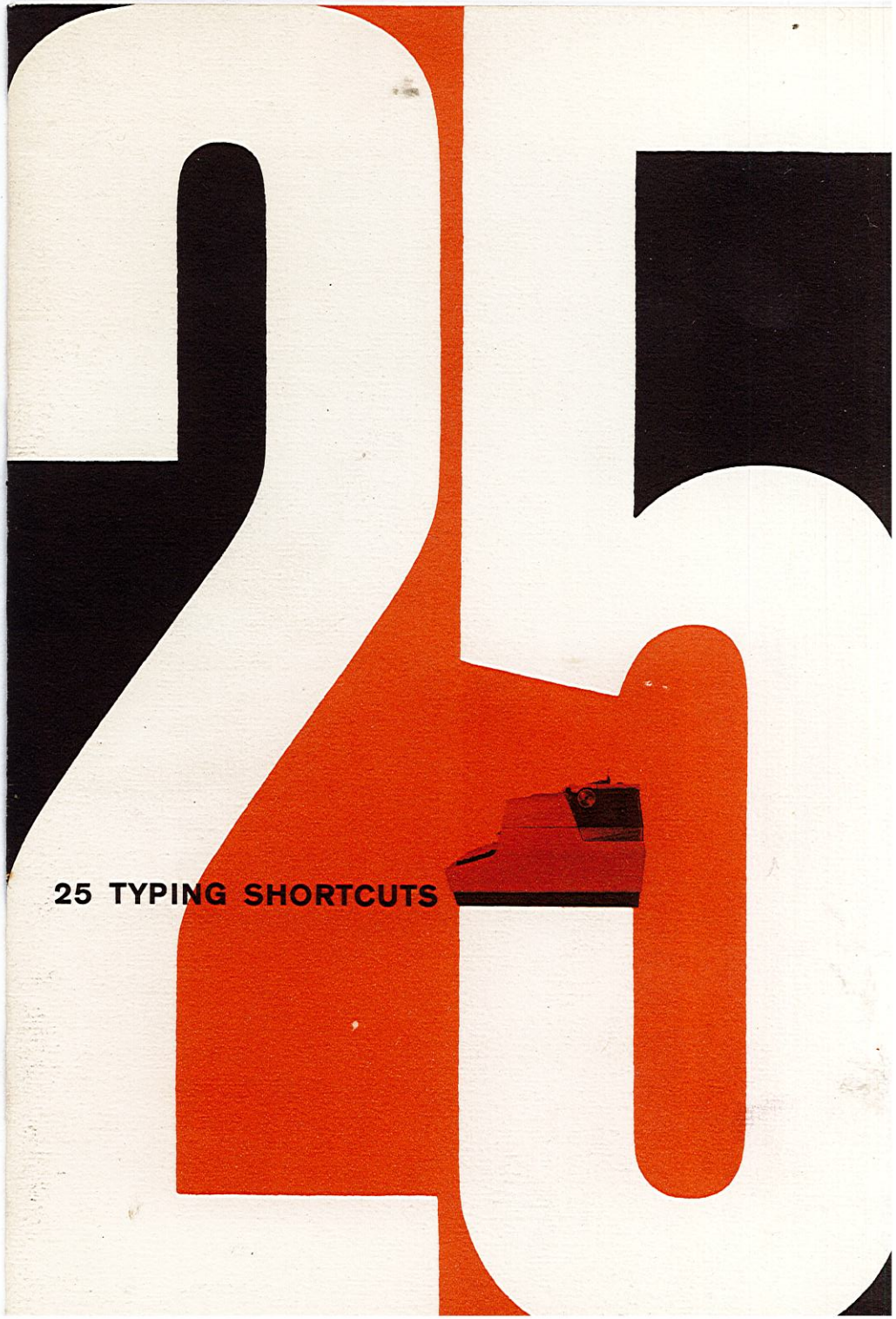
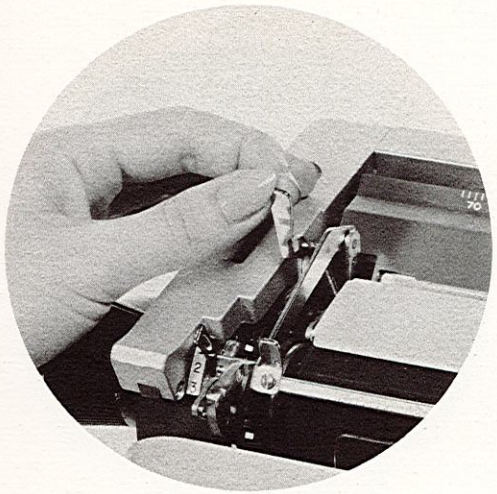

