matias

halfkeyboard™

User Manual ✦ Windows/Macintosh

Touch-typing was invented over 100 years ago.

In all that time, there have been
no significant advances in how people type.

Until now.

CONTENTS

GETTING STARTED

USING THE HALF KEYBOARD WITH WINDOWS PCs
The Half Keyboard is electrically equivalent to a standard keyboard. Just plug it in and you're all set.

USING THE HALF KEYBOARD WITH MACINTOSH PCs
By default, the Half Keyboard's *Ctrl/Command* key will function as a *Control* key. For Macintosh users, it is much more useful that the *Ctrl/Command* key function as a *Command* key (also known as the or ⌘ key), so we suggest reconfiguring it. There are different ways of doing this, depending on which version of Mac OS you are using:

MAC OS 9 ("Classic")
Please visit our website – **http://matias.ca/halfkeyboard/support/** – and download the (optional) Half Keyboard Enabler software. With the Enabler active, the *Ctrl/Command* key will act as a *Command* key. Without the Enabler, *Ctrl/Command* will act as a *Control* key. To activate the Enabler, simply copy it to the Startup Items folder within your System Folder, and restart your Mac.

MAC OS X 10.1 – 10.3

For these versions of Mac OS X, we suggest using the excellent (and free) DoubleCommand software to remap the *Ctrl/Command* key. DoubleCommand may be downloaded from **http://doublecommand.sourceforge.net/**

Once you have downloaded DoubleCommand, follow the installation and configuration instructions on their website. The settings that should be selected in the DoubleCommand section of the System Preferences to remap the Half Keyboard's *Ctrl/Command* key are as follows. Click on these checkboxes:

☑ Command key acts as ctrl key
☑ Ctrl key acts as Command key
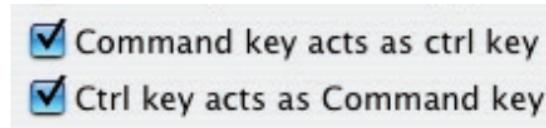
MAC OS X 10.4 ("Tiger")

As of version 10.4, Mac OS X has built-in support for Windows PC keyboards. All that is required is for you to follow a few steps to configure Mac OS X to recognize your keyboard. When you plug the Half Keyboard in for the first time, the Keyboard Setup Assistant window will appear.

1 Click continue.

Keyboard Setup Assistant

Introduction

Your keyboard cannot be identified and will not be usable until it is identified. To identify this keyboard click Continue.

Continue
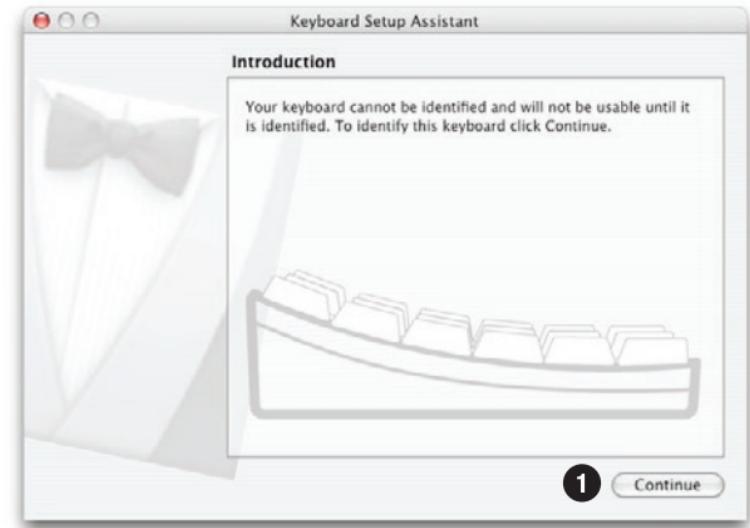
2 Read window instructions, and press key on keyboard as requested.

