the key to RELAXED typing…
COMPLETE THE PICTURE...

Use this booklet as your guide to the relaxed, productive typing that's possible with your new Royal Electric.
ELECTRIC TYPEWRITING is the same as manual typing—only easier in many ways. You will want to learn how to take full advantage of the wonderful effort-saving features of your new electric typewriter so that you can achieve relaxed typing.
here are the special LABOR SAVING features of your ROYAL electric

1 touch control®
A light tap of this key with the right little finger will return the carriage automatically.

2 electric carriage return

3 magic® margin
To set the left margin, simply pull forward the left margin lever, move the carriage to the desired spot and then release the margin lever. The right margin works the same easy way.

4 line meter

5 auto magnetic switch

6 copy control

Permits you to set key tension for touch best suited for you. Dial touch control at "plus" for a heavier touch (or when making change-over from manual); set touch control at "minus" for a light touch (or when familiarity with electric key stroking has been reached).
This page end indicator automatically tells you how much space you have left when nearing the bottom of a page. To use:

1. Roll your sheet of paper into the typewriter until the word "set" is directly under the small arrow indicator on the left of the paper lock.
2. Now depress the fractional line spacer and move the bottom edge of your sheet even with the Line Meter plate on the paper table.
3. Then release the fractional spacer, position the sheet and type.

Now as you're typing along, the word "set" will appear two inches from the bottom edge of the sheet. Then 3/4 of an inch above the very bottom edge, a long pointed arrow begins to appear as another warning you're nearing the edge. When the word "end" is under the indicator, you're typing on the bottom edge of the sheet.

With this device you can produce one or numerous beautiful carbon copies with no more effort than when typing on a single sheet.

1. Flick to "L" for executive correspondence and one to four carbons.
2. Dial "M" for six to ten carbons.
3. Turn to "H" for the maximum number of copies that you can produce on a typewriter.

1. Starts the motor.
2. Flashes a red "On" signal.
3. Automatically shuts off when the top of the machine is open.
here are ROYAL'S new EFFORT SAVING electrical repeats

A Automatic Back Spacer
B Automatic Horizontal Spacer
C Automatic Vertical Spacer
D Line-O-Magic

automatic back spacer
Whenever it is necessary to backspace a few spaces—or even across the entire page—depress this key (using the left little finger) and your carriage will move back to the desired spot automatically.

automatic horizontal spacer
If you wish to move your carriage forward several spaces—or across the entire sheet, you can do so rapidly and automatically by depressing the horizontal spacer (using the right little finger.)

These Repeats Are
The Regular
automatic vertical spacer

Instantly spaces up as many spaces as needed without returning the carriage to the original margin. Merely touching the bar speeds insertion of paper; speeds spacing from top of paper to date line; speeds addressing of envelopes, etc.

line-o-magic

You can get a series, or a whole line of hyphens merely by depressing the Line-O-Magic key. Engaging the shift lock and depressing Line-O-Magic will give you a series or a whole line of underscores.
get off to the RIGHT start with correct posture
Before you do anything, you will want to get acquainted with three most important factors in Electric Typewriting. You will need to know—

1. How to position your arms, wrists, hands and fingers
2. How to tap the keys lightly
3. How to obtain a new line of writing automatically through the use of the Carriage Return Key

**arms, wrists, hands and fingers**

Arms should be hanging naturally at the sides. The position of the elbows, forearms and wrists should be parallel to the very slight slope of the keyboard. From this position, the fingers curve downward somewhat from the knuckles and appear to be “pointing” at the keys. Keep your fingers relaxed in this “pointing” position, and hold them suspended just barely above the guide keys.

**touch**

Your fingers, from their “pointing” position, will play the keys rather than strike them. Merely bring the fingers down lightly from their “pointing” position and use the cushions of your fingers to tap the keys.
carriage return

In electric typing, when you want a new line of writing, you merely tap the Carriage Return Key with the little finger of the right hand—without looking up from your copy. The carriage will be returned swiftly and automatically.

Practice first with the power off. Of course, the typewriter will neither move nor write with the power off. You will, however, get the "feel" of the keys.

