Get the best out of your Facit Portable

In the Facit Portable you have a new co-worker that is fast, dependable and efficient. It will prove immensely valuable to you and give you a great deal of pleasure. However, learning to use a portable typewriter is like learning to use any other mechanical appliance: you can’t get the best out of it before you’re familiar with its operation. That’s why you should study this manual carefully from cover to cover. The extra time you put into learning how to use your Facit Portable will be repaid over and over again in your future work.

The Touch System

*is the key to maximum value and pleasure*

Of course you may use only your index fingers on the Facit Portable keyboard, and even type fast and well. You will not, however, achieve accuracy, speed, and neat, even typing until you master the Touch System, which saves both time and labour. In the following pages we have outlined the essentials of this system, arranged as a self-taught basic course. You will be helped in your efforts by the keyboard shield that accompanies every new typewriter.
1 Left-hand Shift Key
Depressing the left-hand or right-hand shift key permits writing capital letters.

2 Shift Lock
Locks the shift keys when a word or a line is to be written in capital letters.

3 Ribbon Colour Selector
With three positions. When the selector is set at blue, impressions are made on the upper half of the ribbon; at red, the lower half. At white, the ribbon is disengaged for stencil work, etc.

4 Carriage Lock
When the lever is locked forwards and downwards, the carriage lock is disengaged. After pressing lightly on the lever, the carriage is automatically locked when moved to centre position.

5 Tabulator Setter
The lever on the left-hand side of the typewriter is for setting and clearing individual tabulator stops.

6 Platen Knob
One on each side, used to turn the platen when the line space lever is not used. The left-hand knob may be pulled outwards to disengage the platen from its regular line-spacing and permit intermediate-line typing. Automatic return.

7 Carriage Release
One on each side. Disengages the carriage to permit rapid movement to any point.

8 Line Space Lever
At the end of every typed line this lever automatically feeds up paper for a new line of typing simultaneously with the return of the carriage to the left-hand margin.

9 Line Space Platen Release
If you pull this lever towards you, the platen can be rotated independently of the line feed mechanism. Pushing back the release re-engages the mechanism and the platen returns to the original line setting.

10 Line Space Regulator
Adjustable for single, double or triple spacing. Half-line spacing can be obtained by turning the platen knob.

11 Paper Guide
Can be moved to left or right. This guides the left edge of the paper when it is inserted in the machine. The graduation of the line scale corresponds with that of the paper bail.

12 Paper Holder
This can be folded down behind the plastic paper table. To set it in upright position press the levers towards the left.

13 Marginal Stops
Located on a rail behind the carriage, the marginal stops can be moved to any desired position simply by slight depression.

14 Paper Release
Frees the paper from the feed rolls which hold it in position during typing.

15 Paper Ball
Moves upwards and forwards. Pull it towards you when inserting paper, see that paper comes behind the bail, then push it against the platen to keep the paper in place. Each point on the graduated scale of the bail corresponds to the space of a character.

16 Type Bar Guide and Ribbon Carrier
The type bar guide centres the type bar at the moment of impression so that the characters always print with perfect spacing. The ribbon carrier guides the ribbon and lifts it to the correct position for printing when a key is struck.

17 Tabulator Setter
The lever on the right-hand side of the typewriter (not shown in illustration) is for setting and clearing the mechanical memory. (7-Stop Tabulator)

18 Tabulator Key
Depress this key to move the carriage to the position at which stops are set.

19 Backspacer
Moves the carriage back one space at a time.

20 Margin Release
Depress this key to disengage marginal stops and permit typing out in the margins.

21 Keyboard
Has the same space between keys and rows as on a standard typewriter.

22 Space Bar
Each depression of the space bar moves the carriage one space (used for spacing between words etc.).

Touch Control
This is under the top plate in front of the left-hand ribbon spool. It has 5 positions.

Ribbon on standard spools.

