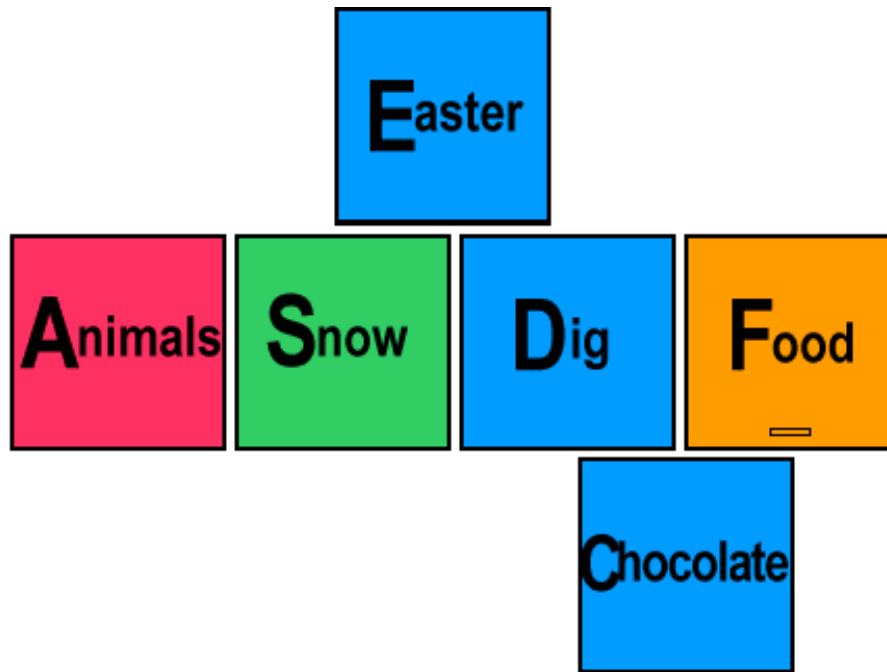
Place your fingers on the Home keys

TYPE **S W X** and SAY ALOUD

Snow White Xmas

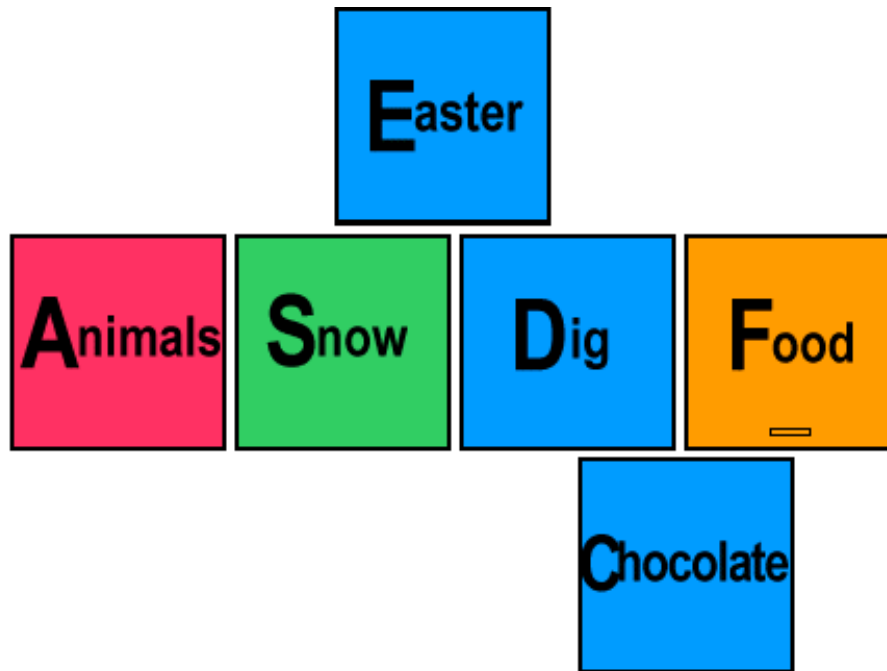
Do this 10 times

You are going to TYPE **D E C**
and SAY ALOUD **Dig Easter Chocolate**



THINK, at Easter time, children **Dig** in the garden for
