Learn Touch Typewriting in 4 hours at home.

Self Instructor

Touch Typewriting simplified - made easy,
- so that anyone can learn at home
- quickly, easily and in a few hours
Introduction

This booklet will do what it promises: it WILL teach you touch typewriting—quickly.

Millions of people want to learn touch typewriting for personal or business use, but want to learn quickly, easily and at home. LEARN TOUCH TYPING IN 4 HOURS AT HOME was designed specifically to meet the needs of this group.

This booklet offers a modern, streamlined presentation of the subject of touch typing, presented from the learner's point of view. The subject matter is broken up into easy, progressive steps. Seven keyboard charts are provided, one for each stage of the student's progress. The left and right-hand sides of the keyboard charts are completely separated, a great aid in learning the fingering of the letters. All writing exercises have been carefully arranged and graded to develop skill and accuracy in typing.

New Speed Typing Course Added!

A feature of this edition is the addition of an original 10-lesson speed typing course. This new course will prove of the greatest value to the typist looking for a short cut to typing speed.

The Author

Proper Position at the Machine

Head held erect, turned slightly to right, eyes on copy

Wrist, on a line with the hands. This ensures equal reaches over all four rows of keys.

Arms drop naturally from shoulders, and remain motionless. They are completely relaxed, and without tension.

Hands close to frame of typewriter on same slope as the keyboard itself.

Chair properly adjusted to the height of the desk, making for correct posture and maximum comfort.

Place copy on right side of typewriter, in the best position to be read easily and without strain.

Feet flat on floor. May be slightly apart and one an inch or two ahead of the other.

Star Touch Typewriting System

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(Book Division)
157 LIVINGSTON STREET
Brooklyn 2, N. Y.

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LESSON I

To learn touch typewriting is really easy. Follow instructions given in this course and you will be surprised how quickly you will learn to type.

GUIDE KEYS

Left Hand

![Guide Keys: Left Hand]

Right Hand

![Guide Keys: Right Hand]

Place the first finger of the right hand on J and the little finger on ;
(The 2d and 3d fingers should rest on K and L)

Place the first finger of the left hand on F and the little finger on A
(The 2d and 3d fingers should rest on D and S)

Both thumbs should be suspended over the space bar, but should not touch it. Keep elbows close to sides.

NOW you are ready to type. Strike the keys with a light, quick, staccato touch. When you wish to space, tap the space bar lightly with the RIGHT THUMB.

DO NOT LOOK AT THE KEYBOARD of your typewriter. Keep your eyes on the Guide Keys in the above diagram.

Type five lines of the following exercise:

jk jkj jkl jklj jkl; j fd fds fdsf fdsa fdsaf asdf jkl;

The carriage should be returned to the next line with the first finger of the left hand, without looking at your machine. Hand should be brought back immediately to Guide Keys.

Type each word five times:

jad lad fall sad add sass salad
lads fad dad as all ask flask

REMEMBER: Do not look at the keyboard of your typewriter. Do not watch your fingers. Always keep your eyes on your copy or on the diagram. Concentrate on being accurate. Type slowly, rhythmically. Don't worry about speed. Speed will come of itself.

GUIDE KEYS

Left Hand

![Guide Keys: Left Hand]

Right Hand

![Guide Keys: Right Hand]

Place fingers on Guide Keys.

Keep wrists on line with your hands (See illustration on Page One). Don't allow your hands to sag and rest on the frame of the typewriter.

Strike the keys with a light, quick tap of the finger tips. Don't pound and don't punch the keys.
Put your fingers on the GUIDE KEYS. Look at the above diagram. Strike J. Now, without looking at your hands, move the first finger of your right hand over from J to H and strike the H. Return the finger to J .............. Now, strike the letter F. Without looking at your hands, move the first finger of your left hand over to G and strike the G. Return the finger to F.

Type the following about 25 times:  jhj fgf

This is very important and should be remembered. Whenever you take a finger off a Guide Key to strike another letter, IMMEDIATELY BRING YOUR FINGER BACK TO THE GUIDE KEY. For instance, you want to write the word “has.” Place fingers on Guide Keys. Reach over and strike H. Put finger back on Guide Key (J). Now strike “as” .... You want to write the word “gas.” Put fingers on Guide Keys. Reach over and strike G. Put finger back on Guide Key (F). Now strike: “as.”