A mere flick of the little finger returns the carriage. Bring the little finger back immediately to its position just above the semicolon key. Then relax just above the home row of keys for a split second before beginning the next line.

This technique of Touching the carriage return key, instantly Returning the little finger to the semicolon—without lingering on the return key or looking up from the copy—and Relaxing for a split second on the home row is called TOUCH—RETURN—RELAX.

Now with the power still off, practice typing the word "electricity", returning the carriage after tapping each key. But all the time remember TOUCH—RETURN—RELAX.
Now, for an exciting typewriting experience. Depress the Auto-Magnetic Switch.

As the signal flashes red, your electric typewriter becomes "alive" with power—

Turn the copy control dial to "L", which is the proper setting for single copies and

power to make your typing easier and the most delightful part of your day's work.

Now repeat the carriage return drill with the power on. Remember, TOUCH the

carriage return key; RETURN the little finger immediately to its position above

the semicolon key; RELAX for a moment on the home row. Type:

TOUCH — RETURN — RELAX
Type the following spacing twice between letters:

electric
typewriting
is
going
to
be
relaxing

Type the alphabet spacing twice between letters:

a b c d e f g h i j k l m n o p q r s t u v w x y z

Type the following without lingering on the shift key:

aA bB cC dD eE fF gG hH iI jJ kK lL mM nN oO pP qQ rR sS tT uU vV wW xX yY zZ

Am I sure not to linger on the carriage-return key?
Do I hold my fingers in a suspended position?
Do I point my fingers at the keys?
Do I TOUCH—RETURN—RELAX?
Do I keep my eyes on the copy during the carriage return?
Do I use the Automatic Vertical Spacer for paper insertion?
Type the following sentences twice. These include all the letters of the alphabet. Remember to play the keys with the cushions of your fingers:

You may be sure to excel in typewriting quickly after you have analyzed your job.

Typists have voted for machines zealously, knowing their excellent job qualities.

Do you rightly realize the job value of excellent masters typed quickly with electrics?

**little fingers high**

The next paragraph is designed to help you develop a true electric touch. Suspend your fingers lightly above the home row. Hold the little fingers higher than the other fingers. Practice the following, raising the little fingers as high as you can comfortably: Type—

When you use this electric, do you try to use correct methods? Try to direct your eyes to the text, not the keys. Try to hold your little fingers high. You should rest briefly while the electric is being returned when you come to the end of the line. You must use the light touch when stroking the keys. Remember to let the electric do the work for you. Set your feet on the floor. Be sure to use the little finger in returning the electric to the next writing line. Be sure to touch the return key, then return to the guide row without lingering on the return key. The electric will return on its own.
all fingers raised

The following paragraph is designed to prevent you from striking unwanted keys when travelling from one bank of keys to another. The fingers should hover above—but not touch—the guide row. Hold all fingers raised—without resting at any time on the home keys. Type—

You now can type more perfect carbon copies. You choose correctly, the copy control indicator corresponding to the number of carbons you need. The machine now, with minimum effort on your part, will turn out clear carbons, whether it be first or last. If the number of copies is more than ten, place the copy control lever at H, which is for the maximum number of carbons.

Should an unwanted letter appear in any word above, type that word correctly three times, being sure not to let the fingers touch the guide keys.

building electric speed

Type the following paragraphs at a rate that you can control to prevent errors.

An excellent thing about this new electric is the fact that the electric now does much of the work so the typist can now depend upon the machine to a much greater extent than ever before. Every typist will soon realize the goal of typing excellent jobs.
It is easy to understand why the girl in the office wants a new electric. First of all, the typewritten work now looks neater and more professional. Not only this, but many more carbons can be prepared by merely regulating the machine. Everything has become quite simple on this wonderful new writing machine.

numbers
Try to type the numbers as quickly as you type the words.