Easter Chocolate

Dig Easter Chocolate

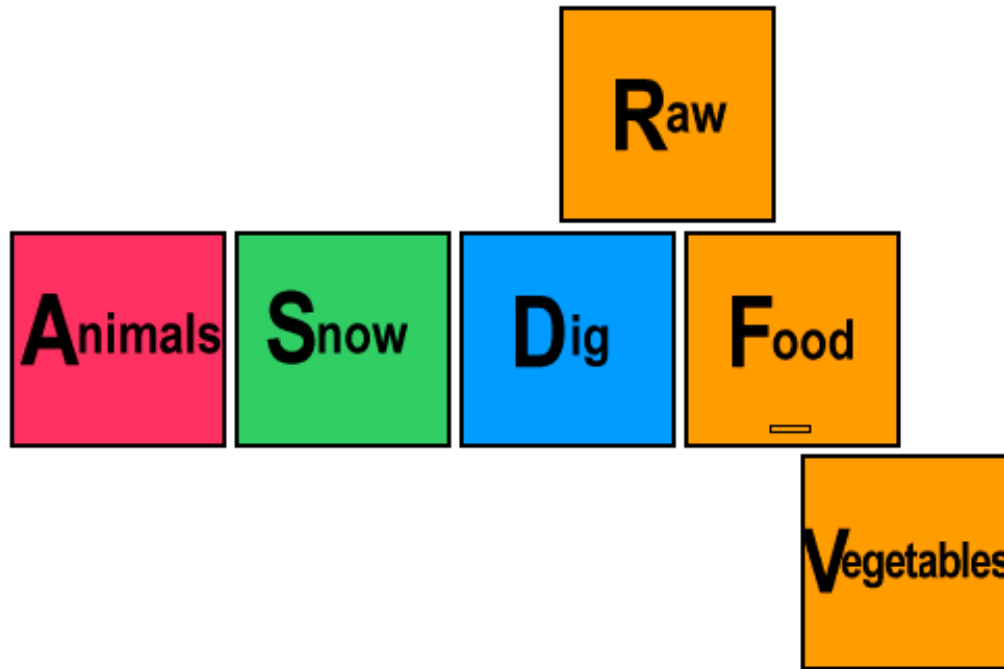


Place your fingers on the Home keys
TYPE **D E C** and SAY ALOUD

Dig Easter Chocolate

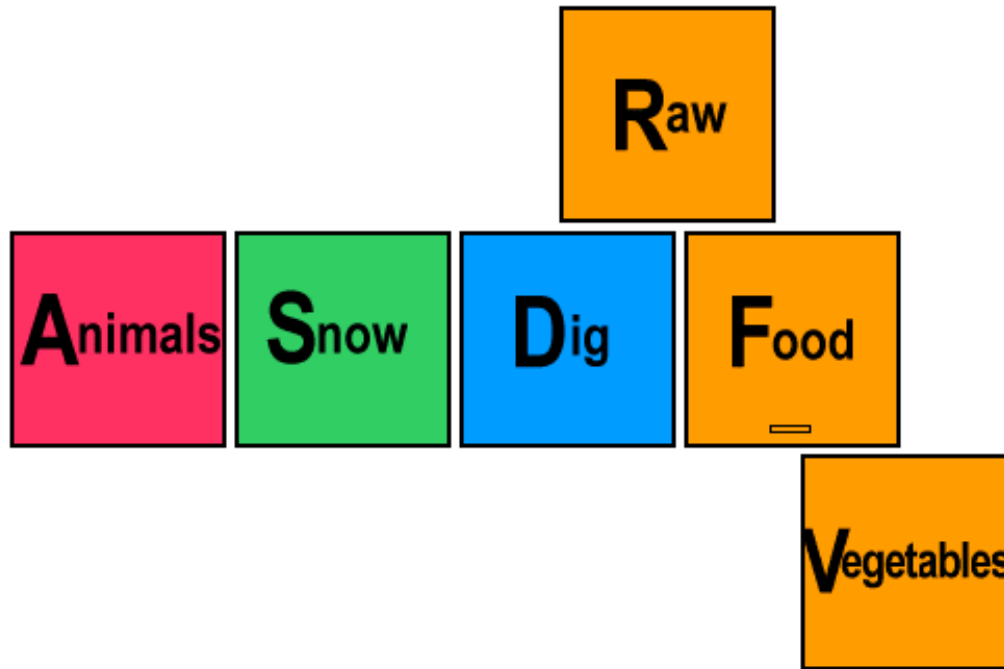
Do this 10 times

You are going to TYPE **F R V**
and SAY ALOUD **Food Raw Vegetables**



