**TYPING GUIDE 打字指南**

1. Click in the address bar, on top of the existing website

在地址欄上按一下現有的網址

1. Type/輸入 sense-lang.org/typing/
2. Press/按 ‘ENTER’ on your keyboard

To practice typing online, go to **www.sense-lang.org/typing/**要在網絡上練習打字，請至**：www.sense-lang.org/typing/**

* Click on/按*Tutorials*
* Click on/按*Lesson*
* Click on the lesson you wish to complete
選擇您想要複習的課

Use this button **to erase text** to the left of your cursor. (Your cursor is the flashing black line that appears when you are typing)

用這個按鈕刪除在光標左邊的字(光標是在打字時一閃一閃的黑直線)

* Type the letters that you see above
打出屏幕上顯示的字母

**How to place your fingers on the keyboard (鍵盤上該怎麼擺手指):**

This set of keys is called your **Home Row**. This is where your fingers rest.

Your pointer fingers should rest on **F** and **J**.

這些按鍵是您的 “母排”。當您沒有在打字時或者是要剛開始打，手指都應該先到這個位置上。左手從小指至食指擺在A至F鍵。右手從食指至小指擺在J至 ; 鍵上。

**Backspace**

For the keys that have two characters on them such as the numbers (or to type capital letters), you must keep the **Shift** button held down and press the other key once. Most people use their pinky for **Shift.**

若想打出特別符號（同在數字鍵上的符號），要按住**Shift**鍵和那符號的按鍵。
\*小提示:使用小指按Shift會比較簡單。

Example: For typing @, **hold down Shift** and **press 2** once, and then let go of the keys.

例如: 想要打出@，按住**Shift**鍵並按下 **2**。

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| LEFT HAND左手Use your thumbs to press the Spacebar用您的大拇指按空白键 | RIGHT HAND右手 |