3 Another instruction may follow, requesting another key press. Press key as requested.

4 Click on ANSI.

5 Click on Done.

6

7

6 Open **System Preferences**.
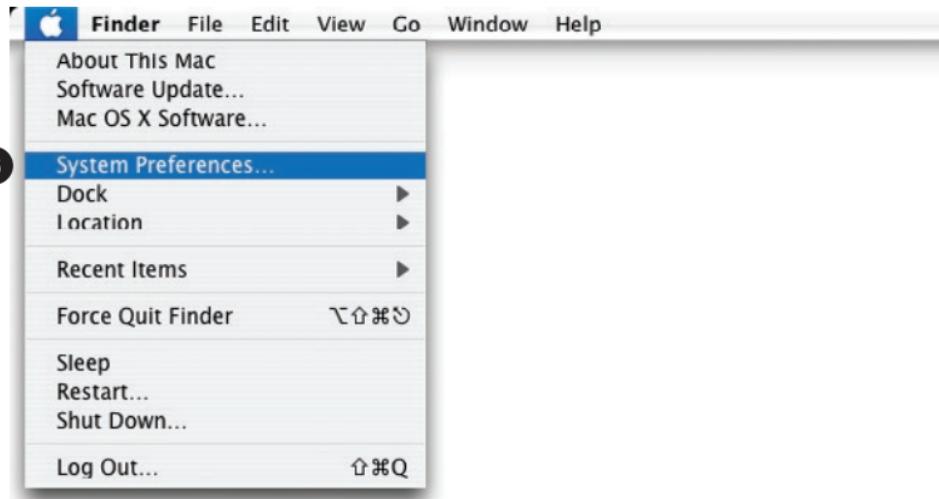
7 Click on **Keyboard & Mouse**.

8 Click on **Keyboard**.

9 Click on **Modifier Keys...**
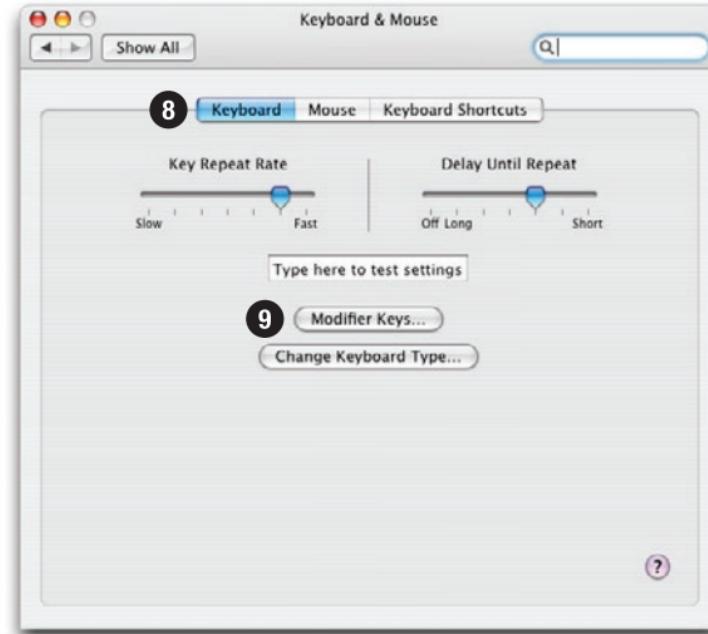
10 Click and select **Command**.

11 Click and select **Control**.

12 Click **OK**.

For each modifier key listed below, choose the action you want it to perform from the pop-up menu.

Caps Lock (⇪) Key: ⇪ Caps Lock

Control (^) Key: ⌘ Command **10**

Option (⌥) Key: ⌥ Option

Command (⌘) Key: ^ Control **11**

Restore Defaults   Cancel   OK **12**
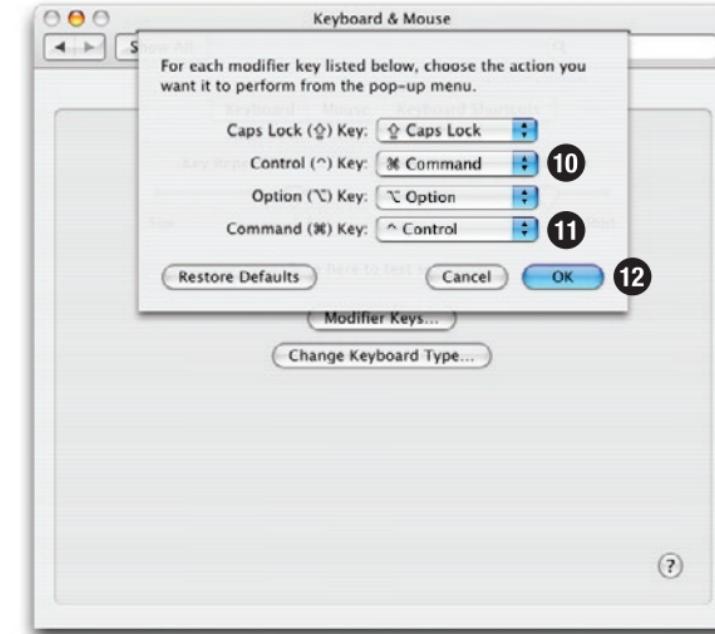
13 Click on red button to close window.
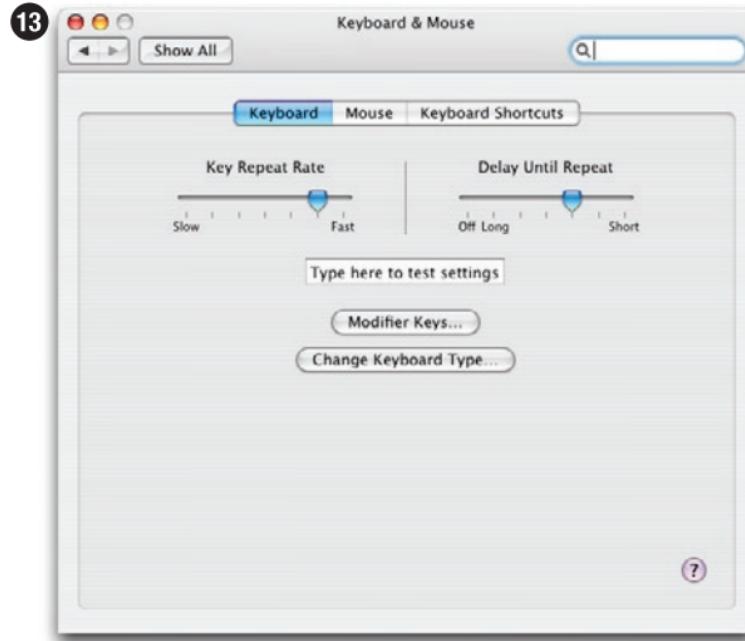
14 Setup is complete.