Type each word five times:

has half had had hag gag had hag gas gaff gall glad dash ask slag shad ah

LESSON II

Place fingers on Guide Keys. Look at above diagram. Strike J. Now strike the key immediately above J (U), with the same finger, without taking your eyes from the diagram. Bring finger back to Guide Key J.

Strike F. Now strike the key immediately above F (R). Bring finger back to Guide Key F.

The diagram shows clearly the correct fingering for the various letters. The following exercise will help you master the location of the letters. It is constructed to bring your fingers back to the Guide Keys after striking a letter in the upper row.

Type one line of each combination of letters (10 lines in all):

juj kik lol :p ;jyj

Type each word three times:

jug part yet aqua their hearty dry great why whose youth
kit free use type last lower drug light wheat proper your
lot dear its rear were pretty grip quiet where proud yellow
hear sweep old easy writer fresh group equip who please yes

Strike the keys evenly. Type slowly and rhythmically. Be smooth.

Three
Place fingers on Guide Keys. Look at the above diagram. Strike J. Now strike the key immediately below J (M), without taking your eyes from the diagram. Bring the finger back to Guide Key J.

Strike the letter F. Now strike the key immediately below F (V). Bring finger back to Guide Key F.

Strike the letter F. Without taking your eyes from the diagram, reach down and towards the right with the first finger and strike B. Bring finger back to Guide Key F.

The diagram shows the correct fingering for the lower row of keys. The punctuation marks are to be struck lightly, so as not to puncture the paper.

Type one line of each combination of letters (10 lines in all):

jmj k,k 1.1 ;/; jnj
fjf dcd sxs aza fbf

The above exercise is constructed to bring your fingers back to the Guide Keys after striking a letter in the lower row.

Type each word three times:

man come body vacant many tax ribbon lining believing
name can beam make examine none native baby commission
vain sex not cancel even mention woman brick quicken
become zero cave lazy benzine opening very branch textile

Type: abcdefghijklmnopqrstuvwxyz over and over again until you can type the whole alphabet fluently.

**LEsson III**

To write a capital letter, the shift key should be held down by the little finger and then the desired letter should be struck. If the letter is on the right hand side of the keyboard, the shift key on the left side should be held down by the little finger of the left hand and the letter struck with the correct finger of the right hand. ... If the letter is on the left hand side, the shift key on the right hand side should be held down by the little finger of the right hand and the letter struck with the correct finger of the left hand. ...

In order to use the shift key, it is best to remove the hand from the Guide Keys. Practice shifting with the little fingers of the left and right hands alternately, going from Guide Keys to shift keys and back again. Do not look at the keyboard.

Four
Type the following exercise three times: (Keep your eyes on your copy)

\[ jJ \ kK \ { } ; \ hH \ fF \ dD \ sS \ aA \ gG \ uU \ iI \ oO \ pP \ yY \ rR \ Ee \ wW \ qQ \ tT \ mM \ /? \ nN \ vV \ cC \ xX \ zZ \ bB \]

Space once after a comma or semi-colon; twice after a colon or any punctuation mark at the end of a sentence.

Type the following three times:

Do you live in Scranton, Pennsylvania?
Mary Brown and Nancy Smith are in New York City.
Violet, Helen, Dora, Jennie and Elsie are staying at the Hotel Commodore.
I have lived in Los Angeles, San Francisco, Portland, Chicago, St. Louis and Denver; Robert has lived in Boston, Philadelphia, Jersey City, and Utica.

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**Left Hand**

<table>
<thead>
<tr>
<th>2</th>
<th>3</th>
<th>8</th>
<th>4</th>
<th>6</th>
</tr>
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<tbody>
<tr>
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<td>W</td>
<td>E</td>
<td>R</td>
<td>T</td>
</tr>
<tr>
<td>A</td>
<td>S</td>
<td>D</td>
<td>F</td>
<td>G</td>
</tr>
</tbody>
</table>

**Right Hand**

<table>
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<th>9</th>
<th>8</th>
<th>5</th>
<th>0</th>
</tr>
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<tr>
<td>Y</td>
<td>U</td>
<td>I</td>
<td>O</td>
<td>P</td>
</tr>
<tr>
<td>H</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>;</td>
</tr>
</tbody>
</table>

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**SPACE BAR**


Strike F. Now reach high up, past R, and strike 4. Return finger to Guide Key (F).

