STENOTYPE

FINGER

TECHNIQUE

By

S. SANFORD HELLER

Over 400 intensified finger drills for rapid development of finger power and control in stenotypy

COURSE IN FINGER POWER
stronger, he has better control over its movements. Most stenotypists have their greatest trouble with the third and fourth fingers as they are usually the weakest. They have less trouble with the first and second fingers because they are usually stronger. This demonstrates that a weak finger is a poorly controlled finger. Accuracy, therefore, depends upon control, and control depends upon the strength of the individual fingers.

Advanced students interested in reporting devices such as SPW, STK, FRP, FRB, among others, which they were reluctant to learn or were compelled to drop because of lack of finger control over them, will find them increasingly easy to execute with consistent practice of these exercises. Blurred and indistinct outlines will disappear as the fingers gain in strength and flexibility. So-called difficult combinations will be executed with as much facility and ease as the simple combinations, and the feeling of uncertainty resulting from combinations that seem difficult, will vanish bringing a sense of confidence and accomplishment with the attainment of sharp control.

That stenotype "FEEL" in the fingers that one acquires after many hours of dictation, is quickly developed by these intensified drills. Students and reporters who have been away from the machine find that this stenotype "feel" quickens with inactivity. Upon resumption, they will find that preliminary practice on these exercises, quickly restores the stenotype feeling of well being to their fingers.
There are over 350 exercises in this manual, and including their variations, more than 700. They are divided into three main classes: strength building drills; initial and final consonant technic drills for fluency; and specialized drills for keeping the fingers close to the keys.

The author has observed stenotypists who, in an effort to overcome individual weaknesses, have increased their speed from 20 to 40 words per minute in a week or two after continued application of these drills simply because the HESITATION resulting from difficult combinations was ELIMINATED by increasing their control.

This book is best used daily before dictation practice. The fingers must actually work through the contents to experience the beneficial effects thereof. It is suggested that beginners start with the drills on the initial and final combinations in sections 1A and 2A, before taking up the more difficult strength building drills. Before doing so they should read Section 1, Page 7 on the practice method. When ease is developed the entire book should be practiced in one sitting. Ten or more repetitions on each drill concentrating on FINGER MOTION ONLY, hands quiet as possible, one hour daily, should produce a marked improvement in finger action and accuracy with an increase in ease and flexibility and the elimination of waste motion.

S. Sanford Heller

PRELIMINARY PREPARATION

HAND, FINGER PLACEMENT AND STROKE: Assume the correct position of the stenotype, so that when the fingers rest in the home position, the wrists will be on a horizontal line with the elbows which are relaxed and close to the body. As the fingers rest lightly on the basic cracks, curve them. Imagine that you are going to lift the entire key board by the cracks, and automatically your fingers will naturally arch over the keys. Avoid flattening of the fingers when stroking. Always keep them curved so that the finger tips strike the keys. When the fingers are flattened, the palms of the fingers strike the keys and that results in loss of control and accuracy. Curved fingers permit greater finger motion and less hand motion. If hand and arm movements are used to assist finger action where finger action alone should be used, mistakes are more likely to occur and much more practice time will be necessary to obtain accuracy. Use a light, but definite touch with a quick release.

In the drills that follow, the finger next to the thumb is the 1st finger, the others being the 2nd, 3rd and 4th fingers in consecutive order out to the small "pinky" which is the 4th finger.
SECTION I

RIGHT HAND STRENGTH BUILDING

EXERCISES

EGT:ELS

EXPLANATION: Strike EGT ONCE, then ELS ONCE, then EGT, and again ELS, thus alternating from one to the other. This is a two stroke exercise, the colon indicating the second stroke. FEEL THAT THE FINGERS ALONE ARE DOING THE WORK, and concentrate on as pure a finger motion as possible. Thus the third and fourth fingers should move without moving the hand back and forth. Practice this drill 15 or more times, slowly at first, then more quickly as it becomes easier from day to day, until you can do it as fast as you possibly can. PRACTICE ONE DRILL AT A TIME UNTIL IT BECOMES EASY THEN PROCEED TO THE NEXT DRILL. REPEAT THIS PROCESS THROUGHOUT THIS MANUAL. Give special practice to any drill found to be particularly difficult, with 25 to 50 repetitions if necessary. Weak spots must receive special treatment and check off those drills that are troublesome for special practice. Work down the left hand side of the paragraph first. Try the left hand exercises and the specialized drills when you get tired working on the right hand. Use the same procedure throughout the manual.