HOW IT WORKS

Regular desktop keyboards have two sides (left and right), one for each hand:
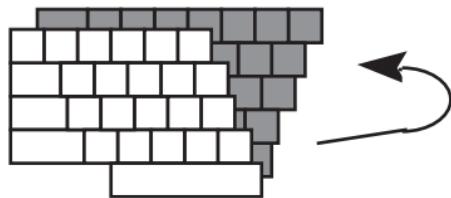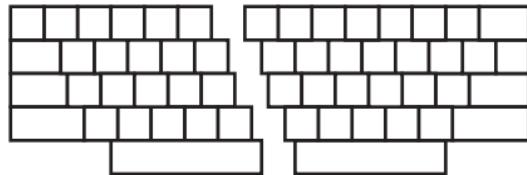
The Half Keyboard has only one side, for the left hand:
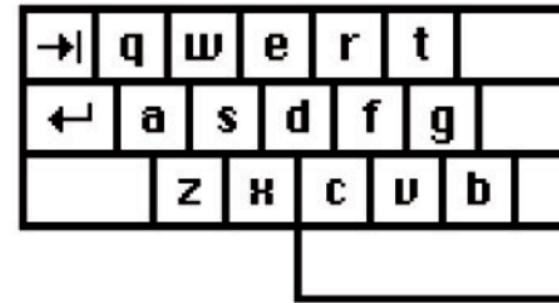
The other side of the keyboard is accessed using the *Space* bar.

When you hold down the *Space* bar, the Half Keyboard remaps to the layout of the right side of a regular keyboard:

```
← p o i u y
  ' ; l k j h
      / . , m n
```

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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.

17
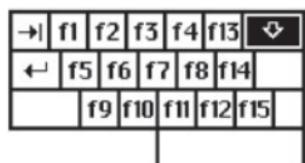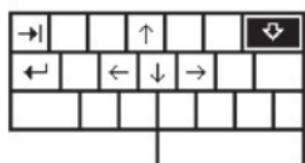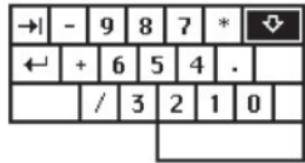
SWITCHING KEYBOARD MODES

The key labelled *A-Z 0-9 <->* is the Mode Switch Key.
It allows you to remap the keyboard into a numeric keypad or cursor keys.

For the (default) letter mode, tap the mode switch key once.

For the number pad, tap the mode switch twice.

For scroll mode, tap mode switch 3 times.

For function key mode, tap mode switch 4 times.
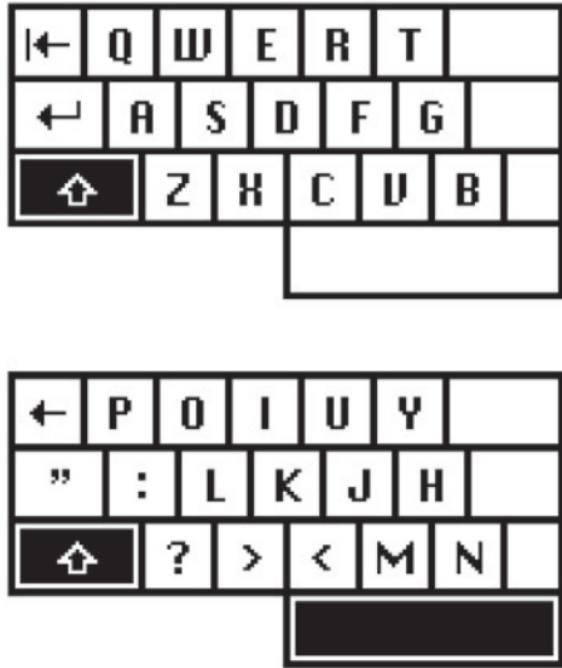
TYPING A CAPITAL LETTER

