meet
the new
REMINGTON 11
PORTABLE TYPEWRITER
yours for years of
dependable service!

We took all the best features of our office typewriter . . .
and put them on the new Remington 11 Portable

Remington Rand
DIVISION OF SPERRY RAND CORPORATION
This beautifully styled, easy to operate portable typewriter helps you keep in touch with friends and business correspondents. The big machine features of this versatile machine make it a compact and efficient typewriter for office use. It aids students to develop their talents for writing and get better grades. You can depend on it for years of service.

**NOTE TO THE TYPEWRITER CONNOISSEUR:**

The new REMINGTON 11 is the only portable with so many major office typewriter features:

- wide, 11-inch carriage—holds full size letterheads and school notebook paper widthwise. This permits special tabulations and use of business forms, up to eleven inches in width, that ordinarily require a full size office machine
- full 44-key 88-character standard keyboard * swift, sure, feather-light touch
- simplified method of changing ribbons
- superbly sharp, distinctive printwork
- MIRACLE TAB, sets and clears tabulator stops right from the keyboard with one lever operation
- Super-Strength, die cast base * plus dozens of other advanced features!

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Your REMINGTON Portable is a sturdy and wonderful machine, built for hard use. But just the same, care for it, dust it, wipe the keys often. Keep your portable in its case when you’re not using it. Do not drop things in its mechanism. And be careful not to drop it or jolt it, even when it’s in its case.

**Empty the Case.** Lift your machine out of its carrying case before you type. This prevents typing when a pencil or other object is under the machine, assures you of quieter typing, and keeps the machine from skidding. Some people think the machine will slip less if it stays in the case. Not so! REMINGTON Portables are solid and sturdy... they stay put!

**If You Must Erase,** hold the paper over the erasure table. Be sure to move the carriage far to the side so the eraser crumbs fall outside the machine. Never, never erase over the keys—a few eraser crumbs can harm a typewriter more than a year’s use.

**Cushion the Blow.** It’s a smart idea to insert two sheets of paper in your machine—one to type on and one to cushion the blows on the roller.

**Use a Snap Stroke.** The best way to tap the keys is to “snap” each key, darting your fingers at the keys. Use a light touch. Practice to see how light your stroke can “bounce” the typebars off the paper.

**GENERAL CARE**—Reasonable care on your part will ensure added years of satisfactory performance from your typewriter. A typewriter’s principal enemy is dust. Keep your typewriter covered when not in use. Clean the type-faces occasionally with a brush to remove accumulated lint and ink. Do not clean your machine with alcohol. It will mar the finish.

Once in a while you may put a drop of oil on each of the two rails on which the carriage moves and then rub it off again. Never attempt to oil any other part of the mechanism as this may gum and clog the working parts.

Your REMINGTON portable was carefully inspected before it was delivered to you. If it ever does need adjustment or repair, take it to the nearest Remington Rand Typewriter Service Station or to an authorized Remington Rand dealer where trained servicemen will give it expert attention.

Take good care of your REMINGTON Portable and it will repay you with many years of faithful service.
typewriter operation

The following pages tell how to operate the REMINGTON 11 Portable, and explain its features. Follow the directions, step-by-step and you will be on your way to gaining the full benefit of this streamlined portable typewriter.

VISIBLE MARGINS
To set your margins, press down the left-hand Visible Margin and move to the point on the Paper Table Scale where the writing line is to begin. Then press down the right-hand Visible Margin and move to the point where the writing line is to end. Your margins are set. To change, repeat operation.

LEFT MARGIN KEY

RIGHT MARGIN KEY


Cylinder Knob—use this to turn the cylinder.

Cylinder—your paper goes under and around this.

The Paper Bail—hugs the cylinder and keeps your paper in place while you type. Has three positions for added convenience. Pull forward before you put in the paper. Push back in place when you're ready to type.

carriage lock

The carriage locking device is incorporated in the carriage return lever.
To unlock the carriage, simply push up the carriage return lever.
To lock the carriage, preparatory to closing the case, move the carriage toward the left, depress the Carriage Return Lever, and return the carriage to centre.
The case lid will not shut tight unless the carriage return lever is depressed. Do not force the lid down as the pressure might damage the lever.

TO INSERT PAPER FOR TYPING
1. Pull the Paper Bail toward you.
2. Turn Cylinder Knob (either one) clockwise until the paper is up far enough.
3. Push the Paper Bail back in place.

IS THE PAPER CROOKED?
If you have inserted the paper against the guide, it should be straight. But if it is not, use the Paper Release Lever (directly behind the right Cylinder Knob). Pull lever up and your paper will be loose enough to straighten. Then, push lever back down.

TO TAKE PAPER OUT
Keep turning Cylinder Knob clockwise until the paper is out. Do not try to pull the paper. It is held firmly in place by the paper grips, and it might tear.