When ease is developed on all the exercises the entire book should be practiced in one sitting.

Sec. 1 Right Hand Strength Building Exercises for an hour daily with 5 or more repetitions on each drill. This is a substitute for typewriting as a means of finger training with the added advantage that all the finger work takes place on the stenotype keyboard.

GENERAL OBJECTIVES: The following exercises are designed primarily to strengthen weak fingers; develop skill by increasing flexibility and control; to develop smooth and fluent execution on the keyboard. Where they incidentally contain final consonant combinations, they are so indicated. Concentrate on finger motion only, hands quiet as possible.

For 3rd and 4th fingers; LS, GT, GD

EGT:ELS (S means S under D)
UGT:ELS UGD:EL*S
EGT:ULS EGD:EL*S
EGD:UL*S
Sec. 1 Right Hand Strength Building Exercises

For 4th finger control:

MENTS, KS, KD, KT, KTS

(These are 3 stroke exercises)

<table>
<thead>
<tr>
<th>EFPLT:EFPLS:EFPLTS</th>
<th>EKD:EK*S:EKDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFPLTS:EFPLS:EFPLT</td>
<td>EKDS:EK*S:EKD</td>
</tr>
<tr>
<td>EFPLDS:EFPL*S:EFPLDS</td>
<td>EFPT:EFPS:EFPTS</td>
</tr>
<tr>
<td>EFPLD:EFPL*S:EFPLDS</td>
<td>EFPTS:EFPS:EFPT</td>
</tr>
<tr>
<td>EKT:EKS:EKT</td>
<td>EFPD:EFP*S:EFPDS</td>
</tr>
<tr>
<td>EKTS:EKS:EKT</td>
<td>EFPDS:EFP*S:EFPD</td>
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For 2nd, 3rd and 4th fingers:

FS, NT, FD, FG, ND

<table>
<thead>
<tr>
<th>EFS:UNT</th>
<th>UFG:INTS</th>
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<tbody>
<tr>
<td>UFS:ENT</td>
<td>EFD:INT</td>
</tr>
<tr>
<td>EFS:ENT</td>
<td>UFD:ENT</td>
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<tr>
<td>EFS:UNT</td>
<td>EFD:UNT</td>
</tr>
<tr>
<td>UFS:ENT</td>
<td>UFD:INT</td>
</tr>
<tr>
<td>ENT:UPS</td>
<td>FFG:UND</td>
</tr>
<tr>
<td>UNT:EPS</td>
<td>UFG:END</td>
</tr>
<tr>
<td>EFG:UNT</td>
<td>EFGS:UND</td>
</tr>
<tr>
<td>UFG:ENT</td>
<td>UFGS:ENDS</td>
</tr>
<tr>
<td>EFG:INTS</td>
<td>UFG:IND</td>
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</table>

For 3rd and 4th fingers; KT, KD, MS

<table>
<thead>
<tr>
<th>EKT:EMS</th>
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<tbody>
<tr>
<td>UM*S:EKD</td>
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<tr>
<td>UKT:EMS</td>
</tr>
<tr>
<td>UKD:EM*S</td>
</tr>
<tr>
<td>EKT:UMS</td>
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</tbody>
</table>

