INSTRUCTION BOOK

The Franklin Typewriter [No. 7]

Published by Cutter-Tower, Boston, Massachusetts

From the Cornelia and Peter Weil Typewriter Archives
TO INSERT A SHEET OF PAPER.

First see that the carriage is at the center of the machine with the scale pointer indicating 30. When in this position the paper can be rolled through without wrinkling or turning up at the forward end. Place the sheet between paper table part "A" and the upper paper guide part "B," pushing it in until it is caught up by the under feed rolls. Turn in with the handle "C" at the right hand end of the platen and continue to turn until the front end of the sheet is under and held down by the rear end of the scale, part "D."

Care should be taken when the paper is first inserted that it is put in straight. See to it that the sides of the sheet are parallel with the sides of the paper table on which the sheet lies when rolled through. If parallel it will come out straight.

If crooked, it can be adjusted by pressing up the brackets of the under feed rolls which curve up behind the paper table with the middle fingers of each hand until the rolls are off the platen. In doing this it is convenient to rest the hands on the ends of the carriage, place the middle fingers against the brackets and grasp the sheet with the thumb and index finger of each hand. Then press up the brackets until the under feed roll is free from the platen, adjust the paper, then allow the brackets to spring back and the paper will be clamped tight again.

Sometimes it is necessary to release the upper feed roll. This can be done by lifting the paper table, Part A.

If the sheet is only a little crooked an easier method of straightening is to grasp the left hand corner of the sheet after rolling it out a little beyond the scale with the left hand and pull it in the direction it needs to go, at the same time turning the handle of the roller back and forth slightly to release the clamp of the rolls. This method can be used in the majority of cases.

TO FEED IN ENVELOPES.

Open the lap of the envelope and insert in the same manner as a sheet of paper except that the envelope should be fed in on the right hand side so that it is held in place by the right hand end of the scale and the ribbon plate.
TO WRITE

Push the carriage to the right as far as it will go. For a capital letter, press down the capital shift key and holding it down, strike the key desired. After striking, release the hold on both letter and shift key. Small letters are obtained by simply striking the key desired without touching the capital shift key.

THE WHITE KEYS.

The rear characters on the white keys are obtained by pressing down the capital shift key and the white key, as in the case of the capitals. The front characters are obtained by pressing the key without reference to the capital shift key.

If a continuous line of capital letters is desired, press the upper case locking key down firmly until the carriage is locked in the upper case. Then a series of capitals may be printed by simply striking the keys. To unlock the carriage, press down the capital shift key and the carriage will return to lower case. Do not use the upper case locking key for single capital letters.

Upper case characters are capital letters and the rear characters on the white keys. Lower case characters are small letters and front characters on the white keys. The period, comma and hyphen are on both lower and upper cases.

The space key, when struck, gives a blank space equal to that occupied by one character. The space key should be struck once after each word.

When the carriage is near the end of the line, the bell will ring. Several spaces are then left to finish a word or syllable. After a little practice the operator will get so accustomed to the space allowance after the ringing of the bell, that no difficulty will be experienced in cutting off words and syllables properly without hesitation.

The bell can be adjusted to ring at different intervals before the end of the line by unscrewing the bell itself until it is loose enough to move along on the supporting rod, and then by moving it to the interval desired.

Having finished the line, place the fingers of the left hand against the line space lever part "B" and push the carriage to the right as far as it will go. This brings the printing point back to zero on the scale and turns the roller over to a fresh space for the next line.

KEY TENSION.

The key tension is regulated by adjusting the key tension screw. If the keys act sluggishly, tighten the screw; if they are too high a tension loosens the screw.

TO RELEASE CARRIAGE TO LEFT.

Press in the release key, part "A" with the middle finger of the left hand and allow the carriage to run to the left to the point desired.

CHANGING SPACE BETWEEN LINES.

For single spacing push the lever "C" as far toward you as it will go. To obtain double spacing push the lever "C" as far back as it will go. The platen is rotated to either interval by pushing the line space lever. Or it may be regulated by turning the handle at the right of the carriage. Regularly it runs forward or backward at a regular interval.

