DIRECTIONS

for operating the

PITTSBURGH VISIBLE NO. 12

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Learning to Operate

The most important point to remember is that accuracy is of greater value than speed. You should first acquire accuracy. Speed will follow with practice and without conscious effort.

A primary point is the knowledge of the keyboard and this can be gained by remembering that the two hands should never cross. An easy method is to tie a string down the center of the keyboard and always keep the right hand on the right of the string and the left hand on the left. All fingers of both hands should be used. Operate the space bar with the thumb of the hand not in use on the keys at the time. In shifting from small letters to capitals, use the little finger of the hand that is at the moment most convenient. When not shifting to capitals, use all four fingers of each hand in operating the keys.

Small words, such as "the," "and," "are," "to," "can," etc., should be written at first, writing several lines of each and other words at a time. After you have acquired proficiency in these small words, then use sentences of varying length. Each sentence should contain as many letters of the alphabet as possible, so that you may learn the location of each letter on the keyboard. Sentences that may be used in this way to advantage are as follows:

"Now is the time for all good men to come to the aid of their party."
"The quick brown fox jumps over the lazy dog which is fast asleep."
"The rising moon quickly jars the woozy atmosphere."

In operating the keys a quick staccato touch should be used. Do not operate the key by placing the finger upon it and then pressing down. The fingers should be held about a half inch above the keys and brought down suddenly upon them. As soon as the type has struck the platen, release the fingers. In this way you will soon acquire a quick, snappy, regular stroke and writing will become a pleasure to you. The type action of a machine is frequently condemned, when the operator's method of touch is really at fault.

In using the line spacer acquire an even pressure or movement. Do not attempt, at first, to return the carriage rapidly, as a quick jerk sometimes causes platen to revolve irregularly. The same remark applies to the back spacer and tabulating keys.

Directions

For Operating the
Pittsburgh Visible Typewriter
No. 12

PITTSBURGH VISIBLE TYPEWRITER CO.
GENERAL OFFICES—UNION BANK BLDG.
PITTSBURGH
Factory—Kittanning, Pa.
FRONT VIEW

No. 1—Right and left—Paper Bands.
No. 2—Paper Table.
No. 3—Rubber Platen.
No. 4—Rubber Pressure Roll.
No. 5—Right and Left—Platen Knobs.
No. 6—Type Bars.
No. 7—Space Bars.
No. 8—Central Guide.

No. 9—Writing Line Guide.
No. 10—Line Space Lever.
No. 11—Line Space Adjuster.
No. 12—Line Space Ratchet Release Knob.
No. 13—Right and Left—Carriage Release Levers.
No. 14—Tabulator Key.
No. 15—Marginal Release Key.
No. 15—Scale.
REAR VIEW

Pittsburgh Visible Standard No. 12, is of extremely simple construction, easily understood if but a little time is given to the study of its mechanism. The main element in the care of the Pittsburgh Visible Standard No. 12 is keeping it clean to insure good work.

UNPACKING AND SETTING UP

Remove all paper carefully and with a sharp knife cut away all strings and tapes, taking care not to disturb the instrument itself. The machine must stand flat absolutely. If permanent operation the baseboard should be removed from the machine. Use the screw driver shipped with the machine. Remove screw from back of carriage. See tag attached to same.

ADJUSTABLE PAPER GUIDES (No. 1L and 1R)

On top of the platen is a small, round steel rod and attached to this are the two paper bands or guides. These paper bands guide the paper and can be set at the proper distance apart, suitable to any width of paper or any size envelope up to 63 inches. This can be easily done by first setting the right paper band in permanent position and then using the paper or envelope as a measure, and slide the left paper band up as far as width of paper will permit.

PAPER TABLE (No. 2)

The paper table is back of the rubber roller or platen. No. 3. The paper table is the plate on which the name of the machine is inscribed. Attached to this paper table is a small roller (No. 4) called the feed pressure roll, which presses against the platen, thereby preventing the feeding of the paper. By raising the paper table it will relieve the pressure of the paper feed roll against the platen. It sometimes is necessary to do this, especially when setting paper into straight position after it has been inserted in the machine. (See illustration on page 4.)