THINK a vegetarian eats **Food**
like **Raw Vegetables**

Food Raw Vegetables

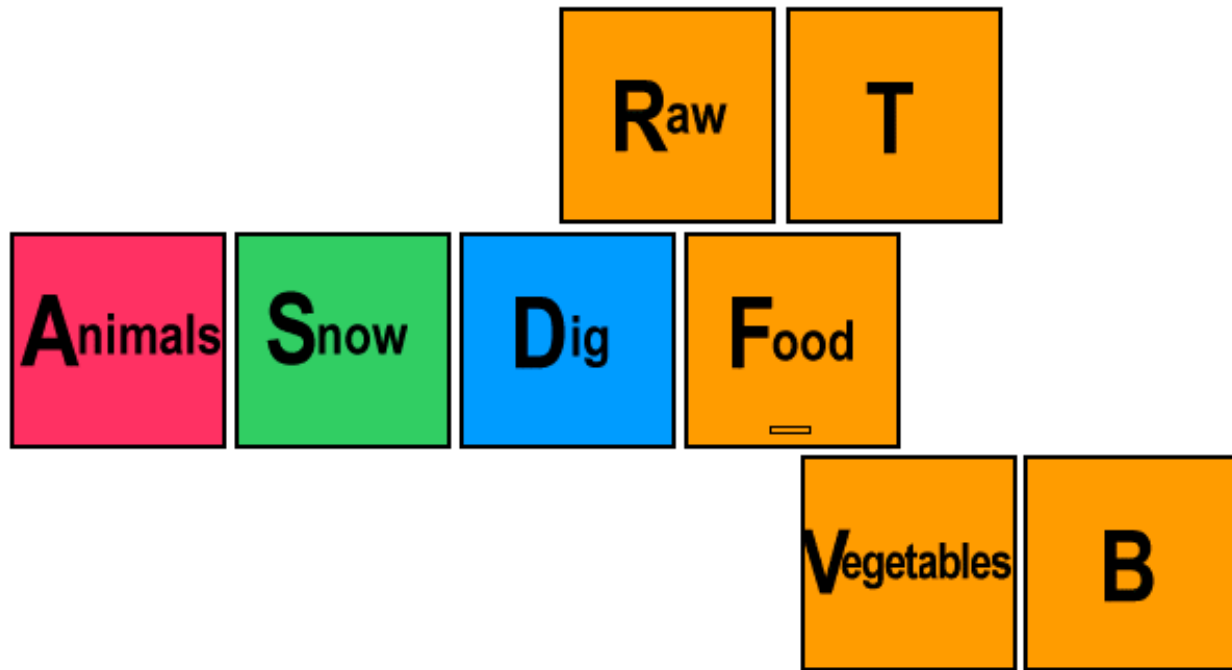


Place your fingers on the Home keys
TYPE **F R V** and SAY ALOUD

Food Raw Vegetables

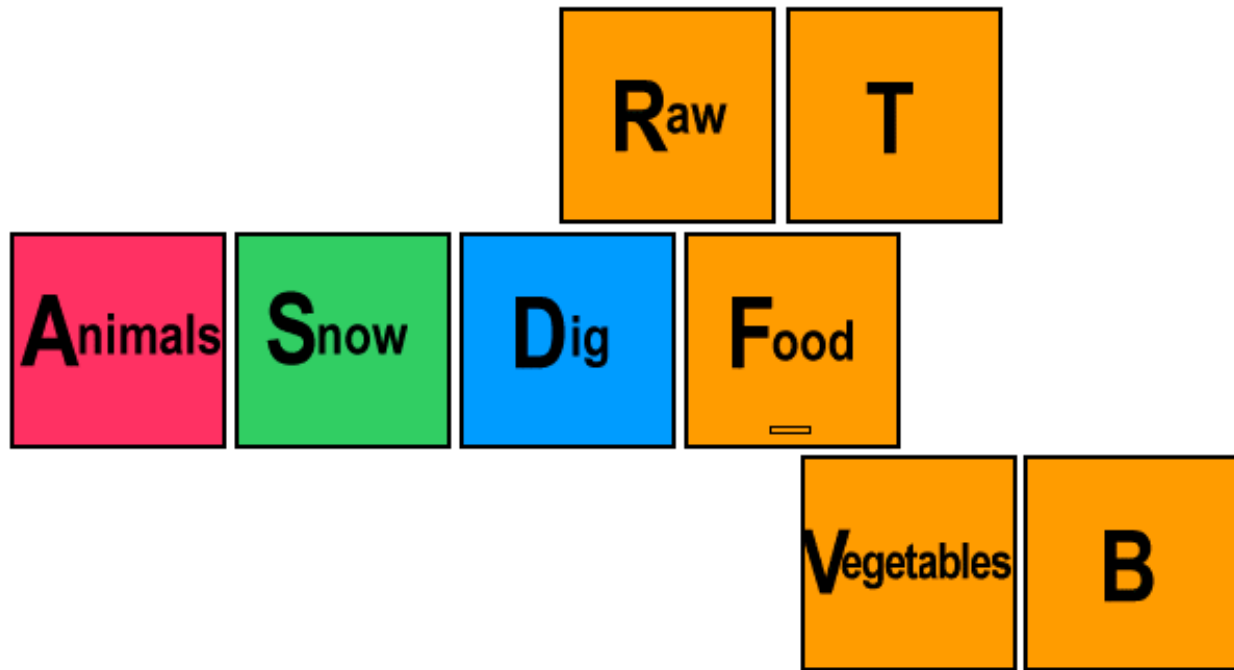
Do this 10 times