Type each combination ten times:

\[ j7j k8k 191 ;o; j6j \]

\[ f4f d3d s2s f5f \]

The above exercise is constructed to bring your fingers back to the Guide Keys after striking a letter in the top row.

Write the numbers from 1 to 101, spacing between each number. Look at the diagram. Avoid looking at the keyboard. Letter “el” (l) is used for “one.”

To secure the top characters on the uppermost row, use the shift keys. The character above 6 is the underscore.

Type the following ten times:

\[ j&j k'k l(1 ;) ;j_] \]

\[ f&f d#d s"s f#f \]

Type the exercise below three times:

Please send me the book "Facts & Figures."
Send us the items (3 dozen coats) right away.
The amount of the bill is $17,563.49; the discount is 2% 10 days, net 30 days.
The cards should be made up in the following sizes: 4 5/16 x 8 3/16 and 3 5/8 x 6 7/8.

2's 3's 4's 5's #1 #2 #3 #4 #5

---

*Five*
LESSON IV

Left Hand
Right Hand

We will now complete learning the operation of the keyboard. The end keys on the left side of the keyboard are to be struck by the little finger of the left hand, and all the end keys on the right side of the keyboard are to be manipulated by the little finger of the right hand. Remember to bring your fingers back to the Guide Keys.

Write 5 lines:

;: @ ;/ ;? ; #: ;: ;: ;: ;: ;

In line with the above instructions, the back space key is manipulated by the little finger of the left hand, as is the shift lock. The shift lock is employed when you wish to write all capital letters. It is released by touching the shift key.


The exclamation point (!) is made by writing the period, back spacing, and then hitting the apostrophe.

Write the following sentences until you can write them at a good rate of speed. Be rhythmic. Use an even touch. Strive for accuracy.

The quick brown fox jumps over the lazy dog.
This is a specimen of the work done on this machine.
Now is the time for all good men to come to the aid of their party.

Write the following a number of times:

1¢ 2¢ 3¢ 4¢ 5¢ 6¢ 7¢ 8¢ 9¢ 10¢
2 coats @ $20.00 5 hats @ $4.00
1½ 2¼ 3½ 4¾ 5½ 6¾ 7½ 8¾ 9½

The student has now completed the course and is well grounded in the correct fingering of the keyboard. He should now begin practicing for speed, always striving for accuracy. . . When typing, CONCENTRATE. Think of the letters before striking them . . . Strike the keys evenly, so that the printing impression is uniform . . .

Maintain a regular rhythm. Don’t type one part of a word faster than another. Slow down your typing until you have a feeling of easy control.

Six
This speed typing course offers the typist a short cut to typing speed. Each lesson contains a special drill on letter combinations, followed by a word drill, then speed sentence drills and, finally, a speed writing exercise. The drills on the frequent letter combinations of the language are a unique and very valuable feature of this speed typing course.

Each part of a lesson should be written through as many times as necessary to make a perfect copy. Sentence drills and writing exercises are stroked. Five strokes are counted as a word. To discover the number of words in a sentence or exercise, divide by 5.

LESSON I

Drill on s Combinations
sas ses sis sos sus sc scr sh sk sl sm sn sp spl spr st str sw
says sides springs slips snows shops sweets streets
sees souls spreads schools smiles shoots swings strikes
sees speaks splashes screams skates sheets stones stresses

Speed Sentence Drills
1. She wishes to show us some samples. 35
2. The sisters wear the same size dresses. 39
3. She says she speaks to Sally in school. 39
4. The shipment was shipped by fast express. 41
5. Simplicity and sincerity are social assets. 43

Speed Writing Exercise
Safety first. This slogan is well known. Yet many careless people disregard it and so we have accidents. It is possible to avoid many types of accidents by a little forethought. Don't be careless. Do your share to avoid mishaps.

STROKES
38 43 47 52 57
STROKES
58 121 185 236

LESSON II

Drill on r Combinations
rar rer rir ror rub cr dr fr gr pr shr tr thr
rare rural proper trader drier freer cracker
rear broker prefer trapper dresser fresher grammar
rear brewer prepare thrower shrewder creamer greater

Speed Sentence Drills
1. Every promise made should be observed. 38
2. The price of the property is really $2,500. 43
3. Try to remember to bring your grammar with you. 47
4. Proof of your brokerage experience will be required. 52
5. The orange grower must have favorable weather conditions. 57

Speed Writing Exercise
Some people break promises as readily as they make them. As a result, they acquire a reputation for unreliability. It is particularly important to be reliable in the business world. A person or firm that comes to be regarded as unreliable has a poor chance of success.

