HOW TO USE

CORONA FOUR

THE PORTABLE TYPEWRITER

A complete description of the various labour saving features of Corona with instructions as to their proper use.

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REMOVING MACHINE FROM THE CARRYING CASE

Open the case by pressing the small button of the lock toward the right. Pull the latch open, the cover or upper half of the case can then be lifted up, removed and set aside. If desired, the machine may be used in the bottom part of the case and even operated while holding it on your lap. If preferred, the machine may be instantly removed from the case base without the use of tools.

To remove the machine from the case base, first lift up the back a couple of inches, then slide it forward slightly and up. This simple operation frees it completely from the case.

GETTING THE MACHINE READY TO USE

Lift up the Carriage Return Lever, No. 6, Fig. 1, page 2, and release the Carriage Lock, No. 15, Fig. 1, by pushing it up and then push the carriage to the right three or four inches. The Shipping Equipment has probably been removed by whom the machine was purchased from. The machine will not operate until the Shipping Equipment is removed. If the typewriter was shipped to you direct, remove the Shipping Equipment by following the instructions on the sheet found wrapped around the Platen (Rubber Roller) No. 11, Fig. 1, page 2.

INSERTING AND ADJUSTING THE PAPER

Pull the Paper Guide, No. 9, Fig. 1, page 2, to the extreme left. Raise the Paper Table Extension Arms, No. 10, Fig. 1. Holding the paper with both hands, drop it down behind the Platen, No. 11, Fig. 1, and in front of the Paper Table, No. 13, Fig. 1. Then push the paper gently down into the machine while turning the Platen Knob, No. 7R, Fig. 1, in the direction away from you until the top edge of the paper comes up in front of the Platen. Continue to turn in the paper until it is turned to the proper position for the date, first ruled line (if ruled paper or form) or to the position you wish to start your first line of writing.

Now move the Paper Guide, No. 9, Fig. 1, to the right until it touches the left edge of the paper. Thereafter, when paper is fed into the machine, if you will always see that the left edge is against the Paper Guide when inserted, uniform margins will be assured without resetting the Margin Stops each time.

Slide the Paper Finger, No. 14, Fig. 1, IN so that they rest on the edge of the paper. If the paper needs straightening, pull forward on the Paper Release, No. 16, Fig. 1, take hold of and straighten the paper and push the Paper Release back to normal position.

If your machine is equipped with a Paper Bail, raise the Bail while the paper is being inserted and then snap it down onto the paper into writing position.

If paper is ruled, or a printed form, turn in the paper until the first ruling or form to be written on, comes up even with the top winged or graduated edge of the Line Indicator, No. 12 in Fig. 1.

If the writing must be exactly on the ruling or form, use the Variable Linespace. The left hand Platen Knob, No. 7L, Fig 1, is the Variable Linespace, and to use, pull this knob out until it snaps. Turn the Platen by means of either Platen Knob to the proper position and then push the left knob back in as far as it will go. Do not forget to push the Variable or left Platen Knob way back in after using, as the Linespace Lever does not space up the paper when the Variable Knob is out.

MARGINAL STOPS

Marginal Stops make it possible to have each line of writing begin at a uniform distance from the left edge of the paper and end at practically the same distance from the right edge.

To set the left margin, move the carriage to the point where you wish the line to begin. The carriage is moved by pushing it to the right or if to be moved to the left hold either the right or left hand Carriage Release Lever, 8R or 8L, Fig. 1, way forward while hanging onto either the right or left Platen Knob, No. 7R or 7L, in Fig. 1 to control the carriage and move the carriage to the desired location.

Let us suppose that the left margin is to be at 20 on the front scale. Move the carriage so that 20 is exactly under the little square opening in the Type Guide (highly polished part, through which each type passes before striking the paper) and for the moment leave it there. Turn the machine around so that the back is toward you (see Fig. 2, page 3). Press the knurled face of the left Margin Stop, No. 21L, in Fig. 2, and move the stop to 20 on the Marginal Stop Rod No. 23, Fig. 2. The graduations on the Marginal Stop Rod correspond with those on the Front Scale. You will find that after so setting the Margin Stop, when the carriage is moved to the right, it
will always stop on 20 or wherever you have set the stop. After having used the machine for awhile you will find that it will not be necessary to turn the machine around each time the Marginal Stops are to be set. After becoming accustomed to the use of the various labour saving features, the carriage can simply be moved to the desired location and the Marginal Stops moved to the right for left margin or to the left for right margin as far as possible without actually viewing the stops from the back.

