The Doorway Accessible
Software Trust
www.doorwayonline.org.uk

The development of this activity
has been funded by

RS Macdonald
CHARITABLE TRUST

Doorway Single Handed Typing;

Rationale – What is the need for this activity
There is a significant number of youngsters in our schools who are effectively single handed. The majority of these will be left handers although a few right handers will be there as well.

If these pupils are left to pick up a keyboard method by themselves, they are likely to adopt one that is inefficient and will not allow them to reach the rate of input that could be achieved by adopting an efficient method

Important
It is important to understand what this activity does;

1 This is not a touch typing tutor, the users will have to look at their hand as well as the screen. It is more of a guide to developing an efficient single handed typing style. It incorporates a left handed
style that is proven and a right handed one that is similar but reversed.

2 To be clear there are two schemes. One left handed which is very much tried and tested, and the right hand one which has not been tested. Left handed layout 2 & 3 and Right handed layout 2 and 3 are for expansion

3. There is no "correct" way of developing single handed style. That is why there is room for expansion. people supporting such a user can request to have that scheme added. Or a user might wish to request and few changes to support their particular preferences.

4. The use of Sticky keys is an important way of saving time for learners with a single hand. By pressing Shift and then the letter, a capital letter is produced. The use of Caps Lock instead of using Sticky keys is srongly discouraged. The activity is designed to be used with Sticky Keys on. When entering capitals, it is essential that sticky keys is turned on.

Sticky Keys
Sticky Keys is a very simple solution for users who, for whatever reason, are unable to press two keys at a time. In MS Windows, it is usually set through Accessibility Options.
It means that they can easily access capital letters by pressing [Shift] THEN K to get a capital "K" , rather than [Shift] AND K together.
The other keys are; [Ctrl] and [ALT], useful when using keyboard shortcuts
These settings are recommended so that the sticky keys icon can be seen on the icon bar.
The status of the latched keys is shown.

Using the Activity.

- Check that sticky keys have been switched on, from exercise 24 onwards. (see below)
- Go to the website and load the activity. You may find it works better on screen if you choose to load the full screen version.
- Make sure that the screen is displaying the layout that you require. Here the left handed layout 1 is shown (At time of realease there are only Left Handed Layout 1 and Left handed Layout 2 available.)
- Note the position of the home key indicators. This four keys – S D F H in the Left handed Layout 1 are the best place to position your hand at the start of a line.
- Click on Next to get to the exercises
- Here you can choose the display that suits you best. Also, you can choose to "allow line skip", a facilty that allows to end an exercise early. Useful if you are short of time.
- Choose the activity. Remember that accuracy is important not speed If you have not scored over 90% on an exercise, you should not move on to the next one. In the next exercise you will find more complexity – a new key or set of keys to master. Do not rush through the scheme.
- Take your time. Use the highlighted finger to show you which finger to use.

When you first use this activity, progress will seem to be very slow. Do not be tempted to rush. You are learning a skill that, if practicsed well, will give you a reliable reasonably fast typing speed for life.