Correct position is of great importance in typing. Correct position means that you must place yourself in a sitting position in front of your machine, with your hands on the home keys ready to type. You should be easy, relaxed and attentive. Correct position may be defined simply as that relative position between yourself and your typewriter that enables you to do your best typing with the least amount of effort for the longest period of time.

The first time on the position list is posture. You should always sit erectly in your chair, squarely facing your machine, with your feet firmly on the floor. Put one foot slightly ahead of the other one for balance. The center of your body should be just to the right of the center of your keyboard. Your forearms, wrists, and the backs of your hands should slant in an upward direction.

The position of your fingers, hands and wrists is the next item to consider. Get a good look at your natural position by dropping your hands to your sides. Notice the natural curve formed by the back and fingers of each hand. Now, without changing their position, place your hands on the keyboard, fingertips down, wrists flat. That is your correct typing position. Your fingers are, of course, on the row of keys that is second from the bottom, in your wrists should be comfortable in line