For 3rd finger clearance control; SH, FRP

<table>
<thead>
<tr>
<th>EFRPS:ERBTS</th>
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<tbody>
<tr>
<td>EFRPS:ERBTS</td>
</tr>
<tr>
<td>EFRPS:ERBTS</td>
</tr>
<tr>
<td>EFRPS:URBTS</td>
</tr>
<tr>
<td>UFRPS:ERBTS</td>
</tr>
<tr>
<td>EFRPS:URBT</td>
</tr>
<tr>
<td>UFRPS:URBT</td>
</tr>
</tbody>
</table>

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Sec. 1 Right Hand Strength Building Exercises

For all fingers: BLT, BLTS, FRP, KTS, NG

EFRPS: EBLTS   UFRPS: EGT
UFRPS: EBLTS   IGT: UFRP
UFRPS: EKTS    EFT: UNG
UGT: EFRPS     UFT: ENG
EFRPS: UBLTS   EFD: UNG
EFRPS: UKTS    UFD: ENG

For MGS combination

URD: EMGS     EFPLT: UMGS
ERD: UMGS     UFPLT: EMGS
URBGS: EMGS   UKT: EMGS
ERBGS: UMGS   EKT: UMGS

For RPS, SHD, FS, NL combinations

URPS: ERBD    UFG: ENL
UFPLT: ERBTS  EFG: UNLS
URBTS: EFPLT  UFG: INLS
EFG: UNL      EFG: ENLS
UF: ENL       EFS: UNL

For 1st and 4th fingers:

FTS, FDS, KT, NLS, UND

EKT: UFTS     IKT: UFTS
UKT: EFTS     EKD: INLS
EKT: UFDS     UND: IFTS
UKT: EFDS     IND: UFTS
UKT: IFTS     EKT: UFDS

For 1st, 2nd, 3rd and 4th fingers

EFB: URP      UPG: EBLS
UFB: ERP      UBLS: EPG
EPG: UBL      EBL: UGT
UPG: EBL      UBL: ENG

For all fingers: FN, FRB, FRP, ILS

ERBGS: UFN    ERBGS: UFRP
URBGS: EFN    URBGS: EFRP
UMTS: FFRB    UFPLT: ILS
UFRB: EMTS    UFPLT: FFRB
UFRB: EFRB    EFPLT: EFRB
UFRB: ELS     UFRB: EGT
EFD: UFN      UFD: EFN
Sec. 1 Right Hand Strength Building Exercises

For 2nd and 3rd finger clearance control:

\[
\begin{align*}
\text{ERBGs:EFT} & \quad \text{EFPLT:URS} \\
\text{ERBGs:EFD} & \quad \text{UFPLT:ERS} \\
\text{URBGs:EFT} & \quad \text{EFPLT:ERS} \\
\text{ERBGs:UFT} & \quad \text{UFPLT:URS} \\
\text{ERBGs:UFD} & \quad \text{EFPLD:URS} \\
\text{URBGs:EFD} & \quad \text{UFPLD:ERS} \\
\text{EFPT:UBLS} & \quad \text{UFPT:EBLS}
\end{align*}
\]

For FRB:

\[
\begin{align*}
\text{EFPLD:UFRB} & \quad \text{EFLD:EFRBS} \\
\text{UFPLD:EFRB} & \quad \text{UFLD:UFRBS}
\end{align*}
\]

EGT:ELS may be changed to the following, the consonants remaining the same:

\[
\begin{align*}
\text{IGT:ILS} & \quad \text{EGT:ULS} \\
\text{IGT:ULS} & \quad \text{UGT:ILS} \\
\text{UGT:ULS} & \quad \text{EGT:ILS}
\end{align*}
\]

The same may be done with all of the exercises herein. The vowels are changeable, but the consonants remain constant.