25 TYPING SHORTCUTS

These 25 typing shortcuts show you the way to deliver Grade-A performance at your job

The person who qualifies as an expert at his job is one who knows every refinement his working tools can possibly attain. Just as the architect must know to a fault the strengths of his building materials, and just as the accomplished actress must have a thorough knowledge of human behavior, so, too, the expert typist should know every skill of which her electric typewriter is capable.

The typing shortcuts presented in this book are guideposts to mastery of your working medium. These shortcuts have been collected from the experiences of many skilled and highly successful typists. When you know them all, you'll have at your command the means of saving yourself considerable typing time and effort . . . and you'll also have come a long way toward the sought-after recognition that makes any job far more worthwhile — recognition as an expert at your job performance!



1 HOW TO WRITE BETWEEN THE LINES

Sometimes it's necessary for you to write slightly above or below your original typing line, as when you double-underscore, or write subscripts (H_2O) or exponents ($90°$). On these occasions the Automatic Line Finder is at your service. You'll find it at the far left of the erasing platform.

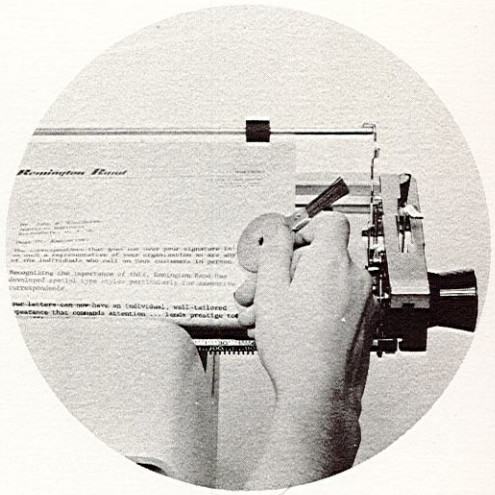
Here's how to use: Move the Automatic Line Finder to forward position before you rotate the platen to leave your original writing line. Allow Automatic Line Finder to remain in this position, and rotate the platen to any new typing line you wish. Do whatever typing you have to do on your new line.

To return to your original line, slide the Automatic Line Finder back to its stationary position. Rotate platen, and it will click right back into position at your original line setting—instantly, exactly!

HOW TO CORRECT CARBON COPIES

Even the best typist makes an occasional mistake. No matter. That's what erasers are for. But before making an erasure, always be sure to move your typewriter carriage to extreme right or left to prevent erasings from falling into the typewriter mechanism.

In correcting carbon copies you'll sometimes find the corrected typing on the carbon sheets to be somewhat lighter in shading than the rest of the copy on the carbon sheet. If you attempt to match shading with shading you may excessively darken your original bond sheet. Instead, after making the necessary erasures on your original sheet and on carbon copies, set typewriter for making stencils. In this way no type impression will be made on your original page, and you can proceed to correct carbons to your heart's delight.



CORRECTING BOUND MANUSCRIPTS

Don't bother removing staples when you correct one of the inside pages of a bound manuscript. Do this, instead: Insert a sheet of blank paper into your typewriter until about 1/4" of the top edge appears above the writing point. Then slip the bottom edge of the page to be corrected under the top edge of the blank sheet, against the platen.

