

# Ergonomics

## Type Right!

Learning to type correctly may keep you from developing strain injuries such as Carpal Tunnel Syndrome.

Not many of us take advantage of formal instruction in touch typing methods for computer keyboarding. Instead, we learn to type by the hunt-and-peck method, searching for one letter at a time. With practice, we learn to operate the keyboard with reasonable accuracy and speed.

Inefficiency and ergonomic problems can be the result of learning to type in a haphazard fashion. You waste time when you to look down at the keyboard to find letters instead of keeping your eyes on the screen or hard copy. Your eyes get tired from continually trying to adjust to the different lighting and ranges of focus. Neck, back and shoulder pain can result from hunching over in search of keys. Two-finger typing is also a strain on those two overworked index fingers. However, if you learn to keyboard correctly, you will be able to type and operate the numerical keypad without looking at the keys. You will

also be trained to use certain fingers to strike certain keys. Most importantly, you will learn how to position your hands and wrists so they remain relaxed and relatively straight. The palms of your hands should be “floating” above the desk surface. This neutral position is preferable to having your wrists bent and your palms resting on the computer table.

*Touch typing instruction is available through community education programs, books and learning software. Give it a try for faster and safer keyboarding.*



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