The top plate is kept in position by springs and is removable. To lock it in position, slide rear groove on to locating pins and close.
This is touch typewriting

The ‘Touch System’ means that you employ all your fingers and that each finger must “feel” its way to the right key within its own limited working area and group of keys. The purpose of the exercises is to enable you to find your way on the keyboard without reassurance from your eyes.

1. Lift the hinged top plate and fold the side flaps of the shield underneath it.

2. Press top plate back in place. The shield then sits firmly in place, as shown by the illustration.

3. Here is the set-up for practising: the keyboard shield is fixed to the machine, while your eyes are fixed on the keyboard chart ahead of you. The manual or copying text is placed to one side within convenient reading distance.
Touch Typewriting

Guide Keys

The illustration shows the location of the guide keys for touch typing. Always try to keep at least one of your fingers on these “home” keys when you type. This makes it easier for the other fingers to find their place again.

Note: Your fingers should be slightly bent and your arm and hand muscles relaxed. Use the thumb of your right hand when depressing the space bar.

The right setting for work

Before you start typing devote a few minutes to creating an ideal working atmosphere. The machine should be placed at such a height that your forearms are level when your hands rest on the keyboard. If you are sitting too low, put a cushion on the chair. Be careful not to sit too far away from the typewriter — your upper arms should be practically vertical. Fatigue is reduced by sitting against a proper back support.

Or do you prefer to sit in a comfortable easy chair when you type? The simplest way to work then is just to put the typewriter on your lap.
Practice makes perfect

There is only one way to learn how to type and that is by practice. Type the alphabet, with the keyboard shield fixed in place and the chart set up in front of you. Repeat your a-b-c's over and over again.

Now type the alphabet, using small and capital letters in alternation: aA, bB and so forth. Or like this: a B c D etc. This exercise helps you to pick the right shift key for capital letters automatically — i.e. the shift key on the left side of the keyboard to type a character on the right-hand side, and vice versa. As soon as you feel that you can manage the alphabet, start writing your name, address, occupation or even an autobiography. When you discover that you can write text of this "self-dictated" sort fairly easily, you are ready to begin copying a page out of a book, an article from a newspaper, or some other kind of running text. By this time you have progressed sufficiently to continue without having the keyboard chart in front of you. Before long you will also be able to do without the keyboard shield. You now know how to touch-type, and with more practice you will attain the high speed, accuracy and wonderfully even and flowing rhythm that marks the fully-fledged touch typist.

Even typing rhythm

Your typing rhythm should be smooth and unhurried. Strive for a certain beat or tempo that suits your technique and temperament. Type very slowly at first if you like — but type rhythmically!

The right touch

Strike the keys with a light, quick touch, but do not use heavy blows. Adjust the touch control for the key resistance that suits your personal touch and typing speed.
Some practical hints

How to rule tables
Use a hard lead pencil or a ball-point pen. Place its point in the notch of the line scale (behind the ribbon carrier). You will find such a notch on either side of the typing guide.

Horizontal lines
Press the carriage release and move the carriage back and forth sideways. Use the scale on the paper bail to determine line length.

Vertical lines
Push down the line space platen release and twist the platen knob back and forth.

Easier Paper Insertion
If you have many copies to write, it may be difficult to get them all in the machine without moving one or more of the sheets. Insertion will be easier if you fold a piece of paper around the upper edges of all the sheets (see illustration).

Cards
It is often difficult to insert stiff cards in the ordinary manner. You can overcome this by folding a piece of regular paper to form a pocket and then, making sure that this pocket comes above the paper bail, inserting the
card in the pocket while you move the paper out again with the platen knob. After filling in the card, release the card by turning the platen. Do the same thing with subsequent cards.

**Envelopes**

Do you have to type several envelopes in succession? As soon as you finish typing one envelope, insert the second envelope between the first and the platen. When you remove the first envelope, the second is automatically pulled up into writing position.

**Erasures**

For many purposes the simplest method of correcting a wrongly-typed word is to "X" it out and then type it anew. But if you must produce a clean piece of work, erase the mistake instead. Move the paper up a line or so and then push the platen to one side to prevent erasure particles from falling into the machine. If you are typing carbon copies, insert a piece of card in front of the carbon paper when erasing. This is to prevent ugly blemishes from showing up on the copy. Do not forget to remove the cardboard before you resume typing!

