**TYPING GUIDE 打字指南**

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

在地址栏上按一下现有的网址

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

To practice typing online, go to **www.sense-lang.org/typing/**要在网络上练习打字，请至：**www.sense-lang.org/typing/**

* Click on/按*Tutorials*
* Click on/按*Lesson*
* Click on the lesson you wish to complete
选择您想要复习的课

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)

用这个按钮删除在光标左边的字（光标是在打字时一闪一闪的黑直线）

* Type the letters that you see above
打出屏幕上显示的字母

**How to place your fingers on the keyboard (键盘上该如何摆手指):**

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

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

这些按键是您的“母排”。当您没有在打字时或者是要刚开始打，手指都应该先到这个位置上。左手从小指至食指摆在A至F键。左手从食指至小指摆在J至；键上。

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**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.**

若想按特别符号（同在数字键上的符号），要按住**Shift**键和那符号的按键。
\*小提示：使用小指按**Shift**会比较简单。

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**键并按一下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 |