You'll now be able to roll the manuscript page right down into the front of the platen, to the section to be corrected. Note: This will hold true, of course, only if manuscript is bound at top instead of along left margin.

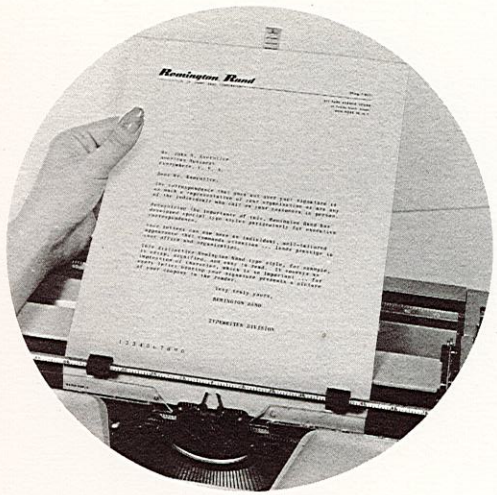
2 3

4 5

ENDING EACH PAGE ON SAME LINE

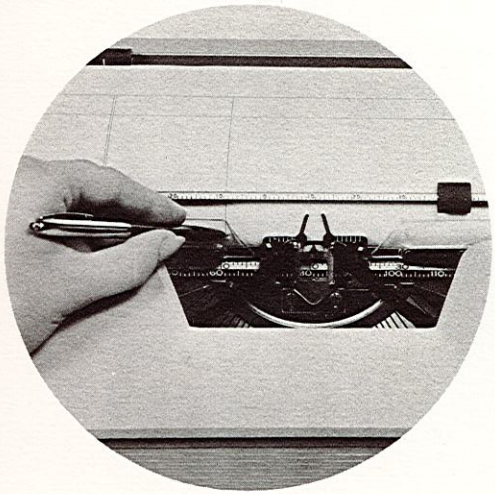
It's easy to end each typewritten page on the same line. Simply type a row of numbers vertically on a strip of paper — a number for each line of type you intend to use. Then scotch tape this strip around your platen. Feed pages into the typewriter in alignment with the first number on the strip and... end each page at the same number.

Better still, if you have a REMINGTON® Electric you can use the End-of-Page Indicator. This vertical slide-up scale at the top of the typewriter shows you exactly how many lines remain at bottom of page you're typing. As you type, your paper moves up the scale . . . and you easily read off the number of lines remaining.



RULING OF LINES

You can rule lines on cards or typing paper either vertically or horizontally by simply holding a sharply pointed pencil or a ballpoint pen in the notches of the Transparent Paper Holders . . . and then either rotating the platen for a vertical line, or moving the carriage left to right for a horizontal one. Lines will be as straight as if drawn by a ruler.

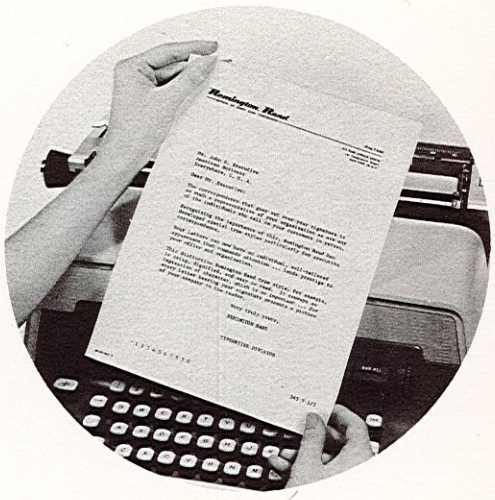


CHOOSING LETTER WIDTH ON SIGHT

Learn to judge on sight the width you should give to your letter. You'll soon develop a knack for classifying every letter that comes to your desk to be typed as short, medium or long.

Once you decide on your letter width, it's easy as pie to set margins on your REMINGTON Electric. The two margin-stops are right out there on top of the typewriter, in plain view. A mere tap of the finger slips each margin-stop into position—in seconds.

