The Training of the Executive Begins in Youth

Look at the successful men and women about us. By far the great majority were trained early, either by design or circumstances, for the successful careers they were to follow. In many cases the typewriter played a large part in their training.

Today, there can be no question but that the typewriter is destined to be an even more important educational tool.

As simple, believable evidence, we quote here part of an editorial from the January, 1933, issue of the Woman's Home Companion. There's a real message in it for every parent. Please take a minute to read it carefully.

CHILDREN AND MACHINES

... "It is the right of every modern child to have the use of a typewriter from the time when he first begins to spell words. For typewriting is a definite aid to education. This fact has been shown by a survey made by Dr. Ben D. Wood of Columbia and Dr. Frank N. Freeman of Chicago. They put 2,000 typewriters in twenty-seven elementary schools and kept careful records of the progress made by the six thousand children who used them, as compared with the records of children who wrote only by hand.

"The results overwhelmingly favored the machine. The children using it did more and better composition. They learned to express themselves more freely and to spell and punctuate better. Their penmanship at the end of a year was just as good as that of the handwriting group.

"The improvement extended to other subjects as well. Fewer mistakes were made in arithmetic because the numbers were more clearly recognized. In art, geography, history and science better work was done because exercises and notebooks could be made.

"Quite beyond this general improvement in education, there is a direct advantage in forming the typing habit early. For in high school and college the great amount of writing that a student must do outside the classroom is done faster and better by machine—and the papers are much easier for the hard-worked teacher to read. And in adult life the typewriter ought to be as much a household tool as the fountain pen."

REMINGTON TYPEWRITER
DIVISION OF REMINGTON RAND
BUFFALO, N. Y.

Getting to know your
NEW
Remington PORTABLE

Learn the names and locations of the parts used in operating. Actually find on the machine all the parts shown on the diagram inside this sheet. Refer to the diagram frequently until the location of every part is memorized. You will be repaid by the time you will save later in knowing where every part is located—and how to use it efficiently.
TO REPLACE MACHINE IN CASE

The carriage must be centered. In the exact center of the nickel rail on which the Paper Fingers (10) slide, there is a small red mark. Depress Cylinder Release Lever (8) and slide carriage until red mark is directly under pointer below Type Guide (13). Press in Platen Knob (17). In the back of the Cover are two slots into which two protruding lugs on the base of machine must fit. When lugs and slots are in position, simply drop case over machine until latch in front catches.

1. SPACE BAR. For spacing between words.
2. LEFT SHIFT KEY. For writing capital letters and upper case characters. Another on right side of machine.
3. SHIFT LOCK. For writing all capitals or upper case characters. To release, press Shift Key (No. 2).
4. TYPE BARS. Carry the type to the printing point.
5. RIBBON SPOOL COVER. Protects ribbon from dust. Another on right side of machine.
6. LINE SPACE ADJUSTER. Permits setting the machine for either single or double spacing between lines.
7. LINE SPACE AND CARRIAGE RETURN LEVER. When used for returning the carriage to the left margin, the paper is automatically spaced upward.
8. CYLINDER RELEASE. Enables operator to move the carriage to right or left.
9. LEFT MARGINAL STOP. At back of machine, not visible in picture. Used to regulate the width of margin on left side of paper. (Can be released by pressing the knurled knob at right end of stop.)
10. LEFT PAPER FINGER. Holds paper snugly against cylinder. Another at right end of cylinder.

11. PAPER TABLE. Holds paper upright to permit proper feeding to cylinder and to enable operator to read typed matter easily.
12. RIBBON CARRIER. Keeps ribbon in place between type and paper.
13. TYPE GUIDE. Insures perfect alignment of type vertically and laterally.

14. ALIGNING SCALE. Not visible in picture, lower part being covered by ribbon. Indicates bottom edge of writing line. Used for adjusting paper when inserting, for guiding to the line on ruled paper, and for guidance when reinserting paper for making corrections.
15. PLATEN OR CYLINDER. The cylinder provides the printing base for the type.
16. PAPER FEED RELEASE LEVER. Takes the feed roll pressure off paper to allow operator to straighten or adjust paper.
17. PLATEN KNOB. Pull out to permit the Line Space Lever to function and to make the Platen Knob more accessible. Used to insert paper in machine or to change position of paper after insertion.
18. RIBBON REVERSE MECHANISM. Ribbon shaft projects on either side of the machine directly under ribbon spools. Push right or left to change direction of ribbon travel. Ribbon does not reverse automatically, and this shaft must be adjusted when ribbon has wound completely on either spool otherwise machine will lock or you will punch holes in the ribbon.
19. FOUR-ROW KEYBOARD. As used on all standard typewriters.
20. RIGHT SHIFT KEY. For writing capitals or upper case characters.