Fix upon the distance from the right edge of the paper that you want your right margin, move the carriage to that point and move the right Margin Stop, No. 21R, Fig. 2, to the left as far as possible, the same as you did with the left Stop. If you have set the right Stop, let us say at 70, the last space you can write will be on 76, as the line locks at 71. The bell rings eight to thirteen spaces before the end of the line. Individual machines may vary, but the bell on your own particular machine will always ring the same number of spaces before the end of the line.

![Figure 1]

**Fig. 1.**

1. Space Bar
2. Shift Keys—Left and Right
3. Shift Lock
4. Ribbon Dial and Color Indicator Lever
5. Manual Ribbon Reverse
6. Carriage Return—Line Spacer
7L Platen Knob (left) and Variable Line Spacer
7R Platen Knob (right)
8L-8R Carriage Release—Left and Right
10. Paper Table Extension Arms
11. Platen
12. Line Indicator
13. Paper Table
14. Paper Finger
15. Carriage Lock
16. Paper Release
17. Ribbon Spool Cover
18. Margin Release Key
19. Back Space Key

**MARGINAL AND LINE LOCK RELEASES**

After the Marginal Stops have been set, the Carriage may be moved beyond either Stop by pressing the Marginal Release Lever or Key No. 18 in Fig. 1. When the end of a line has been reached and the Carriage stops, you wish to write a few more letters to complete a word, touch the Right Margin Release Key. If you want to write in the left margin, hold down the Margin Release Key while the Carriage is moved to the right to the desired position or hold down the Margin Release while backspacing to the proper point in the left margin beyond the Left Marginal Stop.
LINESPACING

After a line has been written and you wish to begin another, press against the hook of the Carriage Return Lever, No. 6, Fig. 1, page 2, giving it a smart push to the right. This not only returns the carriage but also spaces up the paper ready for the new line.

You can make the lines either one or two spaces apart by moving the Line Space Adjuster, No. 29 in Fig. 2, up or down. On Economy spacers, there are three positions for the Linespace Adjuster, representing 1, 1½ and 2 lines.

See the paragraph referring to the Variable Line Spacer under the heading of "Adjusting the Paper."

![Typewriter diagram]

20 Line Space Adjuster
21 Marginal Stops—Left and Right
22 Marginal Release Lever
23 Marginal Stop Rod
24 Spring Drum
25 Paper Release Cam

Fig. 2.

CAPITAL SHIFT KEYS

The machine in its normal position writes only the small or lower case characters. Capital letters and the upper characters on the fourth bank of keys are written by holding down either Shift Key, No. 2L or 2R in Fig. 1, page 2, while striking the desired letter. To write all capitals, depress the Shift Lock, No. 3 in Fig. 1. To release the Shift Lock, press down on the left Shift Key.

BACK SPACER

When due to an omission or error, you wish to move the Carriage back (to the right) only one or two spaces, depress the Back Space Key, No. 19 in Fig. 1, page 2, one stroke for each space desired.

SPACE BAR

Each time you touch the Space Bar, No. 1, Fig. 1, page 2, the Carriage moves along one space to the left without printing.

RIBBON DIAL, COLOR INDICATOR AND STENCIL DEVICE

This device controls the printing position of the ribbon with reference to color. Setting the Color Indicator Lever No. 4 in Fig. 1, page 2, in the dial notch nearest you (black) each key stroke raises the ribbon so that the type strike on its upper half. With the lever set in the notch farthest away from you (red), the type strike on the bottom of the ribbon.

When you want to cut a stencil sheet for a mimeograph letter set the lever in the middle notch (white), half way between red and black. When in this position, the ribbon does not raise up and consequently the type do not strike it.

Be sure to have the type thoroughly clean before you try to cut a stencil. When brushing or wiping the type do so with a stroke toward the back and front of the machine and not side-
ways, as a stroke to the right and left might be detrimental to good alignment. Pick out the hardened dirt and ink from such letters as e, g, s, o, etc., with a common pin.