If it is desired to roll the platen free so that it can be stopped at irregular intervals for blank form work or on ruled paper, adjust parts "D" and "E."

Press part "E" toward you until it is free of the lever "D." Then push "D" straight down until it throws the small wheel "F" out of the grooves of the platen where it rests. Next push part "E" back again so that it locks "D" in position. Then the platen rolls free by using the handle at the right, although it is rotated at regular intervals as before when the line space lever is used.
TO TAKE OUT THE CARRIAGE.

Have the carriage in the centre of the machine. Release the latch spring which is in the rear underneath the paper table from under the rod on which the rear wheels of the carriage frame run. Then unlock the link locks. These parts are shown in the cut. Part C. shows the right hand link lock spring released from the link lock. On the opposite side the left hand link lock spring and link lock may be seen locked. When locked around the carriage frame they may be unlocked in the following manner:

Place the right and left thumbs against the link lock springs on each side and push them inward until they are released and then forward until the link locks drop out of position. Then slide the carriage out to the left.

TO PUT IN THE CARRIAGE.

See that the link locks are open. Slide the carriage in from the left hand side of the machine, taking care that the left hand link lock goes in between the two collars on the carriage rod. Then bring the link lock springs up toward the links, giving them a slight pressure, and they will snap into place. Then draw the latch spring under the rod in the rear and the carriage will be in position.

SHIFT KEY TENSION.

The shift key tension is regulated by the key F. If the carriage moves sluggishly in returning from the upper case to lower case, tighten screw F. If the capital shift key has too stiff a tension the shift key tension should be let out. This can be done by unscrewing screw F.

CARRIAGE TENSION.

The carriage tension is regulated by the geared wheel which meshes with the drum gear of the main spring at the left hand side of the base. If the carriage moves sluggishly the main spring can be given a greater tension by turning up this geared wheel. It is equipped with handles for this purpose. If there is too heavy a tension on the carriage it can be let out by moving the lever H back and forth until the desired tension is obtained.

MARGINAL STOPS.

For a margin on the left hand side of the sheet lift the lower end of stop "D" (cut page 4) and push it along on the supporting rod. On this rod is a scale in harmony with the carriage scale. The margin can be regulated accordingly. If the margin is desired at the right hand side of the sheet, unscrew the bell which is a set screw for the bell stop until loose and push the stop to the right as far as desired, screwing it tight again after moving.

RIBBONS.

Another important factor in the neatness of the work is the ribbon used. As a rule the better the quality of ribbon used, the neater the work. Cheap ribbons are generally heavily inked and give a murky copy.

In work where press or machine copies are not required it is advisable to use record ribbons, as cleaner erasures can be made than with copying ribbons. If copying has to be done, of course copying ribbons are indispensable.

RIBBON FEED.

The ribbon is held on the two spools and feeds off one, around the ribbon plate in front of them and onto the other as the machine is operated. Every key stroke brings a fresh part of the ribbon to the printing point.

The two pawls on top of the spools regulate the feed and these are adjusted by the screw on the feed arm which supports them. By turning this screw as far as it will go forward or back, one of the pawls will always be brought down on the ratchet of one of the spools.

Accordingly, when one spool is full, the pawl of the opposite spool should be thrown onto the ratchet, thereby reversing the feed.

Unwind the spools a little metal point rises up just behind the type bar guide. This is part of the ribbon guide through which the left hand strand of the ribbon passes. When one strip of the ribbon becomes worn and gives a faint impression, push the point either to the left or right, so that the guide brings a fresh strip of ribbon into use.

TO REMOVE RIBBON.

Turn the machine around so that the back is before you. Release both pawls from the ribbon spools. Cut the ribbon in two, take hold of the loose ends on both spools and pull them off until the tape is fastened to the hubs of the spools is visible. Unpin the ribbon from the tape, saving the pins.

TO PUT ON NEW RIBBON.

