HALF-QWERTY KEYBOARD
GETTING STARTED

1 Getting Started

The Half-QWERTY Keyboard is compatible with a standard keyboard. Just plug it in and you're ready to type.

2 How It Works

MACINTOSH USERS

For Mac users, we include the Matias Keyboard Enabler CD.

The Enabler allows the Half-QWERTY keyboard to correctly configure the Ctrl, Option, and keys for use with a Mac.

To install the Enabler, please follow the installation instructions on the CD. Mac OS 9 and OS X versions are included.

3 Tutorials for (Former) Two-Handed Typists

4 LEFT HAND TYPING

5 RIGHT HAND TYPING

6 TYPING A SPACE OR BACKSPACE CHARACTER

7 TYPING A CAPITAL LETTER

8 TYPING A SPECIAL SYMBOL

9 TURNING ONE-HANDED TYPING ON / OFF

10 Avoiding Computer-Related Injuries

12 Help

Legal Stuff
HOW IT WORKS

4 LEFT HAND TYPING
5 RIGHT HAND TYPING
6 TYPING A SPACE OR BACKSPACE CHARACTER
6 TYPING A CAPITAL LETTER
7 TYPING A SPECIAL SYMBOL
7 TURNING ONE-HANDED TYPING ON / OFF

Regular desktop keyboards have two sides (left and right), one for each hand:

The Half-QWERTY keyboard also has two sides, but it lets you access both sides using just one hand...
LEFT HAND TYPING

Typing with your left hand is just like on a regular keyboard:

The other side of the keyboard is accessed using the space bar.

When you hold down the space bar, the layout remaps to the right side of keyboard:

The remapping is done so that the finger movements are the same as used in two-handed touch-typing (e.g.: right index finger to left index finger, right ring finger to left ring finger, etc.). This makes it very easy and quick to learn if you’re already trained in touch-typing.

If you’re not trained, it’s just as easy to learn as two-handed touch-typing and takes the same amount of time. You can even learn it in a regular typing class.

RIGHT HAND TYPING

Typing with your right hand is just like on a regular keyboard:

The other side of the keyboard is accessed using the space bar.

When you hold down the space bar, the layout remaps to the left side of keyboard:

The remapping is done so that the finger movements are the same as used in two-handed touch-typing (e.g.: left index finger to right index finger, left ring finger to right ring finger, etc.). This makes it very easy and quick to learn if you’re already trained in touch-typing.

If you’re not trained, it’s just as easy to learn as two-handed touch-typing and takes the same amount of time. You can even learn it in a regular typing class.
**Typing a Space Character**

To type a space, simply tap the space bar, just as you would on a normal keyboard.

**Typing a Backspace**

Space-Tab

To type a backspace, simply hold down the space bar and tap the Tab key.

**Typing a Capital Letter**

The Half-QWERTY Keyboard has a feature called Sticky Keys, which lets you use modifier keys without holding them down.

To type a capital-A, you don't need to hold down the Shift key. Simply tap the Shift key once and then tap the key you want capitalized.

Sticky Keys also works for the Ctrl and Alt keys.

**Typing a Special Symbol**

The special symbols in the lower left corner of each key are typed by tapping the Shift key twice. Tap the Shift key twice and then tap the key with the desired symbol.

**Turning One-Handed Typing On / Off**

The key above the number pad labelled “1/2” turns one-handed typing on and off.

Press once for one-handed typing.

Press twice for two-handed typing.

Even with one-handed typing switched on, the keyboard will still let you type two-handed.
TUTORIALS FOR (FORMER) TWO-HANDED TYPISTS

LEFT HAND TYPING

This tutorial is written for a person who wishes to type with their left hand only. Generally, right-handed users should type using their left hand — this leaves the dominant hand free to use a mouse or stylus.

1. Place your left hand on the keyboard, and type the following words. Try not to think about the other side of the keyboard.
   - safe  wax  serve  gas  case  sew  taste  fax

2. Hold down the Space bar with your thumb, and type the following words, remembering that the keyboard is now in right-side mode.
   - jump  poll  hop  milk  noun  hum  lump  kin

3. Type the following words. Some words will require you to hold down the Space bar, while others will not.
   - safe  poll  care  oil  feed  kin  star  hum

4. Type the following words. Some letters will require you to hold down the Space bar, while others will not. Try to concentrate on the left side of the keyboard. If the letter you want to type is not on the side you are thinking of (left), you know you have to hold down the Space bar to type it.
   - the  that  rock  corporation  perfume  inform

RIGHT HAND TYPING

This tutorial is written for a person who wishes to type with their right hand only. Generally, left-handed users should type using their right hand — this leaves the dominant hand free to use a mouse or stylus.