the 563 to 59 up 70 you 697 it 85 is 82 his 682 this 5682 go 59 get 535 let 935 set 235 sit 285 hut 675 how 692 pop 090 pit 085 wrote 24953 there 56343 were 2343 we 23 her 634 here 6343 your 6974

special characters
Hyphen
:: :; ; - - - - - - ; ; ; ; - - - - - - ; - ; first-class; first-class
:: :; ; - - - - - - ; ; ; ; ; - - - - ; ; ; ; first-class; first-class

Underscore
:: :; ; - - - - - - ; ; ; ; ; - - - - - ; ; ; ; As You Like It
:: :; ; - - - - - - ; ; ; ; ; - - - - ; ; ; ; As You Like It

Asterisk
jj j6 * * * * j * j jj j6 j* * * * j * j jj Smith* Williams*
jj j6 j* * * * * j * j jj j6 j* * * * * j * j jj Smith* Williams*

Shift on the 6 for the asterisk (*).
Shift on the 6 for the asterisk (*).
special characters (con't)

The announcement read: “In the past 37 years, your company’s dividend record has been unbroken.* Next year, we shall add an ‘extra’ of 7% shares of stock. This ‘extra’ will be voted at the meeting which is to take place on March 8, 1956 in Room 204 of the Brown Hotel.”

*Including stock dividends

automatic repeat keys

You now have two ways to backspace, underscore or hyphenate—either with the individual backspacer or individual underscore and hyphen key, and with the automatic repeat keys. When you wish to backspace for only 3 or 4 letters, do so in the usual way. If you wish to backspace more than this number of letters, put the automatic backspacer to work. You merely hold the automatic backspacer down, until you arrive at the desired point.

Type one line of underscores and one line of hyphens, using the automatic keys:

Automatic Underscore

Automatic Hyphen

Type the following sentence. Use the repeat backspacer to get back to the “A” in “Automatic”; then use the repeat underscore key to underscore:

Automatic Repeat Keys Are Time Savers
tabulating

In order to clear tabs, hold in the tab clear key with the left index finger, while the little finger of the right hand automatically returns the carriage. To set a tab, bring the carriage to the desired point and depress the tab set. In order to tabulate, simply touch the tab key with the little finger of the right hand, remembering to TOUCH—RETURN—RELAX when tabulating just as when returning the carriage.

Set tab stops at 30, 60 and 90. Then type the following:

to to
for for
with with

increasing electric speed

Type the following paragraphs at your best rate with accuracy. You may practice each paragraph individually and you should then type all the paragraphs. If you time yourself, for one minute, then the figure in the first column gives you your speed. If you type for five minutes, the figure in the outside column gives you your speed. If you wish to increase your speed and accuracy, practice each paragraph at least three times, typing as fast as you can accurately. If you make an error, practice that word and the word immediately preceding and following it correctly at least five times before repeating the paragraph at your best speed.
There is one thing that you should do in order to be able to type without making many mistakes and that is to learn to type and read at the same time. When you read for enjoyment or for study, your eye spans more than one word at a time, often a short sentence, but when you type, your eye should span only the word that your fingers are typing and under no condition should you read beyond that word.

You must also have rhythm in typing just as in singing or dancing, and just as there are many types of music, you will find that in typing each word has its own special music. Some very short words have a quick tempo, while some long and unusual ones have a slow waltz rhythm. A simple way for you to type with rhythm is to think of the word rather than the letters that make the word up as you are typing.
If there is any clue to typewriting quickly and without making mistakes, it is the policy of typing without any sense of hurrying at all; and this is the information that the experts know so their motto is to type as rapidly as they can without making any mistakes. You should learn to control your typing so that you are able to type quickly without errors.

In electric typing it is best to type in such a way that all the fingers are in a pointing position and it is important that the fingers hover above without touching the guide keys. As your hands and fingers are poised in this position, you bring the finger down lightly and you tap the keys in a playing or fingering way without much energy, for the touch has nothing to do with the even impression since this is completely automatic just as is the return.
Learn to relax with your electric typewriter. Use the drills and suggestions in this booklet to perfect your electric typing technique. Make full use of your automatic repeat keys to speed production with less effort on your part. Remember to refer to the "How Am I Doing?" chart occasionally as a reminder for observing proper electric typing technique.

School Department

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