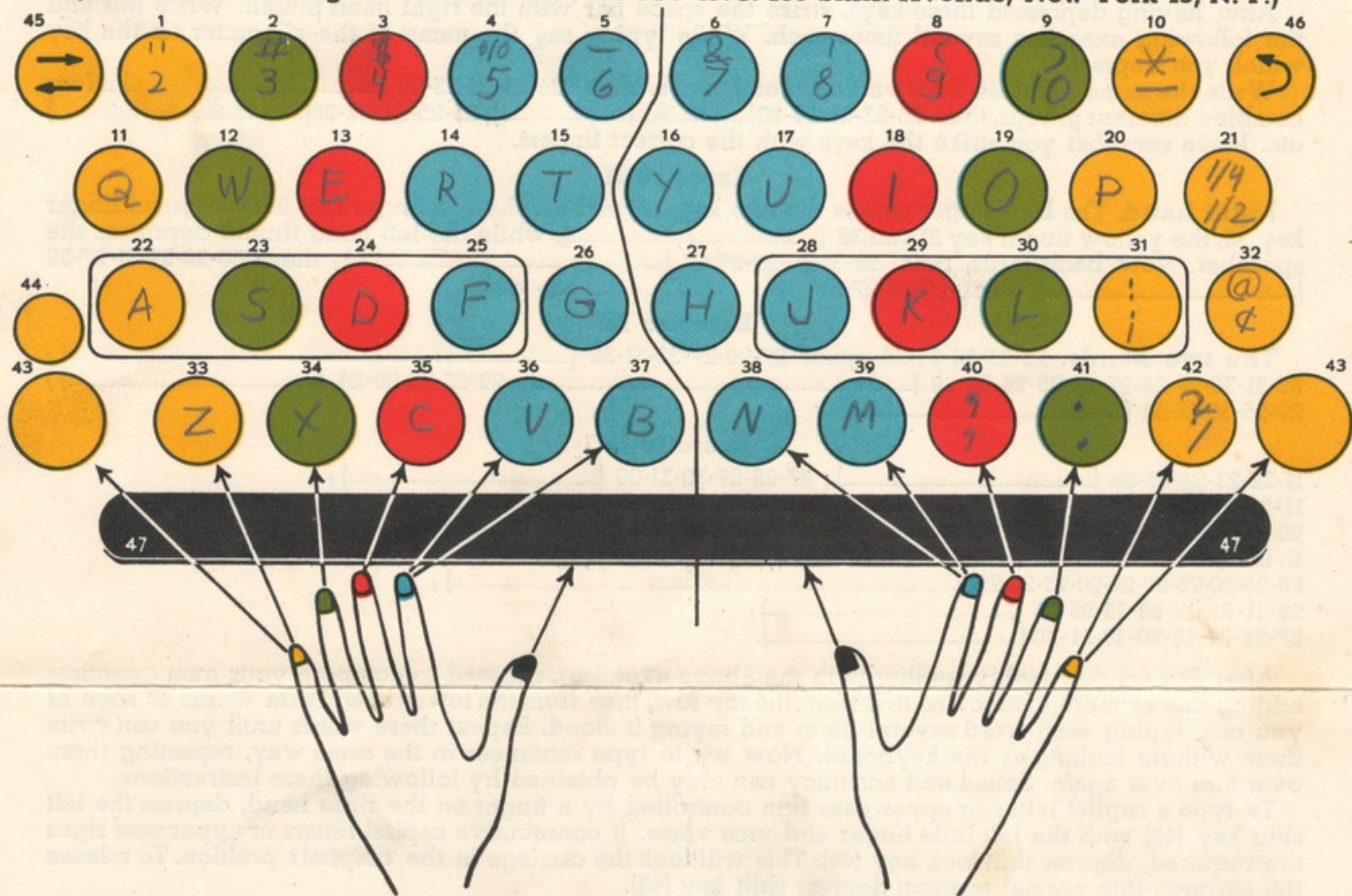


# ABRIDGED METHOD OF TYPING

10 finger touch method)  
specially adapted to the different keyboards of the

**HERMÉS**  
*Rocket*

issued by the manufacturers: PAILLARD LTD., YVERDON/SWITZERLAND  
(Distributed through PAILLARD PRODUCTS INC. 100 Sixth Avenue, New York 13, N. Y.)