1. Place your right hand on the keyboard, and type the following words. Try not to think about the other side of the keyboard.
   - jump  poll  hop  milk  noun  hum  lump

2. Hold down the Space bar with your thumb, and type the following words, remembering that the keyboard is now in left-side mode.
   - safe  wax  serve  gas  case  sew  taste

3. Type the following words. Some words will require you to hold down the Space bar, while others will not.
   - poll  safe  oil  care  kin  feed  hum

4. Type the following words. Some letters will require you to hold down the Space bar, while others will not. Try to concentrate on the right side of the keyboard. If the letter you want to type is not on the side you are thinking of (right), you know you have to hold down the Space bar to type it.
   - the  that  rock  corporation  perfume  inform
AVOIDING COMPUTER-RELATED INJURIES

With increased computer use, computer-related injuries have increased as well. There are many reasons for this. We’ve listed a few below so that you can watch out for them, and avoid getting injured yourself.

A certain percentage of the population is physiologically predisposed to injury. Some people are just less sturdy than others. If you have small wrists, or long thin bones, you are more likely to sustain an injury, typing or otherwise, and therefore should be extra careful.

The psychology of computer use makes it easier to sustain an injury. In particular, it is very easy to lose track of time while using a computer. Combined with bad posture, injury becomes more likely. To counteract this, take periodic breaks from your work. Frequent short breaks (several an hour) help reduce fatigue and the risk of injury.

The general rules are preventative:

1. Keep your wrists straight, elbows at right angles, and shoulders relaxed.
2. If possible, position your monitor at eye-level so you’re not hunched-over looking at the screen.
3. Take frequent short rest breaks (several an hour).
4. Don’t spend long periods of time in one position.
5. Notice when you’re tense and consciously try to relax.
6. Occasionally rest your eyes. From time to time focus your eyes on a distant object, and blink often while you work.
7. Get plenty of sleep at night.

Work Area: Organize your work area so that commonly used items are within easy reach, and don’t require a lot of bending forward or stretching to reach them.

Also, periodically take a moment to think about whether you feel comfortable, and change position if necessary.

Finally, keep in mind that you are typing with only one hand. You are using one hand to do the job most people use two hands for. So, be extra careful. If you’re sore, take a break; stretch a bit. If you’re in pain, go see a doctor. Don’t wait; go right away. Waiting could result in a minor injury turning into a more serious one.

Bad work-area ergonomics is another major cause of computer-related injuries:

Chair: Sit with your feet flat on the floor and the backs of your knees slightly higher than the seat of your chair. Use a foot rest if necessary. Your chair should support your lower back. Also, avoid chairs with arm-rests that are too high — they will force your shoulders up, restricting your movement and prevent you from relaxing your shoulders. It is a very common problem with many office chairs.

Monitor: If possible, position your monitor at eye-level so you’re not hunched-over to look at the screen. In particular, users of notebook computers often experience neck pain, because their monitor height is not adjustable and the keyboard position is fixed, forcing them to look down at the screen. Laptop stands are available that can easily remedy this problem.

Keyboard: When typing, your shoulders should be relaxed. Your upper arm and forearm should form a right angle, with your wrist and hand in roughly a straight line. Use a soft touch on the keyboard and keep your hands and fingers relaxed. If desk height is too high, mount a keyboard tray underneath.
HELP

If you have questions, comments, or suggestions, you can contact us at:

Tel: (905) 265-8844
   10:00 AM to 6:00 PM (Eastern Standard Time)

Email: help@half-qwerty.com

Regular mail:

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LEGAL STUFF

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SAFETY STATEMENT

MUTE AND CD EJECT KEYS

On some operating systems, a special driver is required for these keys to work.

Drivers for Mac OS 9 and OS X are currently undergoing testing and will be released soon.

TRADEMARKS AND PATENTS

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