The Remington Perfect Positioning Scale is another reason it's so easy to set margins on the REMINGTON Electric. These scales, with zero at exact center, are to be found on all Remington typewriters, and only on Remington typewriters. Numbers rise progressively on each side of zero. For perfect margins, simply set your two margin-stops at corresponding numbers on each side of zero (left margin-stop at 30, right margin-stop at 30 . . . left at 40, right at 40, etc.).



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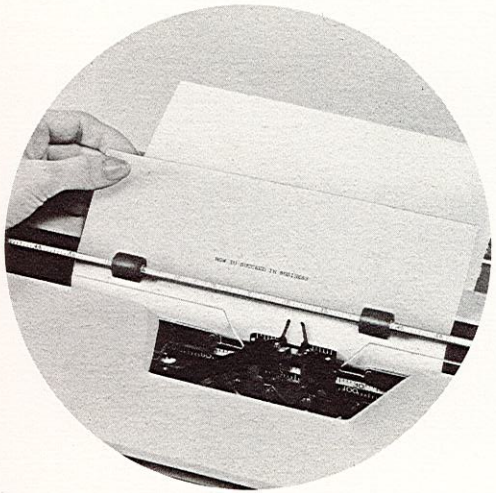

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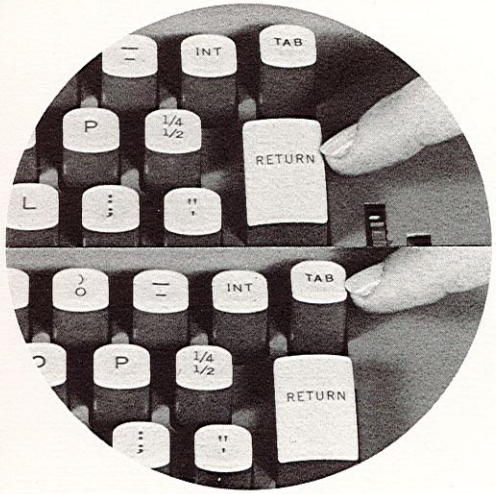


9

USE A LINE-A-TIME® COPYHOLDER

A LINE-A-TIME Copyholder holds copy right before your eyes, directly over the typewriter. Makes for fast, easy reading . . . reduces eyestrain. The up-front hand lever easily raises copy, line by line, into eye-level position. You can't possibly lose your place. And you maintain good typing posture at all times.

CENTERING YOUR HEADINGS

With a REMINGTON Electric Typewriter you need never waste time attempting to locate the center of your page. Why? Because when you first insert your paper in a Remington you do so with zero of your Perfect Positioning Scale at the exact center of your page. In other words, you're zeroed in on exact center for the very start!

Now, with your typing point at zero, simply backspace once for every two spaces in your heading. And there you have it — a perfectly centered heading.

If you don't happen to be using a Remington, you can still find the exact center of any sheet by adding the scale readings at right and left edges of your sheet, then dividing by two.

PARTIAL RETURN OF CARRIAGE

You'll often find a partial return of the typewriter carriage helpful when tabulating. You can achieve this by touching the Return Key and then, just as the returning carriage passes your desired tab position, pressing the Tab Key.

USE A 10-KEY DECIMAL TABULATOR

If you spend part of your time at statistical and columnar typing, you'll find a Remington 10-Key Decimal Tabulator extremely useful. These 10 extra-duty keys allow the typist to tab swiftly from column to column.

The 10-Key Decimal Tabulator not only tabs to your proper column, but also to the exact writing point in that column, whether the figure to be typed has one digit or many. Your decimal point and the right margin of each column will always be perfectly aligned. You need never count spaces . . . need never space forward or backspace.