The above chart represents the blank keyboard of a Hermes Rocket typewriter. The 2 hands show exactly with which finger to strike the various keys, the colour of each finger corresponding with that of the keys they should strike.

Since the Hermes Rocket machines are supplied with over 70 different keyboards to suit all languages and countries, the keys of the above chart have been left blank and numbered instead. The first thing you should do, therefore, is to fill in the coloured circles by copying the actual keyboard from your own machine. Do this with ink or pencil.

In the following exercises the keys have been indicated by their numbers. After each group of numbers sufficient blank space has been left between brackets for you to insert the actual characters and signs of your own keyboard corresponding with the numbers preceding the brackets.

### Exercise I

Hold your body naturally, keeping your fingers well curved and poised lightly over the keys. Place your thumbs on the space bar (47) and your other fingers on the home keys (22-25 and 28-31). To obtain even and clean typing, develop a short touch and do not pause on the keys.

**Left hand.** The yellow finger strikes key 22, the green finger key 23, the red finger key 24, the blue finger the two keys 25 and 26 (please insert here the letters and signs of your keyboard corresponding to these numbers: A, S, D, F, G).

After having depressed these keys, strike the space bar with the right hand thumb. Write this and the following exercises several times each. While typing say the name of the character on the key which you depress.

Write the same exercise backwards several times, thus: 26-25-24-23-22 (G, F, D, S, A). Now combine different groups, thus: 25-23-26-24-22 (F, S, G, D, A); 23-25-24-22-26 (S, F, D, A, G) etc. Make sure that you strike the keys with the correct fingers.

### Exercise II

**Right hand.** The blue finger strikes the two keys 27 and 28, the red finger key 29, the green finger key 30, the yellow finger key 31 and 32 (\_\_\_\_\_), while the left hand thumb depresses the spacebar. Now backwards, thus: 32-31-30-29-28-27 (\_\_\_\_\_); then: 30-28-29-31-27-32 (\_\_\_\_\_); 28-30-29-32-27-31 (\_\_\_\_\_); etc.

### Exercise III

**The two hands.** 22-23-24-25-26 space 27-28-29-30-31-32 (\_\_\_\_\_);  
32-31-30-29-28-27-26-25-24-23-22 (\_\_\_\_\_); 22-27-23-28-24 (\_\_\_\_\_);  
29-25-30-26-31 (\_\_\_\_\_).

### Exercise IV

11-22-23-24-25-26 (\_\_\_\_\_); 27-28-29-30-31-20 (\_\_\_\_\_);  
11-22-11-23-11-24-11-25-11-26 (\_\_\_\_\_);  
20-27-20-28-20-29-20-30-20-31 (\_\_\_\_\_);  
11-27-11-28-11-29-11-30-11-31-11-20 (\_\_\_\_\_);  
20-26-20-25-20-24-20-23-20-22 (\_\_\_\_\_);  
22-11-23-12-24-13-25-26 (\_\_\_\_\_);  
27-28-29-18-30-19-31-20 (\_\_\_\_\_).

After you are thoroughly familiar with the above exercises, proceed to compose your own exercises adding one or more characters, first from the top row, then from the lower row. Form words as soon as you can, typing each word several times and saying it aloud. Repeat these words until you can write them without looking at the keyboard. Now try to type sentences in the same way, repeating these over and over again. Speed and accuracy can only be obtained by following these instructions.

To type a capital letter or upper case sign controlled by a finger on the right hand, depress the left shift key (43) with the left little finger and vice versa. If consecutive capital letters or upper case signs are required, depress shift lock key (44). This will lock the carriage in the «capital» position. To release the carriage into normal position depress shift key (43).

Use the small letter l for the figure one (example: 1941). Capital «I» is used for Roman figures, thus IV and XI. Use capital 0 for figures, thus 10, 20, 30.

Always space after punctuation marks and before ! and ? Do not space before coma (,) semicolons (;) colons (:) and fullstop, and do not space either before or after parenthesis, quotation marks (" ") nor apostrophe. Examples: Yverdon (Switzerland); the «Hermes Rocket» typewriter.

If you wish to move the carriage back by one or more spaces, depress key 46. If it is required to write beyond the margins of your text, depress key 45.

Certain signs are located on «dead» keys which when struck do not move the carriage. Such signs must be typed before the character over which they must appear is depressed.