INSERTING PAPER

Insert the paper between the rubber roll (No. 1) and paper table (No. 2), with the heading of paper downward and facing back of the machine; move up the paper bands as stated; then turn the platen knobs (No. 5L and 5R), thus bringing the paper up in front.

TYPE-BARS (No. 6)

The type are made of hardened steel and are placed on bars, each bar carrying two characters, thus arranged in order to print the small letter and the capital letter. On the type bars carrying the figures are placed the punctuation marks. (See illustration of keyboard.)

The machine in its normal position will write small letters and also the figures. This position is known as Lower Case. The capital letters and punctuation marks are located on Upper Case.

CAPITAL LETTERS AND PUNCTUATION MARKS

To make capital letters or punctuation marks press down the button inscribed “SHIFT” at the right or left corner in front of the machine and then strike the key for capital letter or punctuation mark. Be sure to press it the full distance while using the key and release quickly.
PAPER ADJUSTMENT

STRAIGHTENING PAPER

In case the paper is not straight in machine release the pressure roll by drawing the paper table of the machine towards you with the second finger and maintain this position, adjust the paper as necessary, with the thumb and first fingers (No. 1). For addressing envelopes it is best to open the flap, inserting it into the machine with flap first.

WRITING ALL CAPITALS

To write all capitals, depress the key marked "SHIFT-LOCK" (No. 26), which locks the type-basket securely in upper case. To release the "shift-lock" simply touch the left key marked "Shift" and the type basket will immediately drop downwards to lower case.

SPACE KEY (No. 7)

Depress the flat bar directly in front of the keyboard to make the space between each word, or if desired, between each letter. This bar is known as the space-key.

INDEX FOR WRITING

The type prints between the two lines of the fixture carrying the ribbon, known as the central guide (No. 8), and as each letter is printed it is seen. The line of writing is indicated by the writing line-guide extending along the face of the platen. (Writing line guide No. 9). The central guide (No. 8) is the guide for the operator. Watch this entirely, paying little or no attention to any other element, and the work is simple. Do not bother about the numeral scale.

If you desire to erase anything, draw the carriage to either side so that the type-basket will not catch the dirt. If you desire to bring the work back in order to make some correction or insertion, reverse the platen several spaces. With the printing point immediately in front of you, the correction or insertion is immediately effected.

Should it be desired to replace the manuscript into the machine after it is taken out, adjust the paper upwards or downwards until the writing is even with the top of the writing line guide (No. 9) and to the right or left until one of the letters in the writing line is exactly opposite the mouth of the central guide.

TOUCH

Strike the key with a quick, sharp, light stroke similar to the action of playing the piano. By this action the best work and quickest speed can be procured. By a little practice it will be found that an extremely light stroke will produce the best class of work.

LEARNING TO OPERATE

If you are already an operator on other machines take a little time to learn the operation of this machine before you undertake to test it for speed. The speed is there, and with but little practice when you have learned the touch, you will have no difficulty in getting the machine to respond as rapidly as you desire. Do not use an arm motion or even a hand motion, but let the stroke be of staccato style, as before mentioned.

If you are a beginner, go slow at first. It would be desirable to practice on some single word, such as "the" or "and" and then gradually increase until you acquire a greater speed. No matter how slowly you write at first, give each key a quick, sharp stroke, and remove the finger entirely. Be sure to do this.

LINE SPACING

The lever (No. 10) on the left end of the carriage is the line spacer, which is used for obtaining the space between each writing line and to return the carriage to the desired position for commencing a new line. The space between lines is made automatically when the carriage is returned by the line space lever. Below and to the rear of the line space lever is the line space adjuster (No. 11). To adjust the space between lines, pull out the knob on the adjuster and allow same to enter the desired hole. For single spacing use the top hole; for double spacing use the second hole from the top, and for triple spacing use the third hole. The line spacing can also be accomplished by turning the rubber knobs at either end of the platen.