Never under any circumstances use alcohol for cleaning the type or any other parts of the machine, as these machines are Duco-finished and alcohol is detrimental to special finishes.

**HAND-CONTROL OF RIBBON TRAVEL**

In order that a fresh surface may always be presented for the type to strike on, the ribbon travels entirely automatically back and forth from one spool to another. However, since it may be desired to control this travel by hand, it may be done by pushing toward the Platen the Ribbon Guide Loop or Manual Ribbon Reverse, No. 5 in Fig. 1, page 2, or "B" in Fig. 3, below, to the Ribbon Spool on which you want the ribbon to wind.

**HOW TO CHANGE OR REPLACE THE RIBBON**

First remove both Ribbon Spool Covers. Two ears, one of which is hooked, hold the Ribbon Spool Covers to the Cover Base. The Cover should be pinched at these points in order to remove it, and the hooked ear should be inserted first when the Cover is replaced—see Fig. 3.

Before removing the ribbon note carefully how it is threaded through the Ribbon Guide.

If the ribbon is to be thrown away, cut or tear it in two. Take off both Ribbon Spools by lifting them up. Since new ribbons are wound on right hand spools, the left spool must be saved. Pull off the old ribbon from the left spool but save the U-shaped clip that holds end of ribbon on the spool.

Unwind some of the ribbon from the new spool. Lay the end of the ribbon in place on the empty left hand spool, force the clip down over it and wind on a few turns until the cycol is covered. If the new ribbon is in two colors be sure to have the blue or black side on the upper side. This is easy to tell as the top side of each spool is corrugated and is plainly marked with an "R" or an "L" and an arrow.

Holding a section of the ribbon between the thumb and forefinger of each hand, lay it down flat on one of the L-shaped Guide Loops, "B" in Fig. 3, having the black or upper side of the ribbon toward you. Pull forward and up and the ribbon will enter the loop easily, then do the same with the opposite loop. To replace spools, push back right Manual Reverse, "B" in Fig. 3, toward plate and place right spool on Spindle "A" in Fig. 3 and press down gently while turning clockwise until it goes completely down. Next push back left Manual Reverse and replace left spool in exactly the same way. On the inside of the ribbon spool hub is a little projection which must enter one of the slots in the Spindle, "A" in Fig. 3. This will be damaged if you force the spool on the spindle without following instructions above.

Now replace the Ribbon Spool Covers. You will note that on the bottom of each and nearly opposite the opening for the ribbon, a little curved "ear" sticks out about an eighth of an inch. This fits into a slot in the plate on which the spool rests. Put that side of the cover on first, making sure that the curved ear enters the slot. Then press down and in with the thumb against the opposite side (where the ribbon comes through) until the covers snap down into place.

The next step is to thread the ribbon through the Ribbon Guide (sometimes called ribbon fork or vibrator). Press down on the Shift Lock Key, No. 2, Fig. 1, page 2, and push the Color Indicator Lever, No. 4, Fig. 1, forward to "rel."

Holding the ribbon between the thumb and first finger of each hand, slip or crown the lower or red edge of the ribbon down into the lower guide loops far enough to allow straightening so that the upper edge passes up into the upper loops.

Pull the ribbon two inches to the right and then to the left to make sure that it is properly threaded through the guide without twists or creases. Release the Shift Lock and if desired return the Color Indicator Lever to black. During the changing of the ribbon, if it is desirable to have either spool turn freely, push back on the Manual Ribbon Reverse in Fig. 1, page 2, or "B" in Fig. 3, above, on the side that the ribbon spool is required to turn freely.
OILING

Too much and too frequent oiling tends to collect dust and does more harm than good. It is well to have your machine cleaned and oiled at least once a year by some competent service station. Oiling charts will, however, be supplied to users by the manufacturers upon request. The manufacturers would also be glad to furnish you with the name and address of the nearest competent service station in your locality.

REPLACING THE MACHINE IN THE CARRYING CASE

Lay the bottom part (base) of the Carrying Case flat with the lock on the side toward you. Holding the back part two or three inches higher than the front, set it down onto the base, making sure that the Front Case Cleat in Fig. 4 enters the Front Frame Opening (see Fig. 4), then push the machine toward the back of the Case Base and press it down over the rear Case Cleat in Fig. 4.