**Quieter Typing**

Facit Portable is unusually quiet in operation, due partly to its sound-absorbing bottom plate. But it may happen that the table you are typing on acts as a resonant surface which intensifies machine noise. In that event, place a newspaper or felt or rubber mat under the machine, and the noise will be reduced to a minimum.
Tabulation

The tabulator is used to align text vertically at one or more fixed positions. Facit's mechanical memory (operated by the lever on the right side of the machine) provides for seven tabulator stops at the same time, separated from one another at suitable distances for neat arrangement of letters etc. An unlimited number of individual stops may be set up by the lever on the left-hand side — just move the carriage to any desired position and pull the lever. The right-hand lever is used to clear all stops simultaneously, the left-hand lever to clear one stop at a time. To set up stops, push the lever; to remove them, pull it.

Setting up letters etc.

An attractive and practical setting up of a letter is illustrated alongside. The text is nicely balanced on the paper, the marginal width is just right and new paragraphs are marked by an extra line spacing instead of indentation. This procedure rules the text along the left-hand margin and also aligns the heading with the closing. The systematic alignment of tabular material and neat arrangement of a letter is done by means of Facit's mechanical memory. A more informal arrangement is called for in personal letters. "Dear John" can then stand next to the left-hand margin and the closing can stand on its own.

The address on an envelope always duplicates what is written in the letter — each line comes flush to the left-hand margin and an extra line separates the street and postal addresses.
Choice of paper
You should preferably use a dull-surfaced paper that is not too thin. Shiny paper, especially if too thin, does not show up the beauty of the typing, and magnifies every erasure.

Envelopes
Always type on unlined envelopes. Lined envelopes are not suited to a typewriter since the lining quickly wrinkles on insertion.

Carbon
A good rule is to make one copy of everything you type. Stationers usually carry cheaper thin copy paper. Carbon paper should be of the unwaxed kind. Waxed carbon slips so that the original is brought out of line with the copy.
Care and Cleaning

Facit Portable is a dependable and durable machine. It does not require daily cleaning nor any other form of frequent care. Once a month, however, you should clean it, as follows:

Brush out the type basket

Use the brush that is supplied with your machine. A good way to proceed is to insert a piece of cloth underneath the keys (press the keys in fan-like sequence so that you can get the cloth in a bit at a time). Clear the type faces of ink smudge and ribbon remnants with a brush, but not a wire one. Never use a hard object when cleaning — stick to the brush!

Clean the platen

Use a piece of cloth dampened with alcohol, but not too often. Never resort to any other kind of solution for this purpose.

Changing Ribbons

Remove the top plate and wind up the old ribbon on to either spool by turning the spool round with your finger. Detach the ribbon from the empty spool and remove spool with the old ribbon. If you use a two-coloured ribbon, the colour that is most used should be at the top.

Attach the free end of the new ribbon to the hook on the prong of the empty spool. Then place both spools into position on their shafts. Depress the shift key, set the ribbon selector at red and depress keys “g” and “h” simultaneously until they meet just in front of the ribbon carrier. Place the ribbon behind the ribbon carrier and lead it through the openings in the carrier. Release the shift lock. Push the two type bars back into place and set the ribbon selector at black.
Save this Manual

The manual is your "key" to the design, care and operation of Facit Portable. Put it in a safe place and consult it again as soon as you and the typewriter are on more familiar terms. You may find that you missed some labour-saving tricks the first time. Remember, Facit Portable gives you its very best service when you utilize all its possibilities. You may also use the manual as a reference book to look up any part or function that you do not feel sure about.
Double machine life

Your Facit Portable will serve you for many years. It will serve you even longer if you let your machine profit by the service and inspection that our Facit Agent can offer you. Send the machine in once a year for cleaning, lubrication and inspection by a skilled mechanic. You will get twice as much pleasure out of your Facit Portable — and your machine will last twice as long.