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**MATIAS**

**HALF-QWERTY  
KEYBOARD**

ALL RIGHTS RESERVED

**PC & MACINTOSH**

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# GETTING STARTED

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

## MACINTOSH USERS

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

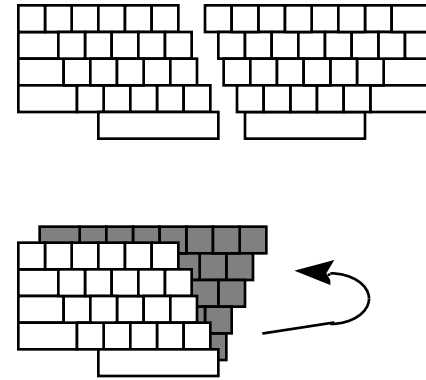
The Enabler allows the Half-QWERTY keyboard to correctly configure the Ctrl, Option, and keys for use with a Mac.

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

# HOW IT WORKS

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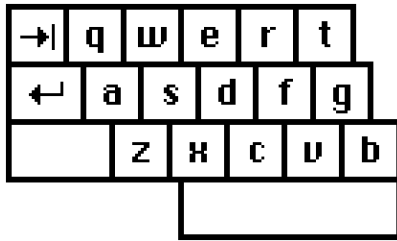
Regular desktop keyboards have two sides (left and right), one for each hand:



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

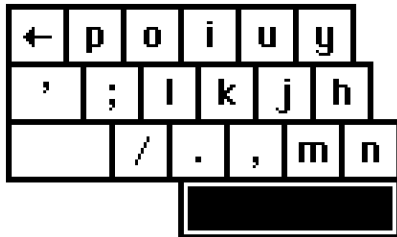
## LEFT HAND TYPING

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:

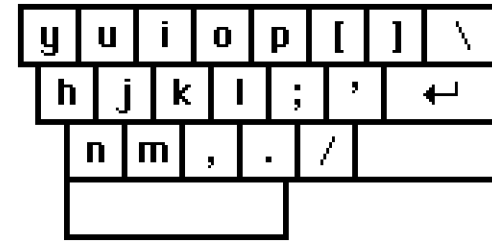


The remapping is done so that the finger movements are the same as used in two-handed touch-typing (e.g.: right *index finger* to left *index finger*, right *ring finger* to left *ring finger*, etc.). This makes it very easy and quick to learn if you're already trained in touch-typing.

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

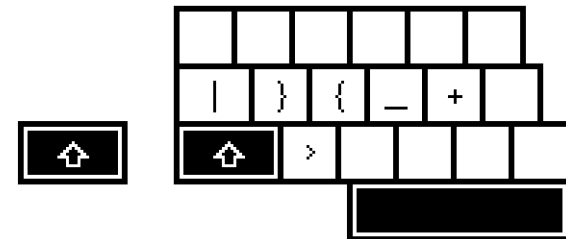
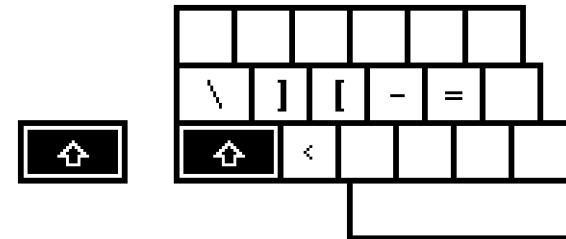
The Half-QWERTY Keyboard has a feature called Sticky Keys, which lets you use modifier keys without holding them down.

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.

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# 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.

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.

**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.

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.

# 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:

Matias Corporation  
129 Rowntree Dairy Road #20  
Vaughan, Ontario, L4L 6E1, Canada

## 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.

# LEGAL STUFF

## LIMITED WARRANTY

Matias Corporation ("Matias") warrants to the original end user ("Customer") that this product will be free from defects in workmanship and materials, under normal use, for one year from the date of original purchase from Matias or its authorized reseller. Matias' sole obligation under this express warranty shall be (at Matias' option and expense) to repair or replace the product or part with a comparable product or part. All products or parts that are replaced become the property of Matias.

## LIMITATION OF LIABILITY

To the full extent allowed by law, Matias excludes for itself and its suppliers any liability (whether based in contract or in tort, including negligence) for incidental, consequential, indirect, special, or punitive damages of any kind, or for loss of revenue or profits, loss of business, loss of information or data, or other financial loss arising out of or in connection with the sale, installation, maintenance, use, performance, failure, or interruption of this product, even if Matias or its authorized reseller has been advised of the possibility of such damages, and limits its liability to replacement, repair, or refund of the purchase price paid, at Matias' option. This disclaimer of liability for damages will not be affected if any remedy provided herein shall fail of its essential purpose.

## SAFETY STATEMENT

Warning: Prolonged or improper use of a keyboard may result in discomfort or injury.

You should use the method of inputting data into your computer that is most comfortable for you.

This keyboard is not intended for extended or intensive use. If discomfort develops, consider changing your method of input or the manner in which you use the keyboard or stylus/mouse/trackball. If discomfort or pain persists, either decrease usage or consult a medical or ergonomics professional.

## FCC STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## TRADEMARKS AND PATENTS

Matias, the Matias logo, and Half-QWERTY Keyboard are trademarks of Matias Corporation. Other names may be trademarks and their owners are respectfully acknowledged. The Half-QWERTY Keyboard is patented in Canada (1,336,418), United States (5,288,158), Europe (489,792), Australia (647,750), and Japan (3,001,628).