Push the carriage to the right and pull forward the Carriage Lock as in Fig. 4. Hold onto the carriage when this is done to control the carriage, as when the lock is pulled forward the carriage is fully released. While still holding onto the carriage allow it to travel easily to the left as far as possible.

Place the Case Lid as shown in Fig. 5. Pull the lid forward while letting it down over the front of the machine until the Case Lock Bail in Fig. 5 can be slipped over the bottom part of the lock on the Case Base and press the ball down until it snaps into secure position. Be sure that the little latch below the Case Lock Button in Fig. 5 can be seen, so there is no chance of the case coming open while you are carrying it. Also be sure that the hinges are properly hooked together.

The case should go together easily and if it does not do so, do not try to force it but examine the machine to make sure that you have it properly centred over the cleats, front and back, that all four feet are touching the base and that you have centred the carriage by pushing the carriage lock back after moving the carriage lock forward after moving the carriage to the right.
Touch Typewriting Chart

for Corona and Other Standard Eighty-four Character Keyboards

Left Hand

1 1 1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P

2 3 4 5 6 7 8 9 0
A S D F G H I K L

3 2 1 1 1 1 1 1 1
Z X C V B N M

Shading indicates Guide Keys. Small numbers indicate the controlling finger.

Space Bar Right Thumb

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TOUCH TYPEWRITING

Learning the Touch Method of Typewriting depends primarily upon two things, familiarity with the keyboard and repetition practice.

Position of the Hands

The chart on the opposite side of this card shows eight shaded keys in the second row. Place your fingers on these home keys and practice striking the keys in this row with the proper fingers as indicated on the chart. Write each line of the following exercises at least ten times.

Exercise I

fasdf j;lkj fasdfgs j;lkjhj fasdfgs j;lkjhj had all hag fad has lag had fad ask jag has all jag ask sad dash flag half asks shad fall sash jags asks lads flag hall

Exercise II

With eyes on the chart, learn the location of the keys in the row above the home keys. Associate the key to be controlled with the controlling finger. Return the finger to its home position as soon as the reach and stroke have been completed.

frf juj ded kik sws lol aqa ;p: frf juj jtf jyf fgs jhj her fur law sow led low the for day jug par few his you play quit were your they this type wire wish dike quite

Exercise III

Keep your fingers well-curved, poised lightly over the keys. After you are thoroughly familiar with the reaches presented in exercises 1 and 2, learn the location of the letters in the first row of keys.

fuf juj aza ;/ sas 1.1 fbf jnj dod k,k fbf fuj aza ;/ mix fun aim but nor fix vim bag not and car may six him live lazy many ever both deck quiz size very both some

Exercise IV

Each key has two characters, the lower case or small character, and the upper case or capital. To type a capital controlled by a finger on the right hand, depress the left shift key with the left little finger; to type a capital controlled by a finger on the left hand, depress the right shift key with the right little finger.

The reward of a thing well done is to have done it.
Joe packed my sledge with five boxes of frozen quail.
It is what we think and what we do that makes us what we are.
The spry squaw mixed a dozen jugs of black veneer.

Exercise V

The figure reaches are merely extended letter reaches. Use the same stroking technique as with the letters. The special symbols, the characters on the upper part of the keys, are obtained by shifting. Use the small letter I for the figure one.

fr4f ju7j de3d k18k fr5f jy6j sw5s lo9l ;p0; ;p--; ;p1/4;
fr8f ju8j de3d k1'k fr8f jy8j sw's lo1l ;p; ;p--; ;p1/4;
The O'Day note (dated 6/24/28) is for $500 at 6 1/4%.

Exercise VI

Special characters @, %, ?, and : should be located on the chart, associated with the controlling finger, and the reaches practiced until the location is thoroughly learned.

A big lazy quack, highly vexed, just came panting forward.
O'Donovan & Co. $1,000, 6 1/4% note (due June 28).
Your wire read: "Shipped car #496,357: terms 2/10/30 net."
"Tis growth, not accumulation, that makes man great.
Is this the charge for 6 1/4 yards of voile @ 99.4c per yard?