

quick setup

1 Plug the keyboard into your computer.

You can plug in either the round **PS/2** plug **or** the flat **USB** plug, but **NOT BOTH**.

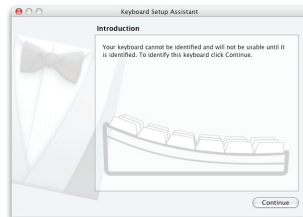
If you choose the USB plug, then the built-in 3-port USB 2.0 hub will work, which you can use to connect your mouse, digital camera, flash drives, etc.

2

For:
Windows
Linux
Mac OS X 10.3
or earlier

Setup is complete.
For more information,
please turn to page 3.

For:
Mac OS X 10.4 or later



...please turn to page 16

For more information, please visit:

Technical support:

www.matias.ca/half-qwerty-508/support

Injury prevention and health:

www.matias.ca/health

Warranty information:

please turn to **page 23**.

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You can download this manual from:

http://matias.ca/manuals/FK101-508_manual.pdf


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How It Works

- 6 Turning one-handed typing ON / OFF
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- 9 Typing a Space or Backspace character
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Turning one-handed typing ON / OFF

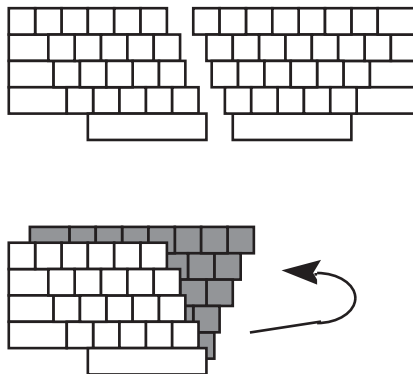
The  key turns one-handed typing on and off.

Press **once** for one-handed typing.

Press **twice** for two-handed typing.

Even with one-handed typing turned on, the keyboard will still work for two-handed typing.

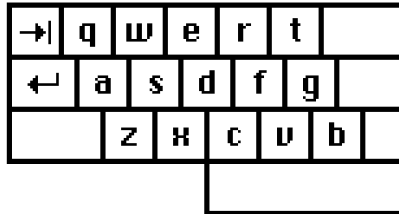
Regular desktop keyboards have two sides (left and right), one for each hand:



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.

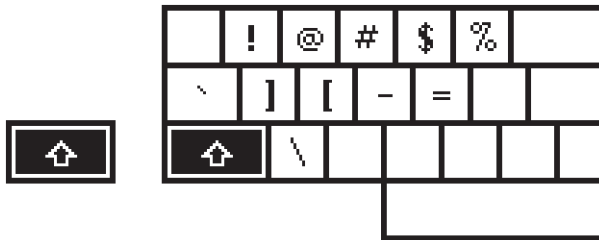
Typing a Capital Letter

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.

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.



Tutorials for (Former) Two-Handed Typists

12 Left Hand Typing

13 Right Hand Typing

Left Hand Typing

This tutorial is written for a person who wishes to type with their left hand only.

- 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.

- 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.

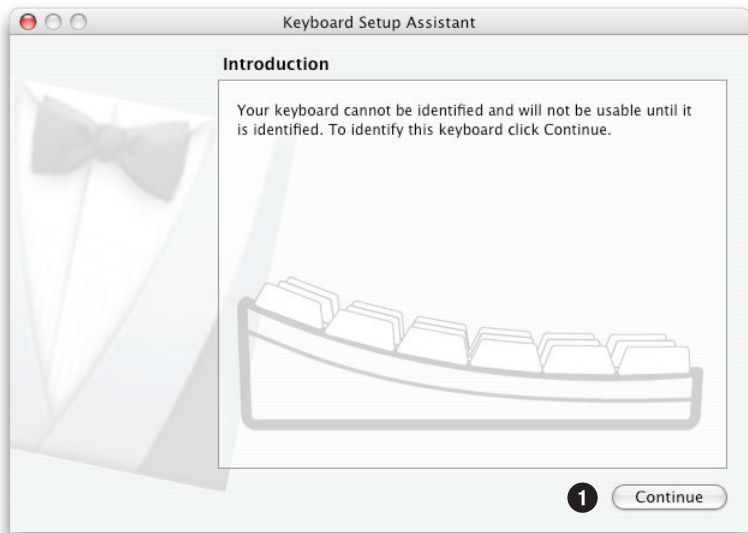
The general rules are preventative:

- 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.

