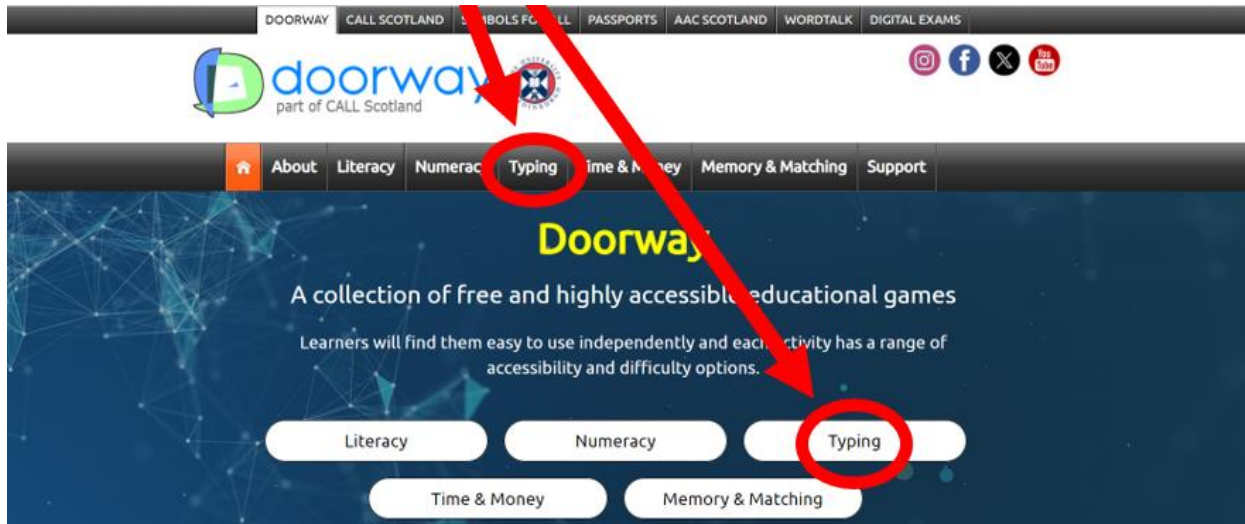
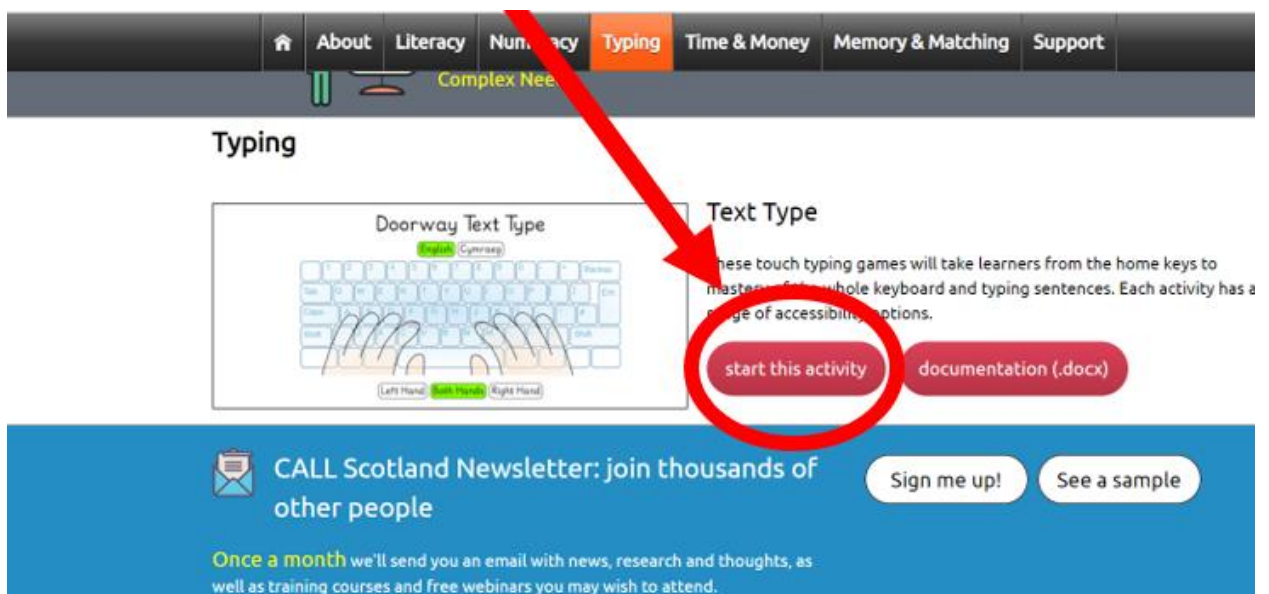


Instructions for using Doorway Online – Text typing.

