**Keyboarding Technique**

**What constitutes correct keyboarding technique?**

Correct keyboarding technique requires proper positioning at the computer keyboard, using correct hand position, and learning to key by touch thus enabling eyes to remain on the copy rather than watching fingers.

**Correct Technique Criteria:**

1. Good posture
2. Body position
3. Feet on the floor
4. Finger curved
5. Fingers on the home row
6. Quiet wrist and elbows
7. Eyes on the copy

**Good Posture**

* Sitting up tall and straight
* Facing toward the computer

**Body Position**

* Keyboard at the edge of the table
* Body “Hand-span” away from the computer

**Body centered with B Key**

* Feet on the Floor
* Feet on the floor
* Feet slightly apart

**Fingers Curved**

* Fingers comfortably curved
* Fingers upright and not leaning
* Thumbs resting on space bar

**Fingers on the Home Row**

* Fingers are on the home row (asdf jkl;)

**Quiet wrist and elbows**

* Wrists leveled and relaxed
* Wrists not resting on the keyboard or table

**Eyes on the Copy**

* Eyes on the copy or the monitor
* Eyes not looking at the keyboard