Now, the last two keys, **T** and **B**
Again, your **Food** finger does DOUBLE the work



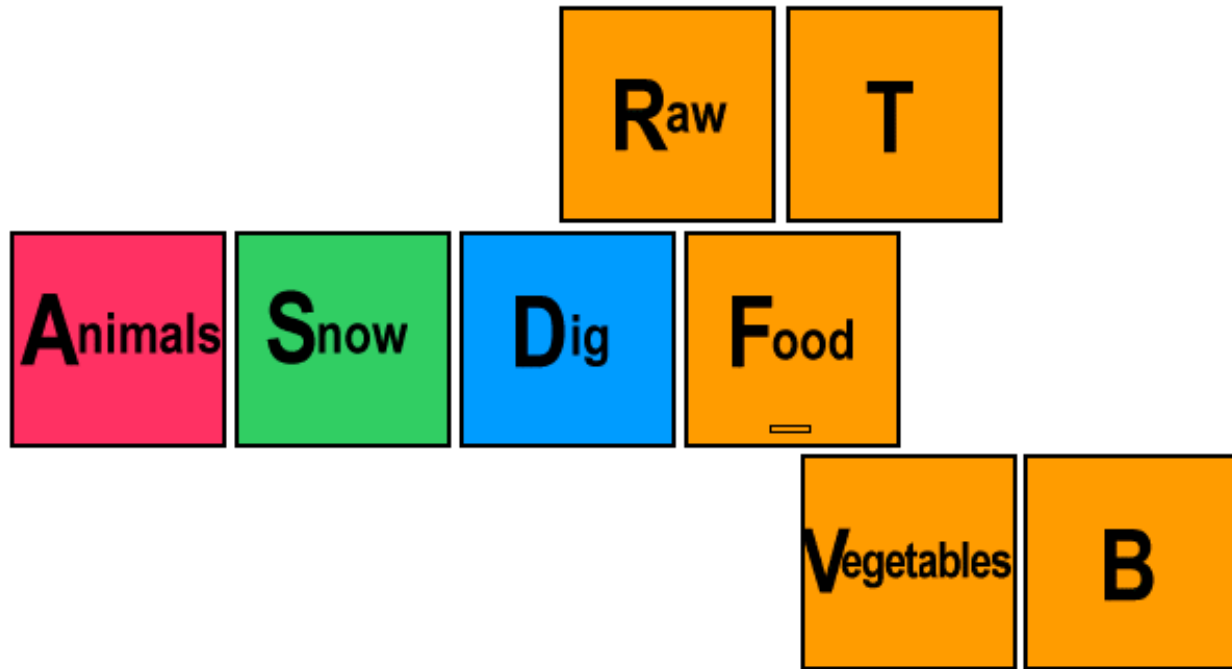
BUT, wait! Your **Food** finger already moves
UP LEFT and DOWN RIGHT to **Raw Vegetables**

This time, your **F**ood finger moves
UP RIGHT to **T** and DOWN BIG RIGHT to **B**