STROKES
57 119 183 246 269
STROKES
Seven
LESSON III

Drill on l Combinations

lal lel lil lol lur by bl cl fl gl pl sl

loll play blow clear glass flesh slow fully
lisle plow blue class globe fleet sleep silly
label please blood claim gleam flail slight really

Speed Sentence Drills

1. The mill will close in April.
2. It is clear to all who will listen.
3. The clerk sells cloth of fine value.
4. You will rely on them to supply you.
5. He held the floor until a relatively late hour.

STROKES

29 29 30 36 36 47

Speed Writing Exercise

Play is most important to a child. All of us must play
a little. All work and no play makes Jack a dull boy, the
old saying goes. Play affords relaxation. Some people claim
their work is so enthralling that they do not need to play.
Psychologists say that the stress of modern life demands that
all adults have some hobby away from their daily pursuit.

STROKES

56 115 177 237 299 356

LESSON IV

Drill on d-t Combinations

dad ded did dod dud dr ld nd rd tat tet tit tot tut th tr ct ft lt nt pt st

did bend tot total that last rented mended
deed lend toot tutor this kept melted handed
dude bold tight taught them chest drafted founded
dodo board trait treats there first directed doubted

Speed Sentence Drills

1. The first shall be last.
2. Credit the cost to the estate.
3. Record your thoughts from time to time.
4. An effort should be made to settle the estate.
5. Rest assured you will succeed if you try hard.

STROKES

24 30 39 46 46

Speed Writing Exercise

To learn to typewrite is not difficult. The keyboard
of the typewriter may be mastered in a few hours, but to
get speed in typewriting calls for a good deal of practice.
One of the best methods of getting up speed is to write a
selection over and over again until it can be written easily
and accurately.

STROKES

54 111 171 229 290 305
LESSON V
Drill on m-n Combinations

amount damper only singing payment moment
emblem camper enter ringing enrollment judgment
immense hamper under longing engagement excitement
omnibus lumber income banking appointment settlement
umbrella bomber answer thinking entertainment employment

Speed Sentence Drills

1. We are informed that an increase is anticipated. 48
2. Please inform us if you are interested in an engine. 52
3. Banks will extend financial aid to the business man. 52
4. Unless your invoice is paid, no shipment can be made. 53
5. The amount of your investment in common stocks is $800. 55

Speed Writing Exercise

The employer must consider any increase in cost that enters into the manufacture of his product. Unless he includes such cost in his selling price, he is unlikely to show a profit. The installation of a cost system that enables the employer to break down his costs to a unit basis is a prime necessity. 53

STROKES
48
52
52
53
55
117
182
242
303

LESSON VI
Drill on com-con Combinations

common commit decompose conduct consign incomplete
comply comment discomfort connect confuse unconvincing
combine compose disconnect consist contrast uncontrolled
commerce compare discontinue control contrary incomparable
commence complete inconvenient contract convince uncomfortable

Speed Sentence Drills

1. The lawyer consulted the complainant. 37
2. Please continue to comply with all recommendations. 51
3. Their income is derived from common stock commitments. 54
4. The concern communicated its conclusions convincingly. 54
5. Under the circumstances, the company will command control. 58

Speed Writing Exercise

Character shows itself in a man's conduct. Deeds speak louder than words. Words sometimes confuse an issue where deeds clarify it. The test of a man's sincerity is not what he says but what he does. Consider this well and you will never be confused in estimating a man's worth. 56

STROKES
37
51
54
54
58
56
115
176
235
281

Nine
LESSON VII

Drill on sion-tion Combinations

| action | motion | quotation | session | caution | ambition
|--------|--------|-----------|---------|---------|---------|
| nation | ration | invention | division | exhibition | attention
| portion | station | intention | possession | connection | situation
| location | creation | condition | impression | completion | commission

Speed Sentence Drills

1. Information on the invention has been sent you. 47
2. The cancellation of the exhibition was announced. 49
3. Your communication of February 15 has been received. 52
4. Students are taught addition, subtraction and division. 55
5. Your attention is called to the action of the Commission. 57

Speed Writing Exercise

Concentration is a valuable faculty. The ability to direct one's attention exclusively along certain lines accounts for the success of some people. Diffusion of effort is considered an enemy of success. We are told that this is an age of specialization and specialization demands concentration. 60 121 184 241 297