The new ribbon comes on a metal spool about the same size as the spools of the machine. Unloose the outer end. Fasten it to the end of the tape on the hub of the left hand spool. On the outer side of this spool are two handles for rolling the ribbon on. Hold the tin spool between the thumb and index finger of the left hand and turn the ribbon on with the right.

When the right hand spool is filled, pass the free end through the shuttle shaped ribbon guide underneath the left hand spool, take a turn with it under the V shaped point of the ribbon plate in front of the ribbon spools, (see cut on page 2) pass the loose end under the frame of the spool holder below the right hand spool and fasten to the tape on the right hand spool. Then start the ribbon feeding on the right hand spool.

TO PRINT ON ANY GIVEN LINE.

Have the line finder point to that line.
TO PRINT AT ANY DESIRED POINT ON SCALE.

Such general points as the beginning of a date line, beginning of paragraphs, addresses, etc., may be easily found without going to further trouble by running the carriage along until the left hand strand of the ribbon is at the desired point. For exact work, consult the scale pointer. (See cut on page 3.) This pointer points two spaces to the left of the printing point. For instance, to print at 30 on the scale, the pointer should indicate 28.

BILLING.

For billing work see that the platen runs free as per instructions on page 3. Then the forms can be quickly and easily filled in. It is preferable however to have blanks which are to be typewritten printed unruled, in which case it is considerably easier to typewrite them.

COLOR PRINTING.

For continuous line coloring, use a ribbon of the shade preferred. For considerable work in two different colors, use a two-colored Franklin ribbon.

These are obtainable at any Franklin office. For any occasional change of color such as in titles, headings, balances in red ink, etc., small slips of carbon paper of the color desired can be inserted beneath the ribbon plate and removed afterwards.

TO CORRECT ERRORS.

If an error is necessary, bring the carriage out to the right or left, as convenient, and erase. When ready to insert the proper character, find on the scale the point where the error was made. Push carriage back until the pointer indicates two spaces to the left of it and fill in correctly.

An easier way, when the left hand edge of the ribbon is being used, is to fill in by the eye, thereby avoiding any reference to the scale. Notice that every letter as it is struck comes out from the edge of the ribbon into view. Run the carriage back until the wrong letter or omission is just covered by the ribbon and the character just previous to it in sight. Then strike the proper character.

After some practice on the machine, the operator will become so familiar with the position of the printing point with respect to the different portions of the ribbon, that insertions can be correctly made in an instant, no matter what edge of the ribbon is being used, without consulting the scale.

MANIFOLDING.

The operator should observe two cautions in manifolding. First not to attempt to get too many copies with too thick paper; second, not to use an inferior quality of carbon paper. Unless these cautions are observed, satisfactory results cannot be obtained.

When inserting paper and carbons for manifolding, first take a short sheet of paper not exceeding four inches in length, and run it in until it is held by the under feed rolls; then place the bunch of manifolding paper on top of this guard sheet, run the whole through until the advance or guard sheet of paper is free from the rolls and can be pulled out. Then bring the manifolding sheets to the proper place. By this means they run through much truer.

POSITION.

When in readiness for use the typewriter should be placed upon a table low enough for the forearms to be in a horizontal position when the fingers are resting on the keyboard. If the forearms are inclined slightly downward it is no harm, but they should never be inclined upward as the operator is then always working at a disadvantage.

THE STROKE.

To secure the best results adopt a quick, succcato stroke. By experimenting, it will be found that a slow, heavy stroke produces a thick lined, morky print while the quick stroke in which the finger is released from the key the instant the type bar makes an impression produces a clean, clear-cut print.

EXTRA CHARACTERS.

For the numerals one and nine, use the lower case “I” and capital “O.”

The exclamation point is made by holding down the space key and striking the apostrophe and period keys.

The character for cents can be made by striking the “c” with the “/” over the same.

Feet and inches can be designated by the apostrophe (') and quotation (“) marks.

Fractions are made by striking the numerator, then the oblique dash, then the denominator. Example: 3/4

TO CLEAN THE TYPE.