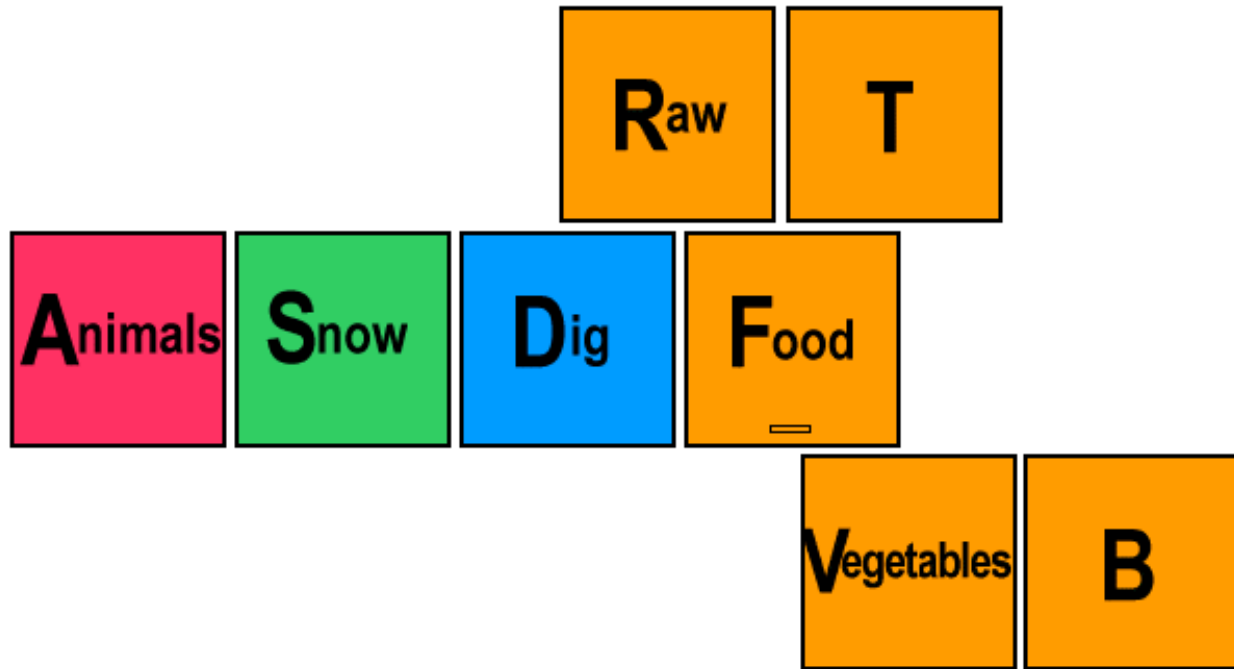
You move RIGHT to BOTH keys
and moving DOWN BIG RIGHT to **B** is hard

OK, BUT how do I remember
the **Food** finger moves RIGHT to BOTH keys?



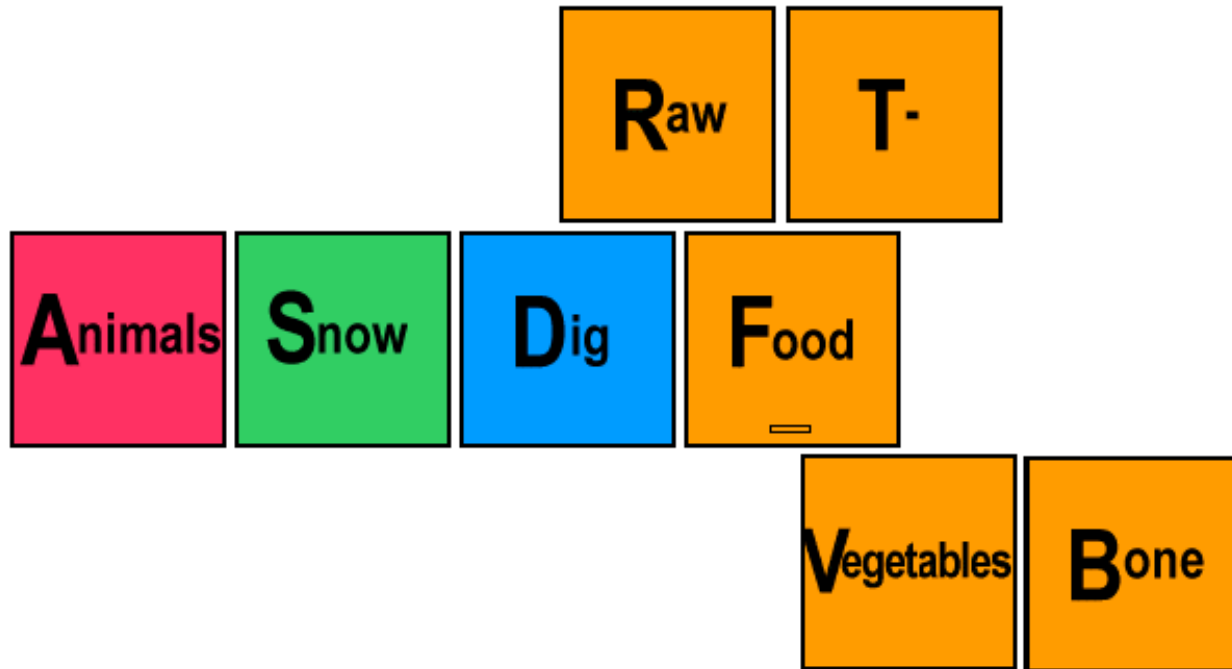
Easy, your **Food** finger is on your LEFT hand
and you move in the other direction, RIGHT