LESSON VIII

Drill on ter, ther, tor, ture, ster, der Combinations

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<td>either</td>
<td>fixture</td>
<td>register</td>
</tr>
</tbody>
</table>

Speed Sentence Drills

1. The voter was required to register. 35
2. The reader made a study of the literature. 42
3. The actor was better in the theatre than in pictures. 53
4. The writer wrote a letter to his future sister-in-law. 54
5. The minister received a letter from his father and mother. 58

Speed Writing Exercise

The best letter writers express themselves simply. They avoid long words where shorter words will do. They have something to say and they say it interestingly and to the point. A business letter should not be a literary masterpiece, but that is not to say that it should not have style. 57 120 181 241 290
LESSON IX

Drill on qu, ch, wh, dw, sw, tw Combinations
- "de, des, dis, ex, self, trans"
- "cial, cious, ology, ship, tive"

quick each white sweet dwell exist desire transfer
quest touch where swell dwarf expose desert transact
quiet cheap whole twist expect degree dislike transmit
queen child wheat twenty express deprive dismiss translate
special gracious active biology worship self-regard
official conscious native geology hardship self-respect
financial delicious positive pathology steamship self-defence

Speed Sentence Drills
1. The squadron marched quickly and quietly.  41
2. When will the twenty cars of wheat go forward?  47
3. The study of psychology is a "must" in college.  47
4. We desire to dispose of our financial interests.  49
5. A selfish person has his own self-interest at heart.  53

BUSINESS LETTERS SPEED WRITING EXERCISE

Raymond Investment Co.
120 Wall Street
New York 5, N. Y.

Gentlemen:
For many years our medium has been the leading advertising paper used by responsible investment firms who desire to obtain new accounts.
Our records show that you are not now making use of the Adviser, and we ask that you consider its use in connection with your new promotion effort.

Yours truly,

Mr. Z. Dexter
250 Madison Avenue
New York 16, N. Y.

Dear Mr. Dexter:
I am enclosing herewith the annual report of our corporation for the year just ended; also table showing Profit and Loss Account for the past ten years.
I am placing your name on our mailing list for all future reports sent out by the company, and if at any time you have any questions regarding the report or the company, if you will advise me, I shall be happy to give you any additional information that I may have.

Very truly yours,

November
LESSON X

Speed Writing Exercise

The material below should be practiced until it can be written accurately at 45 words a minute.

This cannot be stressed too strongly: Strive for typing accuracy. Speed without accuracy is of little value. Rhythm is an important factor in building typing speed and accuracy. Don’t write one part of a word faster than another. Slow down so that you can easily maintain a regular rhythm. This will give you a feeling of control.

Don’t let your mind wander when you are typing. Concentrate. Think of the letters before you strike them. Strike the keys evenly, so that the printing impression does not vary. An even touch will produce a neat-appearing page. At the same time, try to develop your stroking speed and make it a habit to release the keys quickly.

Perhaps you will find that you have a tendency to repeat certain errors in typing. If that is the case, try to discover the reasons for your errors and eliminate them by doing a good deal of corrective practice.

To do your best work at the machine, it is necessary that you be relaxed. It may be that you are trying so hard that you are all tied up in knots. Relax consciously and see if there is not an immediate improvement in the case with which you can type. If you have a feeling of tenseness and hurry, you are not properly relaxed.

Whoever has watched a champion typist demonstrate must have been impressed by one thing—the perfect rhythm of the operator. No jerks, no spasms, but a smooth, effortless movement that is a revelation to watch. Rhythm is the secret of typing skill.

If correct mental and physical typing habits are established, typing speed follows as a matter of course through typing practice. One of the best methods of increasing typing speed is by repetition work. Take any selection from a book or magazine and write it over and over again, smoothly and rhythmically. Keep on writing it until you can type it accurately and at a good rate of speed. Then, take another selection and repeat. You will discover that the increased speed which you gained as a result of typing one selection again and again carries over to an extent into your general typing speed. It requires discipline to type the same selection many times, but there is no surer road to typing speed.
LEFT HAND

Right Hand

Fourth Finger
Third Finger
Second Finger
First Finger

2 3 4 5 6 7 8 9 0
$ % & * - + 1/2
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ; : @,

Space Bar
Shift Key
Shift Key