10 11

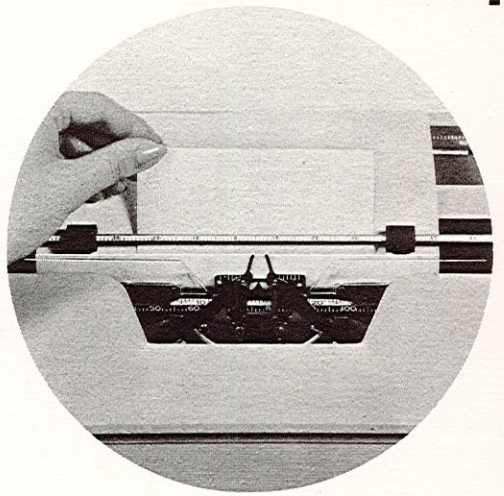
12 13

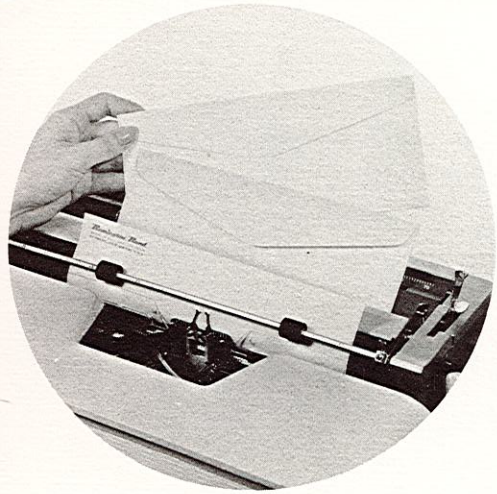
CHAIN FEEDING FROM THE FRONT OF THE PLATEN

Sometimes you'll find it necessary to feed small cards into the typewriter. If your typewriter is equipped with a Remington card platen, all's well. If it isn't, you can speed up your production by chain feeding from the front of the platen. Do it this way:

Fold a pocket into an 8½" x 11" sheet of paper. Roll this pocketed sheet into typewriter so that pocket faces upward at typing point. Drop your first card into this pocket, and type card.

After typing card, backfeed it into typewriter so that about ¼" of its top edge remains above the writing point of the typewriter. Then insert your next card via the front of the platen, so that new card's bottom edge is overlapped and held firmly in place by the top edge of the card still in the typewriter.





OTHER TABULATOR USES

Your typewriter tabulator serves other uses in addition to statistical and columnar typing. Call on it for these purposes:

- Placing of date at upper right-hand corner of letter.
- Making paragraph indentations.
- Placing of complimentary close and title line in letters.

CHAIN FEEDING FROM THE BACK OF THE PLATEN

Chain feeding can be done from either front or back of platen. In the addressing of envelopes it would be done from the back. Simply insert each new envelope so that its top edge is overlapped and held in place by the bottom edge of the preceding envelope (the one already in the typewriter). In this way a single twirl of the platen knob will release the already addressed envelope from the typewriter and bring the new envelope into typing position.

CORRECT TYPEWRITER AND CHAIR HEIGHT

For faster, easier typing at a considerable saving in energy, try to maintain a posture in which your arms are held almost parallel to the slope of the keyboard. For the average person this means the typewriter should be about 28-30″ from the floor. Practically every expert typist prefers approximately this height. It promotes a speedy stroke . . . lessens typing fatigue. Chair seat height should be between 16″ and 18″.

If you suffer from eyestrain, backstrain or stiff neck, your typewriter is possibly at the wrong height for you. Try experimenting with other heights. You might use a desk mailbox turned upside down as a typewriter platform.

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SUBSTITUTING ONE WORD FOR ANOTHER

It's a simple matter to substitute a longer for a shorter word, such as "have" for "had." First erase the incorrect word. Then position carriage where the first letter of the word had been, and press your Fractional Backspacer. Hold it down as you type the first letter of the new word.

Forward space once and again press Fractional Backspacer. Hold down as you type your second letter. Proceed in this way till you've typed the complete word.