After facility is developed on these drills and they have become easy, the vowels may then be interchanged or substituted in each of the foregoing drills. Where E is used, the I may be inserted; where U is used the E may be inserted; where I is used, either E or U may be substituted. Thus the E, U or I may be substituted to make a new exercise, the consonants always remaining the same. In this manner the maximum benefit may be derived from these exercises. For example, the very first exercise,
SECTION 1-A

TECHNIC DRILLS ON FINAL

COMBINATIONS

OBJECTIVES: To write final consonant combinations smoothly and easily, and simultaneously increase finger strength and control with the quickest possible stroke and recoil; for precision in location of combinations and fluency in execution. Concentrate on finger motion only, hands quiet as possible. Practice one drill at a time until it becomes easy, then proceed to the next one. See explanation of practice method on Page 7, Section 1.

| EFD:URM | URTS:INDS |
| UPT:ESH | UMTS:ISHD |
| UFPLT:ERN | ET:ULS |
| UFGS:ERL | EL:UFD |
| UPT:ERG | UL:EFD |
| URL:EFPT | UFS:ERP|
| URG:EMS | URNS:ERL|
| URM:EBL | EPG:UNT |
| UFT:EBD | UR:ERF |
| UFT:ERK | UF:ERS |
| URJ:EBS | URGS:EFD |
| URT:ELS | ERGS:UFD |
| URS:ELS | URS:ECH |
| URS:ELT | ERS:UCH |
| UPT:ELD | URLS:ECHD |
| ULD:EPT | ERLS:UCHD |
| EPS:UJD | UPG:END |
| UPG:ENT | EPG:UND |
| UGS:UND | UPGS:ENDS |

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Section I-A Technic Drills on Final Combinations

UBLS:ERNT
URLS:EBLD
EFPLT:URGS
ILTS:ERKS
UFS:EJD
UG:ELD
EG:ULD
UG:ELS
EG:ULS
EL:USH
UL:ESH
ELS:UND
ULS:END
UF:ESHD
EF:USHD
UF:EPD
EF:UPD
ULS:ECH
ELS:UCH
EPGS:UND
UNDS:EMS
EMD:URMS
EFS:UJD
UM:EPS
EM:UPS
EK:UPD
UK:EPD
URPD:EFGS
ERPD:UFGS
UND:ELS
END:ULS
EN:UCHD
UN:ECH
URLS:ESHD
ERLS:USHD
UFGS:END
EFGS:UND
UFS:EPD

After these drills can be executed with ease, the stenotypist may then interchange the vowels, substituting in each drill, I for the E or U and vice versa, as the student may desire. But the consonants always remain in the same.
SECTION II

LEFT HAND STRENGTH BUILDING

EXERCISES

GENERAL OBJECTIVES: To strengthen the fingers of the left hand; develop flexibility, finger control and fluency on the keyboard. Where they incidentally contain initial combinations, they are so indicated. Use the same method of practice that was used for the right hand. Concentrate on finger motion only, hands quiet as possible. Practice one drill at a time until it becomes easy then take the next drill.

For 1st, 3rd and 4th fingers; TW, SPL, DM

TWRO:SPLA   JA:DMO
TWRA:SPLO   JO:DMA
TWRA:DMO    SWRO:DMA
TWRO:DMA    SWRA:DMO

The vowels are interchangeable in these drills, but the consonants remain the same throughout. A may be substituted for O, or AO for either A or O and vice versa, whenever the exercises with the indicated vowels become easy to execute. Thus the first exercise would be changed to TWRO:SPLAO, or to TWRA:SPLOA, and TWRAO:SPLA, etc., there being a substitution of vowels in the first or second stroke as the student may desire. Use the same procedure with all the exercises that follow.