Turn the machine around so that the keyboard is reversed from its usual position. Several sweeps of a typewriter brush over the type surface are ordinarily sufficient. If they are very dirty, use alcohol. The type should be cleaned daily before the machine is used.

TO OIL THE MACHINE.

Use only the best typewriter oil as not to gum parts. The oil sold at Franklin offices is carefully selected for the purpose. Apply very little to parts. Those frequently needing oil are the front and rear wheels of the carriage frame and the rod and track on which they run. Occasionally put a drop of oil on the axis of the feed arm of the ribbon spools and the letter space ratchet and the head of the main spring.

Never put any oil on type bars or in the slots in which they work.

TYPEWRITER SUPPLIES.

LINEN TYPEWRITER PAPER.

We carry a very complete line of Linen Typewriter Papers, put up in handsome lithographed boxes, at prices varying from 75 cents to 87.00 per ream of 500 sheets. Book of samples sent on application.

Catalogues of the Franklin Typewriter furnished upon application. Second hand machines of all makes are kept in stock, and prices will be promptly quoted at any time. Reasonable allowances are made on all makes of second hand typewriters as part payment for new Franklin machines.

All Franklin offices make a specialty of repairing Franklin machines at reasonable prices. Other makes also repaired.

Price list of Franklin Typewriter parts furnished upon application.
# PRICE LIST

Typewriter Ribbons; all colors, record or copying for Franklin, (with woven edge), Remington, Smith Premier, Densmore, New Century Caligraph, Caligraph, Underwood, Fay Sholes, Jewett, Hammond, Oliver, Bar-Lock, and all other machines, each...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per half dozen</td>
<td>$3.75</td>
</tr>
<tr>
<td>Hektograph and Duplicator, each</td>
<td>$1.00</td>
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</tbody>
</table>

(When ordering, designate machine and color, and whether copying or record.)

Typewriter Carbon Paper, sizes 8x10, 8x11, 8x12, 8x13, colors blue, black, green, purple, red, per doz. sheets...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per 100 sheets</td>
<td>$3.00</td>
</tr>
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(When ordering designate color and size)

Typewriter Oil, per bottle...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Perfect&quot; Pocket Oiler, with sheath</td>
<td>$2.50</td>
</tr>
<tr>
<td>&quot;Star&quot; Oiler, flat</td>
<td>$1.50</td>
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</tbody>
</table>

Circular Typewriter Erasers...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Typewriter Erasers, spear blade, cocoa handle</td>
<td>$0.40</td>
</tr>
<tr>
<td>Steel Typewriter Erasers, knife blade, cocoa handle</td>
<td>$0.50</td>
</tr>
<tr>
<td>Typewriter Brushes, best</td>
<td>$1.50</td>
</tr>
</tbody>
</table>

Shorthand Books, 160 pages, pencil, per dozen...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand Books, 160 pages, pen or pencil, per dozen</td>
<td>$1.75</td>
</tr>
</tbody>
</table>

(When ordering designate end or side open is wanted)

Pencils, per dozen...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Pencils, per dozen</td>
<td>.25 to .75</td>
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</table>

Copy Holders, best, each...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Holders, best, each</td>
<td>$2.00</td>
</tr>
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</table>

Letter Press Copy Books, 500 pages, 10x12, each...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Screw Drivers, each</td>
<td>$1.50</td>
</tr>
</tbody>
</table>

Swinging Typewriter Stands, to attach to any desk...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower's Ventilating Elastic Penholders, (hard rubber) prevent pen paralysis (best penholder made)</td>
<td>$4.50</td>
</tr>
<tr>
<td>Tower's Multiplex Rubber Erasers, only eraser which will not smooch in erasing pencil marks</td>
<td>$0.25</td>
</tr>
</tbody>
</table>

Duplex Pencil Sharpener, only perfect pencil sharpener on the market, each...

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower's Pens, per gross</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tower's Gem Letter Scales, weighing up to 10 ounces</td>
<td>$1.00</td>
</tr>
</tbody>
</table>