To substitute a shorter for a longer word, again erase the word and return your carriage to where the first letter had been. Forward space twice and then press your Fractional Backspacer. Hold it down as you type first letter of the new word. Forward space twice again. Then press Fractional Backspacer and again hold it down as you type second letter, etc., exactly as before.

FEEDING CARBON PACKS

An envelope or short piece of paper folder over the top of a heavy carbon pack will help feed the pack evenly into the typewriter. Also saves you all the nuisance of aligning sheets once they're in the typewriter. Another way of feeding pack is to wrap a sheet of bond paper completely around the platen. With no trouble at all, pack slips in between the platen and the open flap of this sheet of paper.

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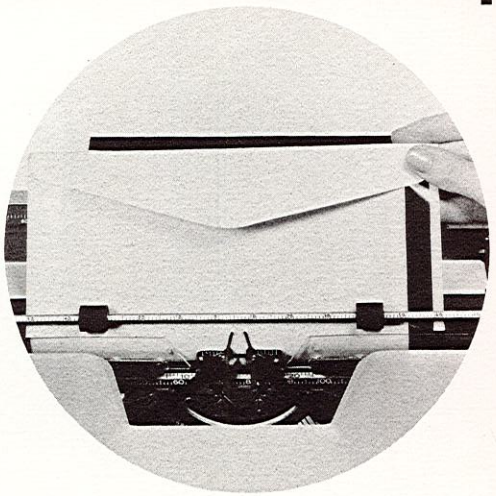

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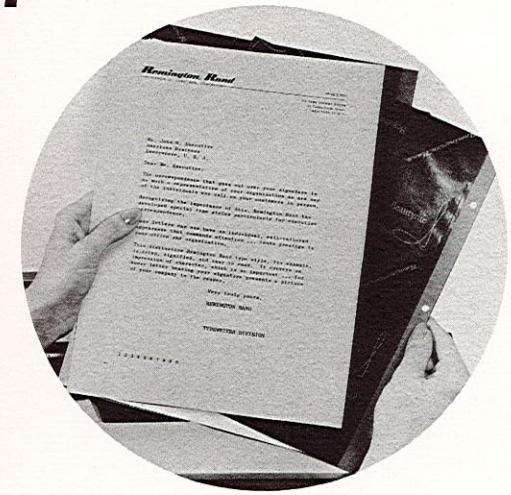


CARBON PAPER SHORTCUTS

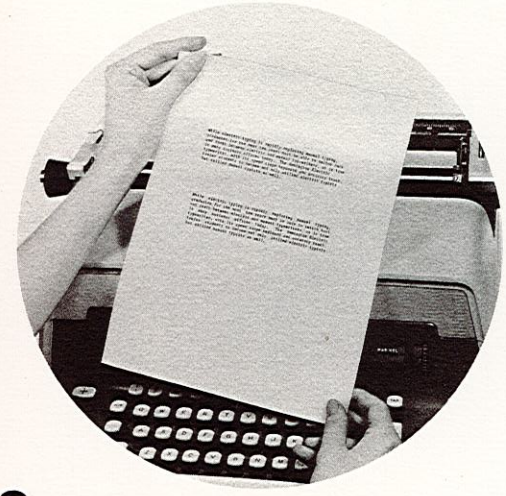
Separating carbon sheets from original and tissues is much easier when you use a carbon paper with an extended tissue edge for easy handling. BEAUTYRITE® Carbon Paper, made by Remington Rand, offers you this advantage among many others.

To insert red figures or letters in the carbon copy of a report without removing the report from the typewriter, simply place a small piece of red carbon paper behind the regular carbon paper, in the desired position. Type red copy, then remove red carbon paper.

LAST LINE CORRECTIONS

Here's a precaution that will allow you to make corrections on the last line of your bond sheet without moving it out of line or slipping it from feed rolls. When your paper pack is about ½" above the rear feed rolls, insert sheet of bond paper between the feed rolls and your last sheet of paper. Then, if a mistake is made, it will be easy for you to reverse-feed the page back into the typewriter until you can make your erasure right against the platen.