For 1st and 2nd fingers; KP, KPL, J

TWRO:KPLA   KPA:TWRO
TWRA:KPLO   KPO:TWRA
STPHO:KPLA   JO:KPLA
STPHA:KPLO   JA:KPLO

For 1st, 2nd and 3rd fingers;

DM, DP, WH, FR

TWRO:DMA    DFO:WHO
TWRA:DMO    DPA:WHO
DMO:PRA     SWRO:DPA
DMA:PRO     SWRA:DPO

For all fingers; KH, KM, STR, DW, SM, FW

KHA:DWO   KMO:STRA
KHO:DWA   KMA:STRO
SMO:DWA    JA:DPO
SMA:DWO    JO:DPA
KHA:FWO    KHO:FWA
Section II Left Hand Strength Building Exercises

For 2nd, 3rd and 4th fingers:

STK, TH, SH, GR

STKPO:THA SHO:GRA
STKPA:THO THA:SWRO
SHA:GRO THO:SWRA
JA:STKPO TWRO:STKPA
JO:STKPA TWRA:STKPO
PRO:STKA MO:STKA
PRA:STKO MA:STKO

For KPW

TWRO:KPWA STPHO:KPWA
TWRA:KPWO JO:KPWA
STPHA:KPWO JA:KPWO

For SPW, TH, KPWL

TRO:SPWA STRA:SPWO
TRA:SPWO STRO:SPWA
DPRO:SPWA THA:SPWO
KPRA:SPWO THO:SPWA

Section II Left Hand Strength Building Exercises

STPHA:SPWO THO:SPW:RA
STPHO:SPWA THA:SPWR-O
JO:SPWA TWRO:SPWA
JA:SPWO SPWO:TWRA
TWRA:KBLO TWRO:KBLA

For all fingers; SH, TH, KH, SPR

THO:KHO THO:KHA
(very rapidly) KHO:SHA
THO:KHO:DHO KHO:SHA
(very rapidly) SHO:KHA
DHO:KHO:THO KHA:SPRO
(very rapidly) KHO:SPRA
KMA:SHO

For 1st, 3rd and 4th fingers; FL, SH:

JO:FLA STO:SKA
JA:FLO STA:SKO
SHAO:DO SHO:DAO
Section II Left Hand Strength Building Exercises

SHAO:DA    SHA:DAO
SKRO:FLA    SKRA:FLO
For 1st and 2nd fingers

PRO:WHA    PRA:WHO
For 2nd and 3rd fingers

TWO:KPA    TWA:KPO
For 3rd and 4th fingers

Place left hand on the base position, fingers curled over the initial consonant keys, and the left thumb resting lightly and diagonally across the vowel keys A and O. Now shift the hand one key to the right so that the S finger rests on the crack between T and K, and the first finger on the crack between the star and the space keys, and the left thumb on the vowel key E. From that position practice the following:

TWE:KPE
TWI:KPI     (Rest left thumb on I)
TWU:KPU     (Rest left thumb on U)

Always keep in mind as pure a finger motion as possible; that the fingers alone should do the work.

SECTION II-A
TECHNIC DRILLS ON INITIAL COMBINATIONS

OBJECTIVES: To write initial consonant combinations smoothly and easily and at the same time increase finger strength and control with the quickest possible stroke and recoil. Concentrate on finger motion only, hands quiet as possible. Practice on one drill at a time until it becomes easy, then take the next one. See explanation of practice method on Page 7, Section I.

| PLA:DWO | THRO:KPA |
| PLO:DWA | TRO:SWA |
| PRA:SWO | TRO:SWO |
| PRO:SWA | STRO:KLA |
| BLO:SHA | STRA:KLO |
| BLA:SHO | KRA:SMO |
| SNA:BRO | KRO:SMA |
| SNO:BRA | VA:GLO |
| SWA:THO | VO:GLA |
| SWO:THA | STA:KPO |
| DRA:TWO | STO:KPA |
| DRO:TWA | SPA:DO |
## Section II.A Technical Drills on Initial Combinations

<table>
<thead>
<tr>
<th>Drill 1</th>
<th>Drill 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRO:SKA</td>
<td>SPO:DA</td>
</tr>
<tr>
<td>FRA:SKO</td>
<td>TWO:SKRA</td>
</tr>
<tr>
<td>PRO:SKHA</td>
<td>PRA:SKHO</td>
</tr>
<tr>
<td>FLA:SKWO</td>
<td>TWA:SKRO</td>
</tr>
<tr>
<td>FLO:SKWA</td>
<td>SPR:KAHO</td>
</tr>
<tr>
<td>SLA:KWO</td>
<td>SPRO:KHA</td>
</tr>
<tr>
<td>SLO:KWA</td>
<td>SPLA:DO</td>
</tr>
<tr>
<td>THR:KFO</td>
<td>SPLO:DA</td>
</tr>
</tbody>
</table>

In the above drills, the vowels may be interchanged but the consonants remain the same. A may be substituted for O, or AO for either A or O and vice versa, whenever the exercises with the indicated vowels become easy to execute.

