Manual for HALDA Portable owners
You will derive much pleasure from your Halda Portable

In the Halda 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, besides. However, learning to use a portable is like learning to use a new model radio; you can’t get the most out of it before you’re familiar with the operation of all its different buttons and keys. That’s why you should study this manual carefully from cover to cover. The extra time you put into learning how to use Halda 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 Halda Portable keyboard, and even type fast and handsomely nevertheless. However, you won’t secure real 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
(a similar key for the right hand is at the opposite end of the keyboard). Used in 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 selector
with 3 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 stencilling, etc.

4 The line space lever
automatically moves up the paper and returns the carriage to the left margin for a new line of typing.

5 Line space platen release.
If you press this down the platen can be rotated independent of its ratchet mechanism. When the release is let up again the platen returns to the original ratchet setting.

6 Platen knobs,
one on each side, used to turn the platen. The left-hand knob may be pulled outward, which disengages the platen from its regular line-spacing to permit intermediate-line typing.

7 The carriage release
disengages the carriage to permit rapid movement to any point.

8 The line-space regulator is adjustable for single, double or triple spacing. Half-line spacing can be obtained manually with the help of the platen knob.

9 The paper guide,
which can be moved to left or right, guides the left edge of the paper when it is inserted in the machine. The graduation of the line scale matches that of the paper bail.

10 The paper holder
holds up the paper during typing.

11 Type bar guide and ribbon lifter.
The type bar guide centres the type bar at the moment of impression so that the characters always print in exactly the right position relative to the platen position. The ribbon lifter guides the ribbon and lifts it to the correct position for printing when a key is struck.

12 The paper release
is a lever on the carriage that permits quick removal or straightening of the paper.

13 The paper bail
moves upwards and forwards. Pull it towards you when inserting paper, see that paper comes behind the paper bail, then push it against the platen to keep the paper in place. Each point on the bail's graduated scale corresponds to the space taken by a character.

14 Carriage lock
(right under the right-hand carriage knob). Move the lever towards you and then the carriage to centre position. This locks the carriage and safeguards against jolts and bumps when you're carrying the machine around. The carriage lock is released by moving the lever backwards and downwards in a slanting direction.

15 Margin release.
Depressing this key allows you to type outside of either the left- or right-hand margins.

16 The backspace
moves the carriage back one space at a time.

17 The keyboard
has the same distance between keys and rows as a standard typewriter.

18 The space bar
is mainly used to space between words.

The touch control
is under the top plate in front of the left-hand ribbon spool. It has 5 positions: Position 1 signifies lightest touch and Position 5, heaviest touch.

The marginal stops
are found on a rail behind the carriage. They can be moved to any desired position by lightly pressing on them.
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 without reassurance from your eyes. Each finger is accordingly given a specific area of keyboard to cover. You must first learn the guide keys with their letters, and keep practising until your fingers find all the keys instinctively. The keyboard shield is designed to help you in these basic exercises.

Attach the shield on your machine as follows:

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. (See instructions on the last page.) The manual or copying text is placed to one side within convenient reading distance.

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

Press top plate back in place. The shield then sits firmly in place, as shown by the illustration.
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're sitting too low, put a pillow 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.

Position of fingers

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. Keep to the thumb of your right hand when striking the space bar. You will find the keyboard chart on the rear cover flap.
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.

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 righthand side, and vice versa.

As soon as you feel that you can manage the alpha-
bet, start writing your name, address, occupation or even an autobiography. When you discover that you can write text of this “self-dictated” sort pretty handily, 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’ve come far enough to continue without having the keyboard chart in front of you. And before long you will also be able to do without the keyboard shield. You now know how to touch-typpe, and with more practice you will attain the high speed, accuracy and wonderfully even and flowing rhythm that mark the full-fledged touch typist.
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 lifter). 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.

Easy paper insertion
If you have many copies to write, it may be difficult to get all of them in the machine without shifting 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 get around 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 out the card, loosen the card by turning the platen. Do the same thing with subsequent cards.

Envelopes

Do you have to write 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.

Quieter typing

Halda Portable is unusually quiet in operation, thanks partly to its sound-absorbing bottom plate. But it may happen that the table you’re typing on acts as a resonance surface which magnifies machine noise. In that case, place a newspaper or a blanket under the machine, and the noise will be reduced to a whisper.
**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 besides.

**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. Wax carbon slips so that the original is brought out of line with the copy.

**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 keep erasure droppings from falling into the machine. If you’re 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. Don’t forget to remove the cardboard before you resume typing!
Setting up letters, etc.

The simple and the beautiful go together. This also applies to the setting-up of letters. An attractive and practical arrangement 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. 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 (see illustration).
Changing ribbons

To insert a new ribbon first lift the top plate. Push the ribbon reverser to the right and wind up the old ribbon on the left-hand spool by turning the spool with your index finger. Undo the ribbon from the right-hand spool and remove the left-hand spool.

If you use a two-coloured ribbon, the colour that is most used should be on top.

Attach the free end of the new ribbon to the hook on the prong of the empty spool. Then push both spools into place on their axles. 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 lifter. Place the ribbon behind the ribbon lifter and lead it through the openings in the lifter. Release the shift lock. Push the two type bars back into place and set the ribbon selector at black.

Care and cleaning

Halda Portable is a rugged, durable machine. It doesn’t require daily cleaning nor any other form of frequent care. Once a month, however, you should give it a going-over as follows:

Brush out the type basket

Use the brush that came with your machine when you bought it. 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 in the cloth a bit at a time). Clear the type faces of ink smudge and ribbon remnants. Never use a hard object when cleaning — stick to the brush!

Clean platen

Use a piece of cloth dampened with alcohol. Never resort to any other kind of solution for this purpose.
Storage

If you bought a Halda Portable with a case of light metal, keep the machine stored inside when not in use. Besides protecting it against dirt and dust, the case absorbs shocks and jolts. If you did not buy the case with the machine, you can sew or buy a plastic cover to put over the machine. If you're short of space and type only occasionally, you can hang Halda Portable on the wall as illustrated — its frame of Swedish steel is more than equal to the load!
Keyboard chart

On the reverse side of this sheet is the keyboard chart you are to use in learning the touch system.

Halda Portable is sold all over the world and comes with 47 different kinds of keyboard. Since we cannot possibly reproduce all of them here, we have chosen to make our demonstration keyboard neutral. As you notice, it is completely devoid of letters and other characters.

Before you start practising, fill the chart with the letters and characters that you see on your keyboard. Do this first in pencil and — after you’ve checked the results — fill in the chart with pen and ink.
Fill in the keyboard  See instructions overleaf
Double machine life

Your Halda 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. Turn in the machine once a year for cleaning, lubrication and inspection. You will get twice as much pleasure out of your Halda Portable — and your machine will live twice as long.

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