18



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CHANGING RIBBONS

Following are a few general rules for changing ribbons on any typewriter. Specific methods will vary for different makes of machines, but these rules should be generally valuable.

- Lift top cover and study the course of travel of the old ribbon. Wind remaining ribbon on the spool to be removed, and remove same.
- Set new ribbon spool in place. Unreel 8" to 10" of the new ribbon and attach the end to the empty reel.
- Lock carriage in upper case so as to lift up the two ribbon guides at the typing point and make them more accessible to you. Thread new ribbon through guides. Proceed to type.

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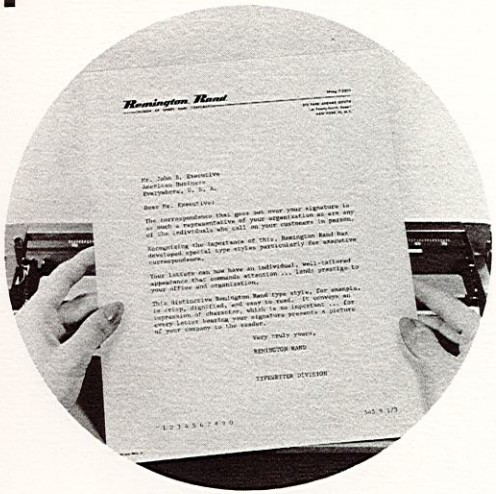


HOW TO GET STRAIGHT RIGHT MARGINS

You can always attain straight right margins as follows: Type up a copy of your text, using normal word breaks to make all lines as closely uniform in length as possible. Note your shortest line, then your longest. Determine the difference. It will usually be only about 4 or 5 characters. If it is an odd number, add one. Then add half this figure to the shortest line, preferably adding these 2 or 3 spaces somewhere in the middle of the line. The length you now get for this line gives you your right margin for the rest of the letter.

Follow instructions for contracting and spreading words (shortcut 15) to make each line end on this margin. If a line needs two characters to fill it out, spread two words. If another line is too long, contract a word.

AVOID HYPHENS

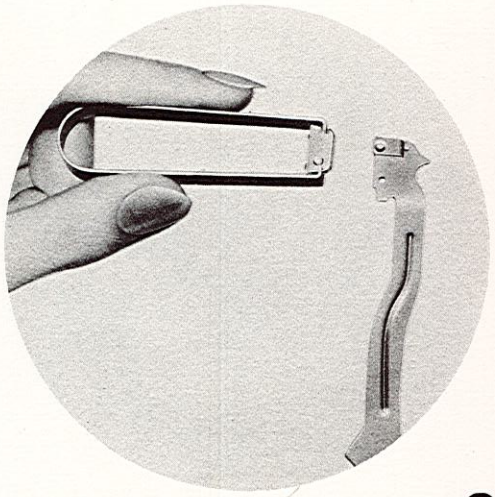
Many typists find their jobs considerably simplified when they eliminate hyphens from their letters. Saves them all the bother of looking up the proper word breaks in the dictionary. Try it yourself. Refuse to use any hyphens, except where they're vitally necessary. You'll soon discover you can write 9 out of 10 letters without a single hyphen. Letters will have a more polished look, too.

USE YOUR INT KEY FOR TYPING OF SPECIAL SYMBOLS AND CHARACTERS

Now you can type HUNDREDS of characters in addition to those you see on the keyboard. Your REMINGTON Electric will type special characters and symbols from 18 different fields and sciences, ranging all the way from Chemistry and Electronics to Medicine and Physics.

The typebar of your Interchangeable Type Key is equipped with a special type head into which you yourself fit the symbols you want to use. This single head will accommodate, in succession, any number of type symbols. You change type in mere seconds with special magnetic tweezers provided (see picture). Never any need to call a serviceman.

Why not write Remington Rand today for information about this useful feature?