WRITING ON RULED LINES

The rubber platen carrying the paper turns easily in either direction, but to write on the ruled lines of a letter head, bill head or similar paper, turn the ratchet release knob (No. 12) located at the left end of the carriage and directly under the large gear. This action releases the roller from the ratchet, permitting an absolutely free movement of the platen back and forth, at the same time, however, retaining it in a steady position when writing. After releasing the detent roller, turn the platen knob, and thus bring the ruled line of your paper on the exact level with the writing line guide, which indicates the line of writing as previously mentioned.
REMOVING THE TYPE BASKET FROM THE MACHINE

To remove the type-basket frame from the main frame of the machine, first see that the type basket lies in LOWER case. Then lift up the key marked "Basket Lock" (No. 25). Grasp the type-basket frame by the thumb and first finger of each hand, as is shown in the illustration, in the catalogue. Draw upwards, and then gently out of the main frame. This is easily accomplished and there is no likelihood of harming anything if but ordinary care is observed.

To insert again into the main frame, see that the protruding slots in the type-basket frame fit into the protruding studs in the main frame, placed there to sustain the type-basket frame. Hold the type basket into the main frame and then by bending over and looking from the rear of the machine, make sure you have them properly placed. With this accomplished, the type-basket frame will of itself easily land into its proper position. Do not be hasty; the matter is easily accomplished if a little care is taken.

Now, don't forget to keep the "Basket lock" (No. 25) upwards during the taking out or putting in of the type-basket frame. When the type-basket is installed in the main frame, the "basket lock" should be pressed downwards, so that the type-basket frame is held securely and firmly into the main frame of the machine. (See cut on page 6.)

BACK SPACER (No. 22)

The key of the back spacer protrudes through the frame on the left side. In case of error, or for the purpose of inserting another letter, the carriage can thus be removed back, space by space, or as desired.

MARGINAL WORK

The marginal stops are numbered 27A and 27B. (See illustration of rear of the machine.)

Marginal stops are conveniently placed in the rear of the machine to stop the carriage and thus regulate the width of the margins of writing. Depress the small stud on the top of block and move along to such point as desired. There are two marginal stops, one to the right and the other to the left. When adjusting the one to the left, move the carriage to the extreme right, and place according to requirements. When placing the right hand one, do the opposite.

LINE LOCK

When the carriage engages with the left hand marginal stop (No. 27A) the machine immediately locks. When thus locked, it is desirable to insert more letters, depress the calibrating key (No. 14). This unlocks the machine and permits the insertion of such additional letters as may be required.

RIBBON ARRANGEMENT

The ribbon (No. 16) is placed in the ribbon vibrator (No. 17) as is indicated in the illustration. On the plate on the right beside the ribbon spool (No. 20) is the stud controlling the ribbon shift (No. 18) and is so marked on the plate. When the ribbon has become wound on one spool, move the stud (No. 18) either to the right or left and the ribbon will wind on the opposite spool. This action disengages the small operating wheel from the rack of the full spool and at the same time brings into play a similar wheel on the opposite ribbon spool, making that spool then wind the ribbon.

PRINTING IN TWO COLORS

There is a small lever located on the left of the plate carrying the ribbon mechanism, the throw of which changes the color of the writing when a bi-colored ribbon is in use on the machine. The "Ribbon Shift" (No. 18) is on the same plate at the right, the color shift lever (No. 19) being in practically the same position at the left.

To change the color, move this lever either to the extreme right or extreme left, because if it stands midway in its slot it will lock the machine. The two-color target indicates the color to be printed.

Moved in either direction will change the throw of the ribbon. Where a single ribbon is in use this arrangement permits of writing on either the upper or the lower edge of the ribbon, thus lengthening the life of the ribbon.

CARE OF THE RIBBON

The ribbon should be fed from the spool through the brackets as indicated by the illustration. Should the ribbon jump out during the operation, it is evidence of its being twisted on the reel. In this case, place the stud (No. 18) in the center of its slot, thus freeing both spools, and wind the ribbon entirely on one of the spools, with the first finger of the right hand, until you locate the source of the trouble. See that the ribbon begins to wind straight and you will have no trouble.

