Instruction Book

The care and use of the

Imperial
“Good Companion”

The British-made Portable Typewriter
Your "Good Companion"
— for the Future

British-Right-Through

Manufactured by
Imperial Typewriter Co. Ltd.
Head Office and Works:
Leicester, England
Telephone 27174 (4 lines)  Telegrams: "Typewriter, Leicester"

London Office and Showroom:
85 Kingsway, W.C.2
Telephone: Holborn 7354 (3 lines)  Telegrams: "Imperitype Phone London"

Service Depots and Agents in all principal cities throughout the world
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FOREWORD

This booklet is written with the express purpose of assisting users of the Imperial "Good Companion" to obtain the best possible results from their machine.

We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of really good service.

We want you to consider the Imperial Typewriter Company Ltd. always at your service, and should you experience any difficulty in either the operation of the machine or service, please be good enough to write to us, when we will give immediate attention to your requirements.
DETAILS OF FEATURES

referred to in the following instructions

1  Carriage Lock.
2  Paper Supporting Arm.
3  Platen Knob.
4  Paper Table.
5  Auxiliary Paper Feed.
6  Auxiliary Paper Lever.
7  Carriage Release Lever.
8  Paper Release Lever.
9  Margin Stop—left-hand.
9A Margin Stop—right-hand.
10 Margin Stop Rod with Numbered Scale.
11 Platen Ratchet Release Lever.
12 Line Space Lever.
13 Line Space Adjusting Lever.
14 Line Indicator and Card Holder.
15 Margin Release.
16 Shift Key—left-hand.
17 Shift Lock.
18 Shift Key—right-hand.
19 Back Spacer.
20 Space Bar.
21 Colour Change and Stencil Lever.
22 Left and Right Ribbon Spools.
23 Left and Right Ribbon Spool Levers.
24 Left and Right Ribbon Guide.
25 Ribbon Centre Guide.
26 Ribbon Reversing Stud.
27 Type Bar Guide.

NOTE.—Nos. 9, 9A, 10, 22, 23 and 24 are illustrated on page 8. No. 26 is on page 9.
How to use the
Imperial "Good Companion"
Portable Typewriter

REMOVING THE COVER
Place the machine flat upon the table, unlock, lift catch and push knob to the right, then lift top, slightly tilting it backwards.

UNLOCKING THE CARRIAGE
Latch No. 1 engages in the left-hand side of the carriage. By drawing this latch towards you the carriage will be freed. Before replacing the machine in the case the carriage should again be locked by engaging this latch. As a precaution against damage in transit the carriage on all machines leaving the factory is also locked with a Carriage Locking Pin. This is marked with a small green ticket and must be pulled out. It need not be used again as the latch previously mentioned is quite sufficient in ordinary use.

INSERTING THE PAPER
Place the paper in a central position on the paper table No. 4. Turn platen knob No. 3 away from you and the paper will feed through. Release auxiliary paper feed No. 5 by depressing lever No. 6 so that the paper feeds underneath: then turn the platen knob to the desired starting point.

ADJUSTING THE PAPER
If the paper has not been fed through correctly, it can be adjusted by drawing forward the paper release lever No. 8. When the paper has been adjusted push back the paper release lever and the paper is held ready for typing. The use of the paper supporting arm No. 2 will be found extremely helpful.
FIXING THE MARGIN

Stops 9 and 9A control the length of the writing-line, and it is necessary to set these in appropriate positions in accordance with the width of paper, envelope, etc., that is being used. By pressing the top of the margin stops Nos. 9 and 9A they will move freely along the rod to the desired position and will automatically lock when released.

LINE SPACING

On the left-hand side of the carriage is the line space lever No. 12. This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either single or double spacing. This is done by moving line space adjusting lever No. 13 to the indicated number one or two.

WRITING ON LINES

This can be done by pushing the ratchet release lever No. 11 backwards and by turning the platen knob until the line to be typed is visible over the edge of the line indicator No. 14.
THE BELL

Just before you reach the end of the line the bell will ring. This means that you have seven more spaces to go before the key-levers automatically lock. If you depress the margin release No. 15 it will enable you to type additional letters to finish a word, dependent upon the position of the margin stop.