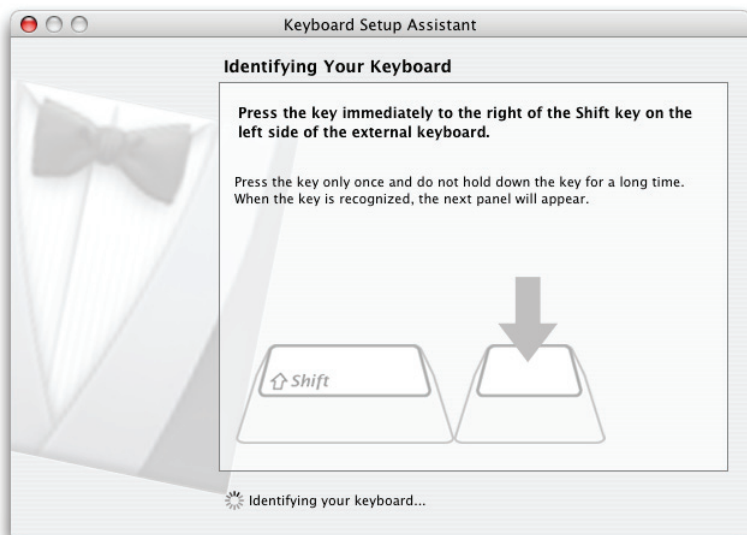
Mac OS X Setup Instructions

When you plug a keyboard in for the first time, the Keyboard Setup Assistant window will appear.

- 1 Click **Continue**.

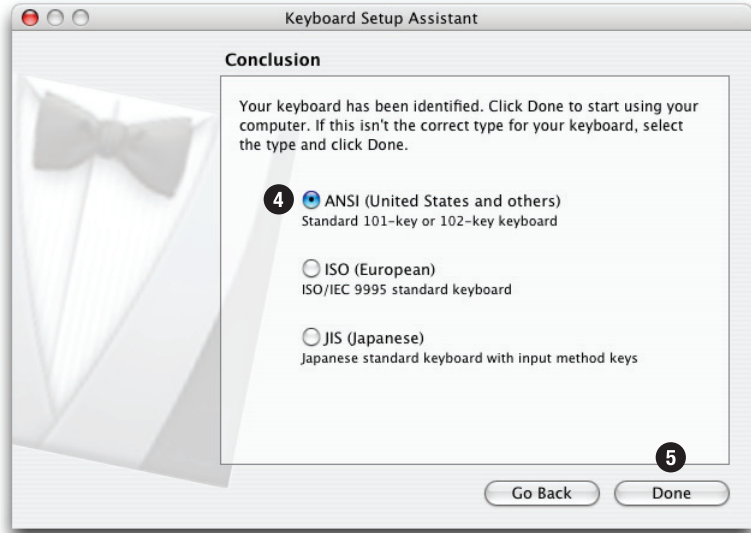


- 2 Read window instructions, and press key on keyboard as requested.
- 3 Another instruction may follow, requesting another key press. Press key as requested.

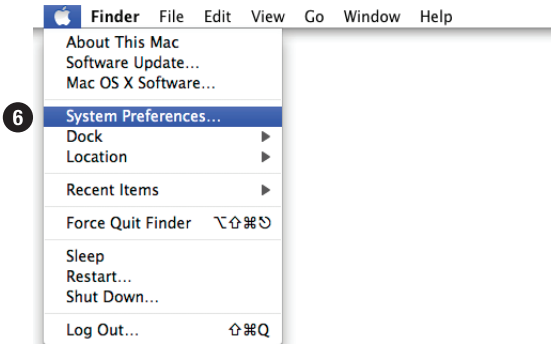


4 Click on **ANSI**.

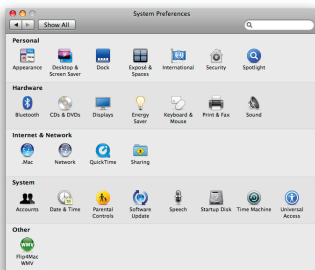
5 Click on **Done**.



6 Open **System Preferences**.



7 This window will appear:



For Mac OS X 10.6 or newer,
click on **Keyboard**.



Keyboard

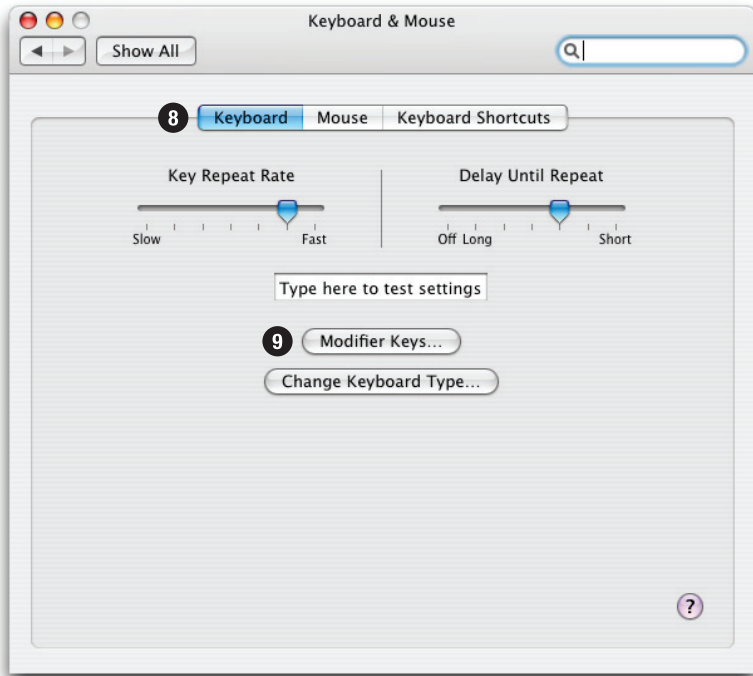
For Mac OS X 10.5 or older,
click on **Keyboard & Mouse**.