## Section III

### Specialized Drills

To keep fingers close to keys, left hand

(whole keyboard on initial side plus vowels for second initial)

<table>
<thead>
<tr>
<th>Drill 1</th>
<th>Drill 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>STWH:STKPHRAO</td>
<td>SKPR:STKPHRAO</td>
</tr>
<tr>
<td>STWHO:STKPHRAO</td>
<td>SKPRO:STKPHRAO</td>
</tr>
<tr>
<td>STWHA:STKPHRAO</td>
<td>SKPRA:STKPHRAO</td>
</tr>
<tr>
<td>SKM:STKPHRAO</td>
<td>STWR:STKPHRAO</td>
</tr>
<tr>
<td>SKMA:STKPHRAO</td>
<td>STWRA:STKPHRAO</td>
</tr>
<tr>
<td>SKMO:STKPHRAO</td>
<td>STWRO:STKPHRAO</td>
</tr>
</tbody>
</table>
Section III Specialized Drills

To keep fingers close to keys, right hand

(whole final side plus vowels for the second stroke)

FBLS:EUFRPBLGTS
RPGT:EUFRPBLGTS
FPG5:EUFRPBLGTS
RBLT:EUFRPBLGTS

When these are mastered, insert E in the first strokes, and when that is mastered, insert U in the first strokes.

For both hands simultaneously

STWH=IFBLS:SKPR=RPGT
STWHO=EEBLS:SKPRO=ERPGT
STWHA=UFLS:SKPRA=URPGT
STWHAO=IFBLS:SKPRAO=IRPGT

The above are two stroke exercises, both hands working simultaneously. If this is found to be difficult, practice with the left hand alone; then use the right hand alone, and finally use both hands together.

Section III Specialized Drills

Number Drills

OBJECTIVES: To practice reaching from consonant positions to numeral bar and to develop precision in locating numbers; to maintain efficiency on numbers at a mark.

1 and 1 half 6 and 6 sevenths
2 and 2 thirds 7 and 7 eighths
3 and 3 fourths 8 and 8 ninths
4 and 4 fifths 9 and 9 tenths
5 and 5 sixths 10 and 10 elevenths

Practice the above drill until you can write it as fast as you can say it, and do the same with the remaining drills.

1 and 2 thirds 7 and 8 ninths
2 and 3 fourths 8 and 9 tenths
3 and 4 fifths 9 and 10 ele venths
4 and 5 sixths 10 and 11 twelfths
5 and 6 sevenths 11 and 12 thirteenths
6 and 7 eighths

Reverse Drill

11 and 10 elevenths 8 and 7 eighths
10 and 9 tenths 7 and 6 sevenths
9 and 8 ninths 6 and 5 sixths
Section III Specialized Drills

5 and 4 fifths  2 and 1 half
4 and 3 fourths  1 and 2 thirds
3 and 2 thirds  
Practice in 5's and 10's, etc.

5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 210, 315, 420, 525, 630, 735, 840, 945, 1050, 1155, 1260, 1365, 1470, 1575, 1680, 1785, 1890, 1995, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 50, 51, 52, 53, 54, 55, 54, 53, 52, 51, 50, 5, 15, 25, 35, 45, 55, 65, 75, 85, 95, 105

For Spelling
To keep spelling speed at a peak, writing the alphabet forward and reverse is a very good drill.

ZYXWVUTSRQPONMLKJIHGFEDECA