RELEASING THE CARRIAGE

When you desire to move the carriage freely to any position, the carriage release lever and the paper release lever (Nos. 7 and 8) are pressed together with thumb and forefinger. It is important that the carriage should again be stationary before releasing these levers.

SPACE BAR

By depressing the space bar No. 20 the carriage will move one space from RIGHT to LEFT.

BACK SPACER

On the keyboard there is a key No. 19 marked “Back Spacer,” which, when depressed, will return the carriage by the space of one letter each time it is operated.
THE KEYBOARD

The Imperial “Good Companion” is fitted with a standard 4-bank keyboard with the addition of a plus sign, asterisk, equals sign and figure nought, making 88 characters in all.

SHIFT KEY AND LOCK

To obtain capitals, one of the shift keys No. 16 or 18 on left or right-hand side of the keyboard must be held down. When it is desired to write all in capitals, the key can be locked in that position by depressing the shift lock No. 17. To release this lock, depress left shift key No. 16.

TWO-COLOUR RIBBON

The Imperial “Good Companion” is fitted with a two-colour ribbon device No. 21, which enables you to type in one of two colours; for example, black-red, purple-red, green-brown, etc. By moving this lever the required colour can be obtained.
HOW TO FIT A NEW RIBBON

By following the instructions on the opposite page in conjunction with these diagrams, the fitting of a new ribbon is a simple operation.
The Imperial “Good Companion”

The fitting of a ribbon to the Imperial “Good Companion” is a very simple matter, but before commencing the operation observe closely how the old ribbon is threaded in the guide No. 25 and, more important still, that you have a ribbon fitted on correct Imperial spools. “Imperial-type” ribbons are recommended—they are always fitted with the correct spool. Now wind all ribbon on one spool by turning the spool with the finger pressed lightly on the top of the spool near the edge. Next remove the full spool by swinging the ribbon spool lever No. 23 out of the way. The spool can then be taken off.

Now detach the end of the old ribbon from the empty spool remaining in the machine and attach the free end of the new one in its place. Take care to ensure that the black portion is uppermost and that there are no twists or kinks in the ribbon (Fig. 1). Drop the new full spool on to the other spindle, giving it a turn or two until you feel it engage with the driving pin. Make sure that the new ribbon comes off each spool correctly, i.e., from the outer side in each case.

Now thread the ribbon through the right and left-hand ribbon guides (No. 24, Fig. 1) and finally through the centre ribbon guide (No. 25, Fig. 1). The whole system should now have the appearance shown in Fig. 3.

By means of the ribbon reversing stud No. 26 (see page 9) you can cause the ribbon to wind from the full towards the empty spool. The machine is now ready for use, and the ribbon will need no further attention until it is worn out and ready for replacement.

THE RIBBON REVERSE

No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically change. There is a knob No. 26 (see page 9) on the right-hand side by which the winding of the ribbon on either spool can be controlled.
STENCILLING

By moving lever No. 21 to the centre position it will disengage the ribbon and allow the type to strike directly on to the stencil it is required to cut.

CLEANING AND OILING

It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Depot for it to be thoroughly cleaned and oiled.

REPLACING THE COVER

Make sure that the shift-key is unlocked. When replacing cover, tilt lid slightly back, drop front, and the catch will snap fast.
Touch Typewriting on your
Imperial "Good Companion"

The quickest and most efficient method of typewriting is to work by "touch." If you have never typed before, practise this method; it is the easiest, speediest, and most accurate because it gives you control of all your fingers in their correct positions on the keyboard. You will have found with this instruction book a keyboard guide chart. Over each letter will be found a figure; this refers to the correct finger you should use. For instance, No. 1 is the index finger, No. 2 the middle finger, No. 3 the ring finger, No. 4 the little finger. The heavy black line across the middle of the chart means that all the letters to the left of the line are under the control of the left hand; the fingers of your right hand are concerned with those to the right of the line. Strike the space bar with the thumbs only.