To take off the ribbon spools, simply remove the thumb screws (21R and 21L) and then from the bottom push upwards through the cup, off the shaft.
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When placing them again into position, please note that the small studs on the shaft enter the small hole drilled into the ribbon spool. This is necessary, or the spools will not operate properly. This feature of instantly removing the ribbon spools adapts the machine so admirably for mimeographic work.

THE USE OF THE SILENT OR "DEAD KEY."  
(Appling to Machines Sent Abroad.)

The English language is almost the only language using no accents or other special marks to modify its vowels. On almost all machines exported, accommodations are made for special keys carrying the different characters to print accents as stated. These accents are usually placed on what are termed "DEAD KEYS".

When a "Dead Key" is struck, the CARRIAGE does not move. This is purposely arranged so that an accent can be printed first (the CARRIAGE does not move) and then follow with the letter expected to carry the accent.

This does away with any loss of time or inconvenience in the use of the machine. Please remember, print the proper ACCENT FIRST, then follow with the letter over which the accent is required.

PARTS, ETC.

Should there be anything not clearly understood, please do not hesitate to write us and prompt reply will be sent. Inquiries after ribbons, parts, etc., will receive prompt attention. Please recommend the Pittsburgh Visible to your friends as well as you see it suits you, as it surely will. Ribbons, any color, 75 cents each.

CARRIAGE RELEASE

Carrige release levers (No. 13 right and left) are located at both ends of carriage and parallel with the rear edge of platen. By drawing either lever toward the front with the first finger and holding it in that position, the operator can slide the carriage back and forth at will, thereby permitting a quicker action of the carriage to the point of writing. This will be found very convenient in tabulating and billing work.

MANIFOLDING

A number of copies of the manuscript can be obtained at one operation by means of a manifolding carbon paper with thin manifolding sheets. Lay a sheet of carbon paper with the color side downwards, then a sheet of carbon paper with the color side upwards. Follow with the sheet on which the copy is to be made. For each additional copy add a sheet of carbon manifolding paper. Put the bundle into the machine with the color side of the carbon paper facing you, being careful to have the paper straight and even. Keep tight hold of the paper to prevent its slipping, and at same time help feed it into the machine with the one hand, when turning the platen knob with the other.

TABULATING (Tabulator Key No. 14)

The tabulator key protrudes through the side of the frame on the right side. By pressing same inwards, the carriage is released, and moves swiftly to the left, checked in its course by tabulator stops, placed in a numbered fixture in the rear of the machine. These stops can be taken out of the fixture and placed in any position, as indicated by the numbers, which correspond to the numbers on the numbered scale in front of the machine. (Scale on front of machine No. 15.)

OILING AND CLEANING THE MACHINE

Remove the type-basket from the main frame of the machine and oil each working part with fine oil. Do not attempt to use a heavy oil, as this will injure the machine. With the type-basket removed, place some oil on the bearings of the intermediate levers controlling the type action. Also on the star wheel controlling the escapement of the carriage. Intelligent cleaning and oiling contribute very materially to the life of any machine and this must especially be observed in the care of this instrument. Use oil of the very best quality, as ordinary oils will gum the bearings and parts and produce discouraging results. Do not put any oil into the type-bar basket, but wipe the type-bars with a slightly oiled cloth. The basket or type-action should be brushed each day with the small typewriter brush sent with the machine. Wipe the track rods of the carriage with an oily cloth: also the jaws of the central guide so that the type-bars slide in and out easily. Do not put any oil upon the dogs. Occasionally touch same with a slightly oiled cloth. The other bearings on the machine need only a slight amount of oil.

As to the cleaning, carefully remove any accumulation of dust from any part of the machine. To do this thoroughly it may perhaps be advantageous to take machine apart. To remove the basket is an easy matter. When replacing same be careful that it rests securely on the posts as stated.