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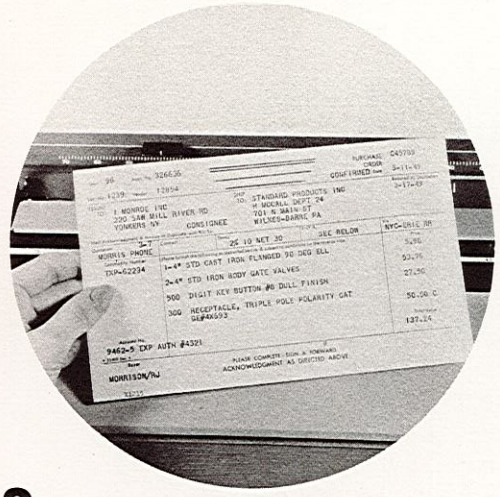

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USE A TYPEWRITER WITH GOTHIC TYPE FOR TYPING OF PRINTED FORMS

Note the printed form in the illustration. In the typing of this form a full 25% of the typing strokes have been eliminated. How? The typist has used a typewriter equipped with a single case GOTHIC TYPE keyboard. By long custom and also because of easy readability, this type style requires little or no punctuation. And that considerably simplifies any typing job!

There's no shifting from upper to lower case either, because all letters in Gothic are caps. You can choose from a dozen different Gothic type styles. They all have this in common: they save you no end of time in turning out those printed forms!

USE A **REMINGTON** ELECTRIC WITH **DUAL-RITE** FOR LISTINGS

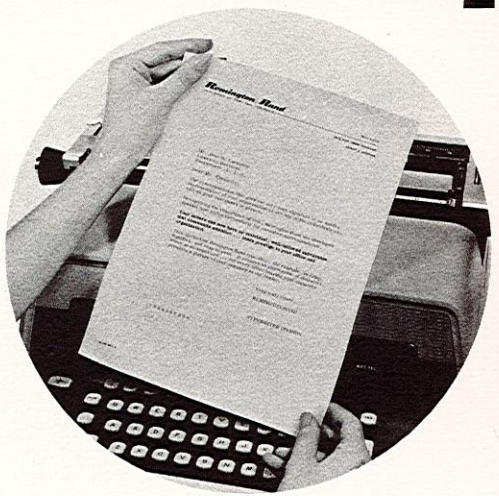
Will a contrast of regular and BOLD printwork be of any use to you in the specialized typing jobs you do? You can alternate regular and bold at the mere flick of a lever . . . on any REMINGTON Electric equipped with the DUAL-RITE feature.

This feature is especially useful in the preparation of lists for catalogs and directories. Alternation of regular and bold printwork makes for a highly readable final list.

The DUAL-RITE feature is optional on all REMINGTON Electric Typewriters. But since it's built right into the typewriter, you must order it in advance.

The feature is generally used n combination with the FLEXOPRINT® card-holding platen.

24



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USE A **FLEXOPRINT**® CARD-HOLDING PLATEN FOR LISTINGS

For the typing of lists that must be frequently brought up to date, the Remington FLEXOPRINT method is an absolute MUST! Here's the fast, easy and accurate way of turning out detailed lists for catalogs and directories.

A FLEXOPRINT platen is easily fitted into your REMINGTON Electric. Each name or item on your list is then typed on a separate card and cards overlap to form your final list.

The main advantage of the system is that it completely eliminates retyping. Items can be added to or removed from any list by simply adding or removing the individual card. You proofread just once!

A SECRETARY'S BEST FRIEND IS HER **REMINGTON** ELECTRIC

The REMINGTON Electric Typewriter brings you smooth, easy and accurate performance beyond anything you've ever come to expect of a typewriter. Moves mountains of paperwork . . . and gives you superb printwork! You'll also appreciate the clean, crisp styling that's sure to beautify any office. Put this smart, smooth performer to work for you today. You'll know at once why we call it the most talented typewriter since typing began!

Remington Rand OFFICE MACHINES

DIVISION OF SPERRY RAND CORPORATION

THE FIRST NAME IN TYPEWRITERS

RE-9153