Insert your paper in the machine and move the carriage over to the right. Have the chart well in front of you so that you can easily read the letters. Always have in mind that the keys in the second row from the space bar are your main positional keys, and it is necessary to learn these first. Practise on these rows as follows, using correct fingering:

\[
\begin{align*}
\text{a} & \quad \text{d} & \quad \text{f} & \quad \text{g} & \quad 12 \text{ times} \\
; & \quad \text{l} & \quad \text{k} & \quad \text{j} & \quad \text{h} & \quad 12 \text{ times}
\end{align*}
\]

Then do the whole line, and when using the space bar always do so with the thumb opposite the hand with which the preceding stroke was made.

Continue this a dozen times. Return the carriage for a new line by a quick stroke with the first or second finger of the left hand against the line space lever. To familiarise yourself further with this line, practise the following words derived from it:—

\[
\begin{align*}
\text{as} & \quad \text{has} & \quad \text{had} & \quad \text{lad} & \quad \text{flash} \\
\text{das} & \quad \text{jas} & \quad \text{hag} & \quad \text{had} & \quad \text{glass} \\
\text{pas} & \quad \text{kas} & \quad \text{fad} & \quad \text{falk} & \quad \text{glad} \\
\text{gas} & \quad \text{las} & \quad \text{gall} & \quad \text{shall} & \quad \text{shall}
\end{align*}
\]
**The Imperial “Good Companion”**

Now practise the third row of keys, then continue with the words below. Remember that you must always return to the original main positional keys.

- quite
- toy
- pert
- typewriter
- quiet
- port
- yew
- territory
- troy
- it
- queer
- proper
- query
- write
- wet
- peppery

The following, if faithfully carried out, will familiarise you with the positions of all the letters on the keyboard, and the formation of words from each row of keys, observing the correct fingering, will present no difficulty.

- dexterous
- imperial
- meaning
- precarious
- companion
- mendacity
- very
- impeccunious
- nincompoop
- beauty
- impeccable
- political
- ozone
- granivorous
- conservative
- zero
- gratuitous
- liberal
- frozen
- consignment
- radical
- xyster
- believe
- socialist
- yeoman
- duration
- supporter
- yarrow
- inflation
- enthusiast

Before you can typewrite general matter you must learn to make capital letters, punctuation marks and other special signs. To obtain capitals or any special sign shown on the upper portion of some of the keys, hold down either one of the shift keys while you strike the letter or sign. Release the shift key as soon as the letter has been struck unless, of course, you require a number of capital letters or signs, when you will find that by depressing the shift lock this will automatically hold down the shift key. To release, depress either shift key. Commence your practice with the alphabet, writing the capital letter first, then the small letter with one space between each.

A a B b C c D d E e F f G g H h I i J j K k L l M m N n O o P p Q q R r S s T t U u V v W w X x Y y Z z

Repeat 12 times
The Imperial "Good Companion"

Typewrite the following, each 12 times:

England  London  Belfast  Bristol  
Ireland  Dublin  Leeds  Manchester  
Scotland  Glasgow  Aberdeen  Birmingham  
Wales  Cardiff  Swansea  Liverpool

"It is interesting to watch the improvement I am making with my Touch Typewriting."

"There is no doubt that the IMPERIAL GOOD COMPANION is very easy to operate"

"Letter-writing is no longer the anathema it was."

"The Imperial Model 50 is in the offices of thousands of firms and giving excellent service."

Typewrite the following sentences, and when using the period or the comma strike them lightly so as not to indent the paper:

"Words contrasted in form do not always bear the same contrast in their meaning. The word MALEFACTOR, for example, would, from its derivation, appear to be exactly the opposite of BENEFACCTOR: but the ideas attached to these words are far from being directly opposed; for while the latter expresses one who confers a benefit, the former denotes one who has violated the laws."

