

Fourth Fingering Exercise

abcdefghijklmnopqrstu vwxyz zyxwvutsrqponmlkjihgfedcba

The fourth fingering exercise consists of writing the alphabet both forward and backward. Do not hurry when you commence practising this fingering exercise, but strike each key at a regular rate. Hold your hands as nearly motionless as you can and strike the keys with a purely finger movement. Keep your fingers close to the keys. You may look at the diagram of the keyboard at first, but you should strive at the earliest moment to write the exercise with your eyes on the printed copy in the text or from memory looking straight ahead. The importance of mastering this exercise cannot be overestimated. Write it over and over again, not ten or twenty times, but, if necessary, a hundred times. What you can do depends entirely upon your desire and the amount of accurate practising you give to your work. To be able to write the alphabet accurately forward and backward with dexterity is an accomplishment that will enable you soon to become an expert.

Fifth Fingering Exercise

s2s d3d f4f f5f ;-; ;0; l9l k8k j7j j6j ;/; ;ø; ;½;

The fifth fingering exercise introduces the figures in the fourth row of keys and the lower-case characters at the right of the first, second, and third rows of keys. Memorize the keys the fingers of the left hand strike, as follows: The S key finger strikes 2; the D key finger strikes 3; the F key finger strikes 4 and 5. Next memorize the keys the fingers of the right hand strike, as follows: The semicolon key finger strikes the hyphen "-", the cipher "0", "½", "ø", and the oblique "/"; the L key finger strikes 9; the K key finger strikes 8; the J key finger strikes 7 and 6. Note that the direction the fingers take, when going from the Guide Keys to the keys they strike in the fourth row, is upward and to the left, except for the figure 5 and the hyphen, for which the direction is upward and to the right.

Sixth Fingering Exercise

s"s d#d f\$f f%f ;* ;); l(l k'k j&j j-j ;¼ ;@ ;¼;

The sixth fingering exercise introduces the special characters in the fourth row of keys and at the end of the first, second, and third rows of keys. Each of these special characters requires the use of the shift key. In the fingering exercise these special characters are written between the Guide Keys from which they are struck. The location and direction of these special characters from the Guide Keys from which they are struck is the same as that of the figure keys. Now place your fingers in the correct position on the keyboard and practise writing the sixth fingering exercise until you can do it without effort.

Accuracy and Speed

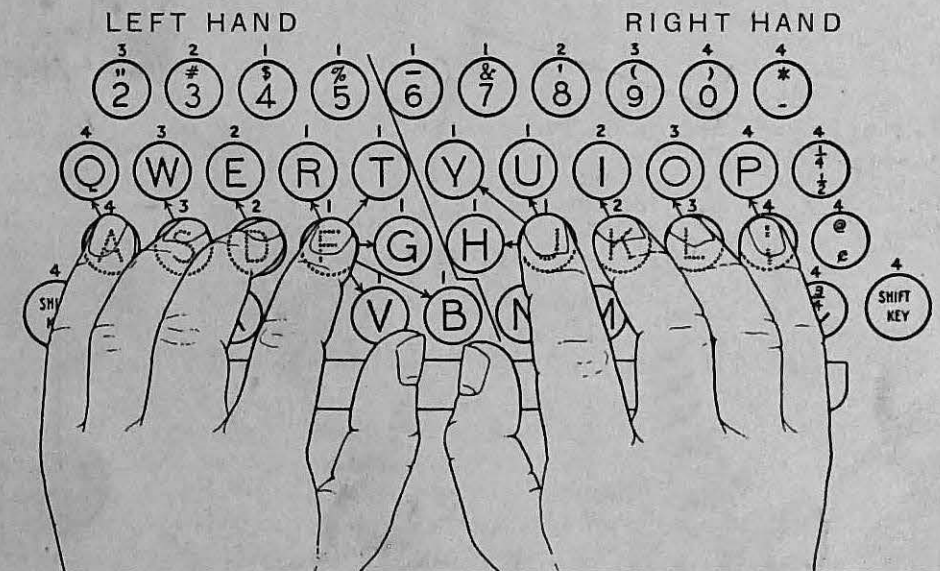
You have now learned the location of all the keys and should be able to write accurately by touch. Your next task is to increase your speed. In striving to increase your speed you should remember always that speed and accuracy go together. Constant practise will help you to become proficient.

UNDERWOOD ACCURATE TOUCH TYPEWRITING (SIMPLIFIED)

Correct Position of Hands and Fingers

Place the fingers of your left hand over the *Guide Keys* ASDF, and the fingers of your right hand over the *Guide Keys* ;LKJ, leaving the two center keys G and H uncovered. At first the fingers may be allowed to touch the *Guide Keys* very lightly, but ultimately the fingers should be held over the *Guide Keys*, close to, but not touching them except occasionally. This is the correct position of the fingers in relation to the keyboard, and, in order to become a touch typist, it is of first importance to acquire the habit of holding the hands and fingers in this position.