Keyboard &
Mouse

8 Click on **Keyboard**.

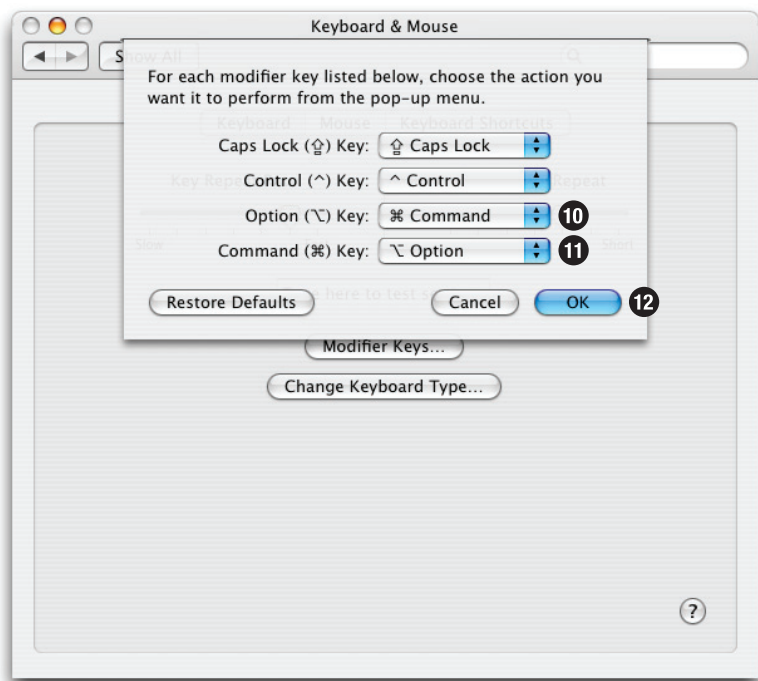
9 Click on **Modifier Keys...**



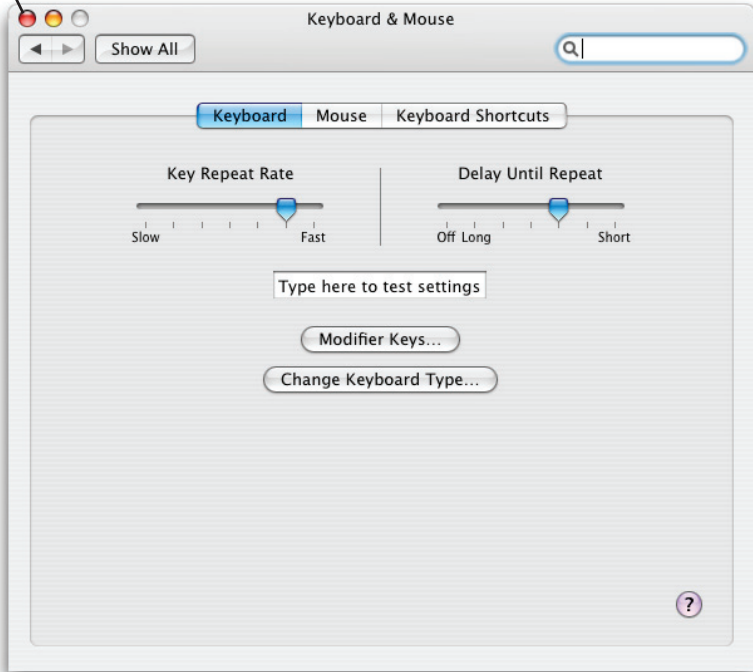
10 Click and select **Command**.

11 Click and select **Option**.

12 Click **OK**.



13 Click on red button to close window.



14 Setup is complete.

WARRANTY

Matias Corporation (“Matias”) warrants to the original end user (“Customer”) that these products will be free from defects in workmanship and materials, under normal use, for 1 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.

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WARRANTY PROCEDURE

- 1** Please contact the Matias Help Desk by e-mail at help@matias.ca or by phone at **(905) 265-8844**, and give a detailed explanation of the problem.
- 2** We will first try to solve your problem by e-mail/phone.
- 3** If e-mail/phone support is not successful or if the item is defective, Matias will assign you an EMA number (Exchange Merchandise Authorization), and send instructions for returning the product for replacement.
- 4** For more information about our Return Policy, please visit our website at: www.matias.ca/returns

Getting Help

You can reach our Help Desk by email at help@matias.ca or by phone at **1-905-265-8844** or **1-888-663-4263**.



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