OR . . . DO AS THE EXPERTS DO . . .
Pull Paper Bail forward. Then, raise the Paper Release Lever. This loosens the paper so you can pull it out easily. Remember to push the Lever back into place when you're through.
HOW MANY SPACES BETWEEN LINES?
See the numbers 1, 2 and 3 in the picture? (Near the left Cylinder Knob). Keep on #1 for single-spaced lines. Push to #2 for one and one-half spaced lines. Push to #3 for double space.

WARNING BELL
A warning bell rings when you reach the end of a line. This means you have only 5 more spaces on that line. After that, the keys lock. If you want to unlock the margin (either right or left margin), press the M.R. (Margin Release) key.

COLLAPSIBLE LINE SPACE AND CARRIAGE RETURN LEVER
The Line Space and Carriage Return Lever is a feature of the machine that comes into use every time the carriage is returned to begin a new line of typing. It is properly curved to fit the index finger of your left hand, and the same motion which returns the carriage also moves the paper up into position for writing the next line.

BACK-SPACE KEY
If you skip a space while typing, just press the Back-Space Key (the one with the arrow). Every time you press this key, the carriage moves back one space.

VARIABLE SPACING
To change line spacing to a fraction of a line, and then go back to original spacing, push down on the Line Locating Lever (just behind the left Cylinder Knob) and turn cylinder to desired position. To return, pull lever back up.
To change the line spacing to a fraction of a line, and then proceed with regular spacing from the new position, press in the Variable Line Space Button on the left Cylinder Knob, and rotate the Cylinder to the desired line.

CAPITAL LETTERS
To type a capital letter, depress the Shift Key (either one) while you type that letter. To type more than one capital letter, push down on the Shift Lock. This holds the keys in capital position until you unlock them yourself. To unlock, press down on the Shift Key.
To write on cards and envelopes, you will note that there is a plastic Card Holder and Aligning Scale.

You can write in perfect alignment to the extreme top, from edge to edge or to the bottom of cards.

SYNCHRONIZED SCALES

Your REMINGTON Portable is equipped with Synchronized Scales which are in effect a set of corresponding synchronized rulers. The paper table scale reads from centre to left and right, calibrated with “O” in the centre, and is invaluable for margin setting, centring paper and locating the writing line.

A. Paper Guide Scale on Paper Table. Is used in setting the Paper Guide. To centre paper in carriage, place sheet so that both right and left edges are at the same numbered positions on each side of scale. Zero on the scale will then be the centre of the sheet.

B. Cylinder Scale. Is used to compute measurements on the paper and for aligning full lines of writing. The top edge of the Cylinder Scale denotes the base of the writing line.

C. Carriage Scale. To determine margin or tabulator setting use the Carriage Scale Pointer to locate the Carriage at a specific printing point.

KEY TOUCH REGULATOR

At the right of the keyboard is the Personal Touch Regulator. Keep on #1 if you like to type with a light touch. (Ladies usually prefer this.) Push to #2 if you like a medium touch. Push to #3 if you like a firm touch. Experiment until you find the “touch” that’s right for you.

RIBBON CONTROL

Below the top cover of your machine, to the right, is the Ribbon Control. To write on the upper half of the ribbon, move the Lever directly over the blue dot. Move Lever over the red dot when you want to write on the lower half (the red half). To type without the ribbon (for stencil-cutting), move the Lever directly over the white dot.

AUTOMATIC RIBBON REVERSE

The ribbon reverses itself automatically (it is a single stroke automatic reverse). When the end of the ribbon is reached, it reverses instantly. It may be reversed manually at any time by moving the Manual Ribbon Reverse, found on the left side just below Hinged Top Cover, to opposite direction.

PERSONAL TOUCH KEYBOARD

The streamlined finger-speed keys on your REMINGTON 11 Portable are moulded to fit your finger tips. This means greater typing comfort and greater typing speed. Safe too! The finger-speed keytops are non-inflammable, dirt-proof—no sharp edges or “rings” to catch your fingernails.
The Ribbon... how it works

There are twelve yards of ribbon in the REMINGTON 11 Portable, on one spool, which winds onto a second spool. When all the ribbon is on the second spool, the ribbon automatically starts winding back onto the other spool.

A typewriter ribbon can last for months, depending on how much you type. When the printwork becomes faint, it's time for a change. Changing the ribbon is not a messy job when you have the REMINGTON 11 Simplified Ribbon Changer, it's easy—and it's neat! Just follow these simple steps:

TO REMOVE OLD RIBBON

1. Lift top cover by pressing up with thumbs at both ends of front cover.
2. Push this button over to the left. It "unlocks" the ribbon.
3. Use your finger to wind all the old ribbon onto the right spool.
4. Press down the Shift Lock Key.
5. Press Simplified Ribbon Changer prongs together.
6. Remove tops from both spools. Unhook ribbon from left spool. Throw away right spool with the old ribbon.

TO PUT IN NEW RIBBON

1. Put your new spool of ribbon at the right, and be sure ribbon unwinds from back of spool.
2. Place the end of the ribbon with the metal tip into slot at the left.