The illustration shows the hands placed in the correct position with the fingers properly bent over the keys. In striking a key you should give a quick, sharp blow, using, as far as possible, a purely finger movement, and allowing the key to return to its place instantly. Space with the right thumb only.



First Fingering Exercise

asdfgf ded ;lkjhj kik

Now assume the correct position at the machine and write asdfgf with the fingers of the left hand and space with the right thumb. When striking g, the F key finger should reach over to g while the other fingers remain in their correct positions over the Guide Keys. After striking g, the F key finger returns to the correct position and strikes f a second time. Next write ded with the D key finger and space with the right thumb. When going from d to e strive to use a purely finger movement holding the hand as nearly motionless as possible. The right hand should now be used to write ;lkjhj after which you should space again with the right thumb and then write kik and space once more with the right thumb. Continue to practise this fingering exercise until you can do it without effort. You should not look at the keyboard while practising the exercise. You may at first look at the diagram of the keyboard or at the fingering exercise as printed in the text. As soon as you are able to write the exercise readily with your eyes on the diagram, you should strive to write it from memory looking straight ahead and thinking of each key as you strike it until you have thoroughly memorized all of them.

You have now learned the correct fingering for the second row of keys and the letters e and i on the third row. In touch typewriting the finger used in striking any particular key never varies. Hence you should employ the same fingering in writing words that you have used when writing the fingering exercise. Now place your hands in the correct position and practise writing the word liked. If necessary, you should look at the diagram of the keyboard at first to get the finger movements of the word. After you have learned the finger movements, you should look at the word in the text as you write it. When you have practised writing liked a few times, insert a new sheet and write one line of the fingering exercise and three lines of the word liked, thus:

asdfgf ded ;lkjhj kik asdfgf ded ;lkjhj kik
 liked liked liked liked liked liked liked
 liked liked liked liked liked liked liked
 liked liked liked liked liked liked liked

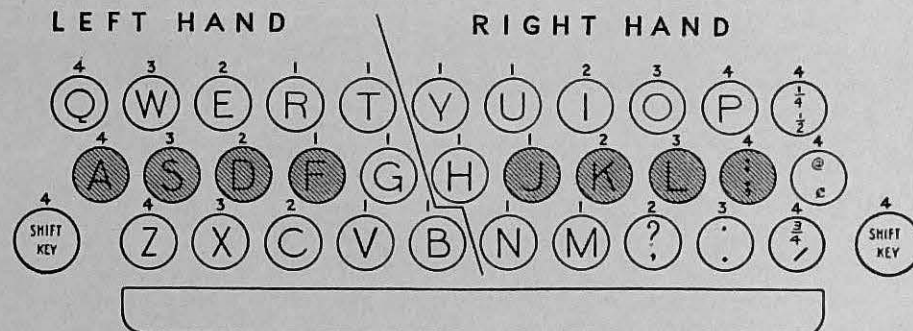
If a key is misstruck when repeating a word, simply finish writing the word correctly to the end of the line and then write an additional line without an error. As soon as you have written one correct copy of the fingering exercise and the word liked as directed, you should go ahead in a similar manner and write one correct line of the fingering exercise and three correct lines of each of the following words:

field	jails	skill	gilds	leads
asked	hiked	sails	jells	sales
dials	likes	keels	leaks	deals
silks	seals	filed	kills	skiff

Second Fingering Exercise

aqasws ded frf ftf fgf ;p; lol kik juj jyj jhj

The second fingering exercise includes all the letters on the second and the third rows of keys. If you have not already memorized the keys the fingers strike and the direction the fingers take, as shown on page one, you should review those paragraphs before going on with this fingering exercise. Note that each group of three letters begins and ends on the Guide Keys. Now place your hands in the correct position and write the second fingering exercise, spacing between each group of three letters with the right thumb only. Strive to write with a purely finger movement, holding the hands as nearly motionless as possible. At first you may look at the diagram of the keyboard, but you should try, as soon as possible, to write the fingering exercise with your eyes on the printed exercise in the text or from memory. Continue practising the exercise until you can do it with ease and with absolute accuracy.



Write one correct line of the second fingering exercise with three correct lines of each word in the list. If you should make an error, complete the line correctly, and then write an additional line without an error.

joked	laurels	looked	weeks	skilled
failed	yielded	sleepless	shall	lulled

Third Fingering Exercise

aza sxs dod fvf fbf fgf ;/; l.l k,k jmj jnj jhj

The third fingering exercise covers the remaining letters of the alphabet. Note that the fingers start from and return to their Guide Key positions. First memorize the keys the fingers of the left hand strike, as follows: The A key finger strikes Z; the S key finger strikes X; the D key finger strikes C; the F key finger strikes V and B. Next memorize the keys the fingers of the right hand strike, as follows: The semicolon key finger strikes the oblique; the L key finger strikes the period; the K key finger strikes the comma; the J key finger strikes M and N.

When you have succeeded in writing correctly one line of the fingering exercise and three correct lines of the word kicked, you should proceed in a similar manner with each of the following words:

lacked	sixfold	several	mineral
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