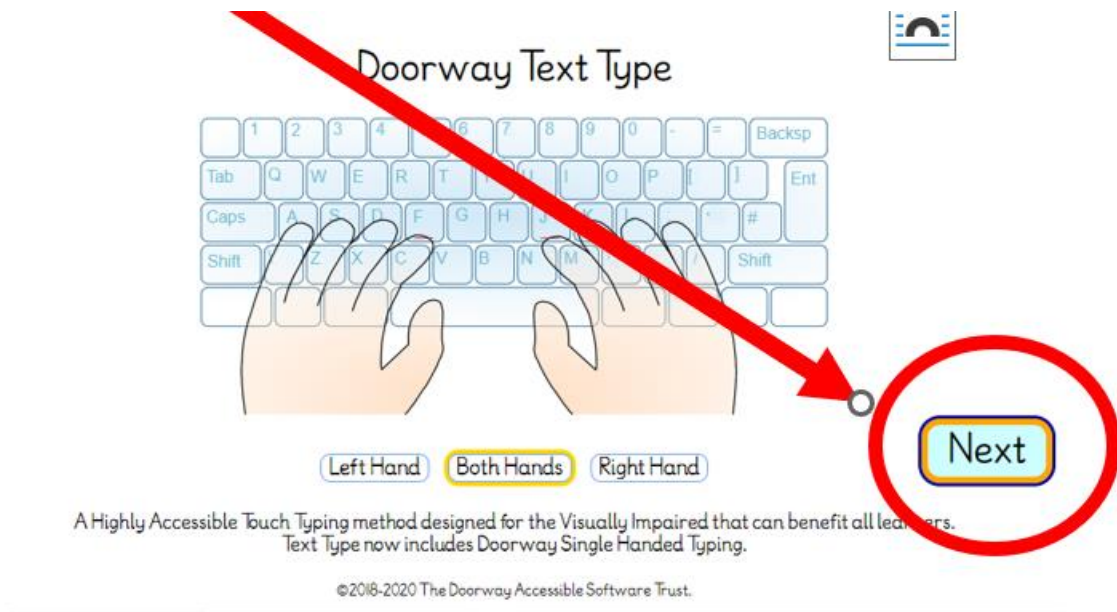
- Search for **Doorway Online** or open: <https://www.doorwayonline.org.uk/>
- Select one of the **Typing** options



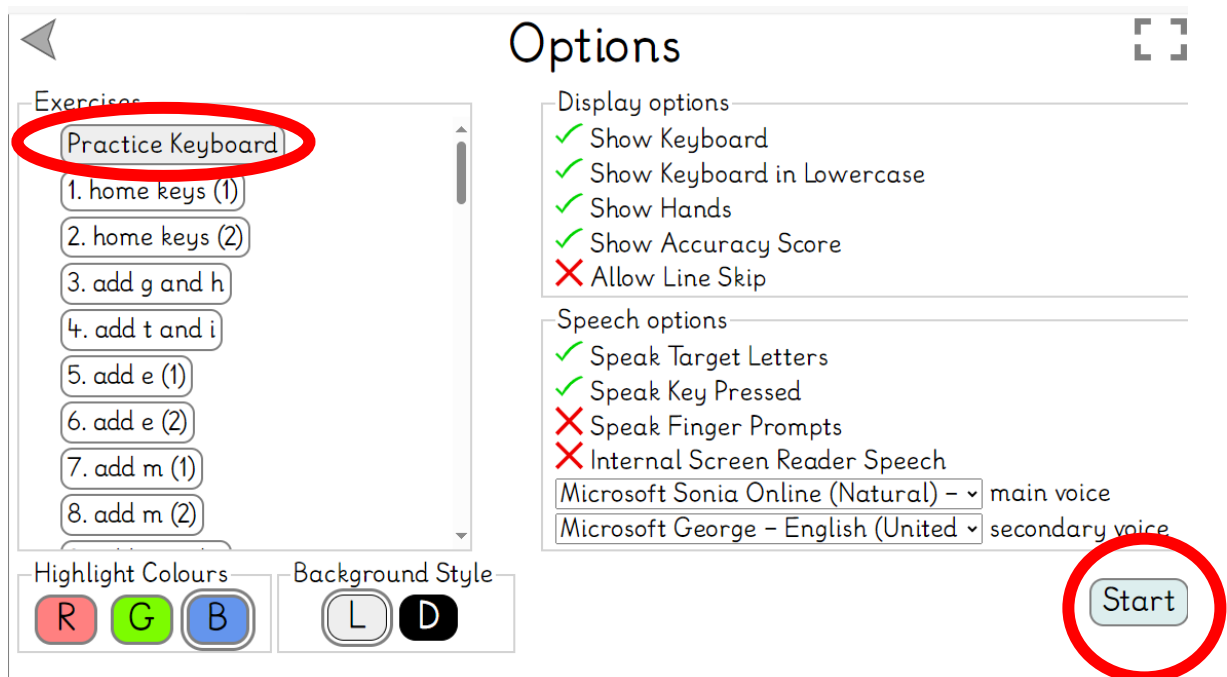
- Select **start this activity**



- Select **Next**



- Select **Practice Keyboard** or one of the 56 available exercises.



- Select **Start**

Basic touch-typing guidance

- Locator keys
 - The letters 'F' and 'J' on any standard keyboard, have a tiny extra bit of plastic to help you locate that key without needing to look
 - Get used to finding the letter 'F' with left index finger and locating the letter 'J' with the right index finger
 - The remaining fingers on the left hand should naturally locate on the letters A, S and D
 - The remaining fingers on the right hand should naturally locate the letters K,L and ; (semi-colon)
 - These are known as the **Home Row keys**
 - Left hand fingers to rest on letters **a,s,d,f**
 - Right hand fingers to rest on letters **J,K,L**, and ; (semi-colon)
- Thumbs gently resting on the space bar.
- Move one finger at a time to press the required key on the keyboard, then bring it straight back to its home row key
- Enter key to be pressed by the right little finger
- When using shift key to select capital letters, use the opposite Shift key to the letter or keyboard character being pressed, i.e.
 - if the letter or keyboard character is being pressed with left hand, then use the right hand Shift key
 - if the letter or keyboard character is being pressed with the right hand, then use the left hand shift key