How do you type a list like this?

IT'S AUTOMATIC—WITH THE MIRACLE TAB!

Move the Double Action Lever up to "S" (for set) at each position you wish to have a new column. You can set as many columns on a page as you like.

When you press the Tab Key (right side of keyboard), the carriage moves over to the next column.

To clear (remove) one of these tab stops, move to the stop you want to clear... push the Double Action Lever down to "C" (for clear). To clear all the tab stops, press the Double Action Lever down to "C"... hold it there... and move the carriage all the way from the left margin to the right margin.

For correspondence, MIRACLE TAB stops can be set for date, headings and paragraphs. This feature is also particularly valuable in business to tabulate directly from one column to the next in preparing reports, lists, statistics, etc. Students find it helpful in typing papers that require uniform listings.
these features contribute to better typing with your new Remington 11 portable typewriter

1 Rigid, smooth operating, 11-inch standard carriage with 10 1/2-inch writing line.
2 Single, one and one-half, and double line space selector.
3 Variable line spacer.
4 Line locating lever permits typing of fractional spacing, allows return to accurate register at original printing position, automatically.
5 Cylinder knobs (right and left).
6 Carriage release (right and left).
7 Adjustable paper side guide.
8 Paper table with "O" centre scale.
9 Collapsible line space and carriage return lever with carriage lock in "down" position.
10 Visible margins, set directly from front of machine.
11 Larger size cylinder provides greater paper gripping facility and better printwork as on office typewriters.
12 Plastic aligning scale and card holder.
13 Three-position paper bail smooths out the paper, quieting your typing and ensuring accurate line position.
14 Erasure table.
15 Synchronized scales for margin setting, centring paper and locating writing line.
16 Paper end gauge and paper support.
17 Patented simplified ribbon changer.
18 Featherlight locked segment shift for faster, positive shifting to capital letters and upper case characters as on office typewriters.
19 Paper bail lever.
20 Paper release lever.
21 Single stroke automatic ribbon reverse inside cover (reverses instantly).
22 Positive two-colour ribbon and stencil control mechanism.
23 Margin release permits typing beyond right or left margin stops.
24 Personal touch regulator permits adjustments of key action to personal preference.
25 Tabulator key.
26 Shift lock (right and left).
27 Shift key (right and left).
28 Exclusive scientifically designed finger-speed keys developed especially for your finger comfort.
29 Standard 4-row, 44-key, 88-character keyboard with operating controls as on office typewriters.
30 Standard space bar as on office typewriters.
31 Positive action back spacer.
32 Exclusive MIRACLE TAB sets and clears tabulator stops right from the keyboard with one lever operation.
33 Auxiliary manual ribbon reverse.
34 Full 12-yard ribbon as on office typewriters.
35 Removable top cover for easy access to ribbon and routine cleaning.
36 Super-Strength die cast base.
Let's have a test...

First, get out your REMINGTON 11 Portable and try every one of the machine parts explained in the previous section. Then, see how many of these questions you can answer correctly.

1. What's the purpose of the Paper Bail? P5
2. How do you straighten crooked paper? P5
3. How do experts remove paper from machine? P5
4. How do you space a half-line? P6
5. Which lever do you push for selecting line-spacing? P6
6. What does the Carriage Return Lever do? PP5 & 6
7. What does the Warning Bell mean? P7
8. Where is the Back-Space Key? P7
9. What does the Shift Key do? P7
10. Which numbered scale do you use for setting margins? P8
11. How do you centre a title? P8
12. What does the Personal Touch Regulator do? P9
13. What's the purpose of the MIRACLE TAB? P11
14. Where, on the keyboard, is the MIRACLE TAB key? P11
15. At what number should the Paper Guide usually be set? P8
16. What does Ribbon Control mean? P9
17. Where is the Simplified Ribbon Changer? P10
18. What does the M.R. button do? P7

did you know...

Ancient Greek writing used to resemble a field plowed by an ox—that is, one line moved from left to right, and the next line moved from right to left.

READ THIS WAY

KCAB NEHT

AND THEN BACK AGAIN

The earliest form of paper made from fibrous matter has been traced back to China in the 2nd Century B.C.

Mark Twain, in 1883, was the first author in history to turn in a typewritten book manuscript to his publisher. His double-spaced, one-side-of-the-page typing style so delighted the editors that it is being followed to this day.

Romans once wrote on tablets of wood or bronze. From this developed a method of using the same tablet many times. They covered the tablet with wax which permitted use over and over again.

Tying a string around your finger stems from an ancient form of communication. This was developed to a high degree in the Peruvian Quipas—a cross-bar, generally forming groups, hung with different string that was knotted and looped into different shapes. Each loop and knot represented a different thought.

If you were an Egyptian back in 3000 B.C. or 4000 B.C., you'd draw a bird for the letter "W"... and a palm leaf for the letter "Y".