OK, BUT how do I remember
the **F**ood finger moves DOWN BIG RIGHT to **B**?



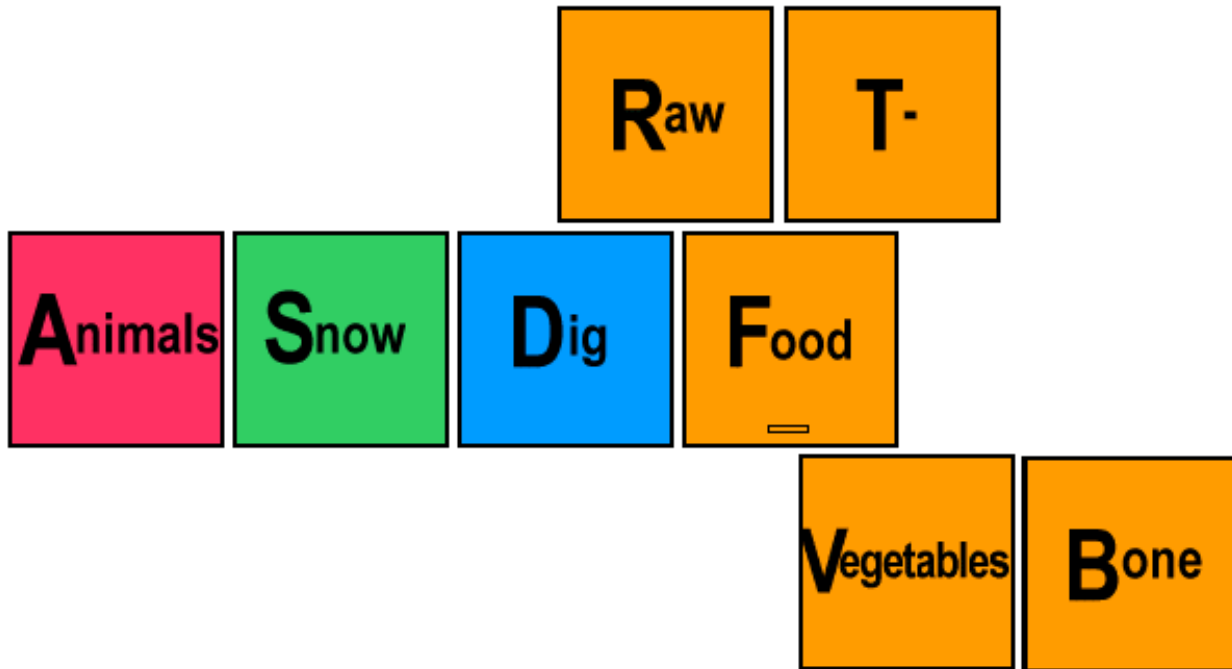
Easy, the word **BIG** starts with **B**

You are going to TYPE **F T B**
and SAY ALOUD **Food T-Bone**



THINK a vegetarian DOESN'T eat **Food** like **T-bone**
and this is the hard **Food** finger move
because a **T-bone** has a hard bone

Food T-Bone



Place your fingers on the Home keys

TYPE **F T B** and SAY ALOUD

Food T-Bone

Do this 10 times

Congratulations!



You have learned ALL the **LEFT** side keys
and correct finger use

Now, you TYPE the **LEFT** side exercises

When you feel confident of the **LEFT** side keys,
it takes another 35 minutes
to learn the **RIGHT** side

Then, you TYPE the **RIGHT** side exercises

You will be amazed at how quickly
you remember the keys. **Have fun!**