The Half 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.
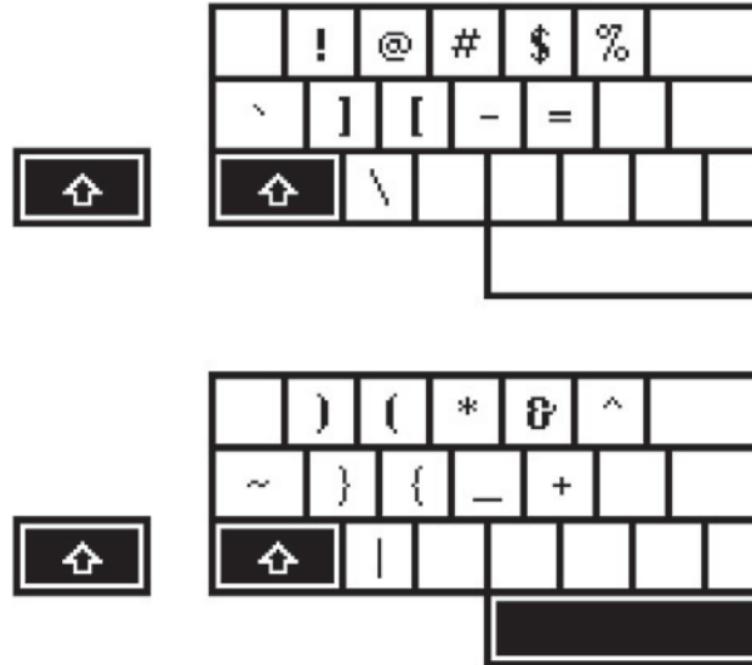
TYPING A SPECIAL SYMBOL

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.

If you are using a non-US Mac with the ISO keyboard drivers installed, then you can type the additional ISO keys as follows: *Shift-Shift-V* and *Shift-Shift-X*. The actual characters these keys type depends on keyboard layout selected.

TYPING CAPS LOCK, WINDOWS/COMMAND KEY, CTRL KEY

Caps Lock	*Shift-Shift-C*
Windows Key	*Shift-Shift-B*
Ctrl Key	*Ctrl/Command* (or *Shift-Shift-G**)
Apple Command Key	*Shift-Shift-G* (or *Ctrl/Command**)

*(with Mac Enabler, DoubleCommand, or Mac OS X 10.4 configured as described on pages 3-12)

TUTORIAL FOR 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.

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
```

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
```

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
```

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
```

TIPS, QUESTIONS & ANSWERS

SET THE KEYBOARD MODE FIRST
Before you start typing, tap the *A-Z 0-9 <->* key to put the Half Keyboard in letter, number, or scroll mode, as desired.

WHERE IS THE CAPS LOCK KEY?
For Caps Lock, type *Shift-Shift-C.*

WHY DOESN'T NUMBER MODE WORK ANYMORE?
You accidentally struck the *NumLk* key on the number pad, which remaps the number pad into a scroll pad.

You can return it to normal by typing *Space-2* while in number mode, or by tapping *NumLk* while in scroll mode.

AVOIDING COMPUTER 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.

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. Also, a certain percentage of the population is just more physiologically predisposed to injury. 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. Your chair should support your lower back. Use a foot rest if necessary.

Monitor

If possible, position your monitor at eye-level so you're not hunched-over to look at the screen. By way of example, users of notebook computers often experience neck pain, because their monitor height is not adjustable and the keyboard position is fixed, forcing the user into an awkward typing posture. Also, unlike a regular keyboard, the Half Keyboard does not force you to bring your hands together to type. That and its small size makes it easier to position comfortably on your desk.

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, please see a doctor. Don't wait; go right away. Waiting could turn a minor injury 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:

Telephone:
1-905-265-8844
1-888-663-4263 (Toll-free in North America)

E-mail: help@matias.ca

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

You can also visit the Support page on our website:
http://matias.ca/halfkeyboard/support

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.

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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 device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

(1) This devices may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

TRADEMARKS AND PATENTS

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