"If a novelist or dramatist, for example, proposed to delineate some vulgar personage, he would wish to have the power of putting into the mouth
of the speaker expressions that would
accord with his character; just as an
actor, to revert to a former compari-
son, who had to personate a peasant,
would choose for his attire the most
homely garb, and would have just reason
to complain if the theatrical wardrobe
furnished him with no suitable costume"

"The Invoice showed that a balance of
£55.15.0 was outstanding and the price
of the article was at the rate of
1/2d. per sq. inch. The original
discount was 22½%."

One final word of advice to beginners: Concentrate on
being accurate—speed will come by steady practice.
A few useful reminders for the care of your Imperial "Good Companion"

Do not expose the Imperial to extremes of heat or cold, dryness or damp.

Clean the machine at least once a week. Use dusting brush supplied with the machine for the moving parts and a soft cloth for the enamelling and plating.

Clean the type each morning as a matter of routine, and always before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back—not sideways.

Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.

Never in any circumstances oil the typebars.

Diagrams and instructions in this book should be followed carefully, particularly when changing ribbons.

Never erase above the typebar segment; move the carriage to the extreme right or left, and blow dust away from the machine.

Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.

One final word: The Imperial Typewriter Company Ltd. and their Agents are at your service. If you have any difficulty with your "Good Companion," get into touch with them at once; they will be glad to help you.
“Imperitype”
Super Quality Ribbons

are renowned for beautiful work. Their reputation for distinctive typing is the result of over twenty-five years’ experience in British Typewriter Ribbon manufacture.

“Imperitype” Ribbons
are made of specially selected fabric and the colours used are the best obtainable.

Each “Imperitype” Ribbon
bears our guarantee and is as perfect as a typewriter ribbon can be.

Prices on application.

Ribbons for all makes of

TYPEWRITERS
ADDING MACHINES
CASH REGISTERS
TIME RECORDERS
FACSIMILE LETTER PRINTING MACHINES, Etc.
The Imperial Model 50
Standard Office Typewriter

A MODEL OF EFFICIENCY

By Appointment.

Manufactured by
Imperial Typewriter Co. Ltd.
Head Office and Works:
Leicester, England
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Telegrams: "Impertype, Phone, London"
Imperial "Good Companion"

The only British made Portable Typewriter with the
Standard 4-Bank Keyboard

Touch Typewriting Guide

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- MARGIN RELEASE
- @ & £ $'
- ( ) _ +*
- A S D F G H J K L
- Z X C V B N M
- SPACE BAR (Thumb)

Imperial Typewriter Co. Ltd., Leicester

85 Kingsway, W.C.2. 'Phone: Holborn 7354 (3 lines)

Agents and Service Depots in all principal towns

Phone: 27174 (4 lines)
It's easy to type on the Imperial 'Good Companion'.

Price 12 Guineas - Made in England
The Imperial "Good Companion" Typewriter

Some Features of the Imperial "Good Companion"

- Lightness with Strength.
- Whole-line Vision.
- Standard Keyboard with 88 characters.
- Right and Left Shiftkeys.
- Automatic Ribbon Reverse.
- Full length Ribbon.
- Two-colour Device and Stencil Switch.
- Carriage Safety-lock.
- Chromium Plating of all bright parts.

Simplicity of operation.
- Its light weight.
- Light touch.
- Beautiful, clean-cut typing.
- Its capacity for speed.
- Powerful manifolding.
- Excellent stencil cutting.
- Its portability.
- All-British materials and workmanship.
- Its reliability.

£12-12-0

with twelve months Guarantee

The "Good Companion" Portable with case. This case is also supplied with a stationery container and in a Secretary model, fitted with stationery compartments and files. Prices on application.

Ask for a demonstration.
The Imperial "Good Companion"

Everything that is written can now be typewritten — better and quicker, and with much more freedom by the Imperial "Good Companion."

It is extremely simple to operate, has a delightful touch and a smooth easy action.

The "Good Companion" is housed in a dignified case for easy carrying, making it in all the ideal portable typewriter.

£12-12-0
with twelve months Guarantee
Imperial Typewriter Co. Ltd.
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Leicester, England
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