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This booklet is written for you

... the fortunate typist with a brand-new IBM Electric. We've designed and manufactured your typewriter carefully, incorporating every time- and energy-saving feature, so you will have the easiest typewriter in the world to use. We know you'll be proud of the typing you produce, and believe that you'll become a better typist — faster and more accurate — than you ever dreamed you could be.

Your IBM representative will show you all the new and wonder-working features of your typewriter. However, you'll find it doubly helpful to take a few minutes to review them once again, using this book as your guide, checking your operation with the descriptions given here.
The keyboard of your IBM Electric Typewriter is designed for the easiest, most efficient typing possible. You'll find you no longer need to "pound" the keys to produce perfect results. You'll benefit greatly from the compactness, scientific slope, and short key strokes of your IBM Electric keyboard because all extra operations are eliminated. Once a key is depressed by a light touch you can forget about it. Your results will be perfectly uniform—whether you are typing many carbons, a stencil, or statistical work.

When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position, instead of raising them high above the keyboard. Tap the keys squarely in their centers, using a quick, resilient touch and relaxing finger pressure the instant you feel contact with the keys. Practice familiar words or phrases. You'll notice immediately the improved appearance of your typewritten pages and, in a very short time, a marked increase in your speed as well.

Your IBM operates with a light, light touch
upper arms sloped slightly forward

back erect, supported by backrest

forearms on same slope as keyboard

feet flat on floor

Your posture
is important...to you and your work

The ease, speed, and accuracy with which you type depend primarily upon your posture at the typewriter. Many times an apparent typing difficulty can be overcome simply by correcting your typing posture.

Check your position at the machine with the picture on the opposite page of Stella Pajunas, World's Champion Typist, who won her crown by typing 140 net words a minute for one hour on an IBM Electric. She has found that you can type comfortably and efficiently all day, without tiring, by:

1. Sitting in a position that will cause your upper arms to slope slightly forward.
2. Adjusting your chair to a height that will put your forearms on the same slope as the keyboard.
3. Sitting erect in your chair, directly in front of the typewriter, allowing the backrest to support you, and keeping your feet flat on the floor.

Remember the all-important "4" each time you sit down to type:

Upper arms, forearms, back, feet
IMPRESSION INDICATOR

The lever directly underneath this glass window moves forward and backward, enabling you to change the force with which the type bars strike the paper. The higher you move the indicator on the scale numbered from 0-10, the harder the type bars strike, without any additional typing effort by you. To determine the correct setting for each type of work, use the comma and period as a test, adjusting the impression indicator so they print distinctly, but not heavily. As a general rule you will find you use a lower indicator setting for stencil writing, and a higher setting for multiple carbon copies.
MULTIPLE COPY CONTROL

This lever moves the platen backward or forward to accommodate carbon copies of various amounts and thicknesses, thereby reducing embossing and eliminating smearing or shadowing of the original copy. The weight of paper and carbon paper you use are important factors in determining the correct setting. Normally, the Multiple Copy Control lever should be left at “O” when typing one to four copies. As a general rule, the lever should be advanced one position for every three extra copies (after the first four).

To determine which setting is best for a particular job, insert the paper and carbon paper in the typewriter (with the impression indicator at the lowest setting at which you get legible printing on a single sheet of paper) and follow the general rule of advancing the lever one notch for every three copies, after the first four. Type several words. Check the back of your original sheet for embossing and the front of the sheet for shadowing. If either condition exists, advance the lever one more notch. Then check your last copy to make certain it is clear. If a darker impression is desired, increase your impression indicator reading.

Note: Be sure the lever is at “O” when you are making less than 4 copies.

ELECTRIC SWITCH

The lever under this window turns the electric power off and on. When the switch is off, the keyboard is locked. Remember to turn off the switch whenever you leave your machine, double checking before you cover it at night.
Your margins are set in an instant.

The IBM margin set key is exclusive in that it is a part of your keyboard and operated from your normal typing position.

Follow these 3 steps, with the electric switch on:

**To reset left hand margin:**

1. **TOUCH THE CARRIAGE RETURN KEY** (this locates your present left hand margin).

2. **DEPRESS AND HOLD DOWN THE MARGIN SET KEY** (located on the upper right hand corner of the keyboard).

3. While **HOLDING DOWN** the margin set key, move the carriage to the new margin you wish to establish.* When you release the button, the margin is set.

*NOTE: For short distances, you may move the carriage to the left by using the spacebar, or to the right by using the backspacer. For longer distances, you may wish to move the carriage either to the right or left by depressing the carriage release lever.

**To reset right hand margin:**

1. **TAB OVER TO THE END OF YOUR WRITING LINE** (this locates your present right hand margin).

2. Same as step 2, left hand margin.

3. Same as step 3, left hand margin.

**Automatic Line Lock**

The bell will ring approximately 8 spaces before your right hand margin stop as a warning that you are approaching the end of the writing line. When you reach the right hand margin, the automatic line lock will lock the keyboard and prevent the type bars from printing.

**MARGIN RELEASE BUTTON.**

You can write beyond the right or left hand margin stops simply by depressing the margin release button on the upper left hand corner of the keyboard.
Everything at your fingertips on the IBM Electric Keyboard

**TAB KEY** A light touch with your little finger causes the carriage to move quickly and accurately to the tab stop. It is not necessary to hold down the key until the carriage comes to a stop—a flick of your finger does it.

**SHIFT KEYS AND SHIFT LOCK** The shift keys are electrically powered, making shifting for capitals an easy operation. Release the shift lock by touching either the right or left shift key.
**TAB SET LEVER** To set a tabular stop, simply position the carriage at the desired place and depress the tab set lever.

**TAB CLEAR LEVER** To clear a particular tabular stop, tabulate to the point you wish to clear and depress the tab clear lever. To clear all stops in one operation, tab to the end of the writing line, depress the tab clear lever and while holding it down, touch the carriage return key.

**BACKSPACE** A feather-light touch with your little finger spaces the carriage back, swiftly and positively.

**CARRIAGE RETURN** Returning your carriage is as simple and effortless as operating any other key. A flick of the carriage return key with your little finger and you are ready to type on the next line. Each time you touch the carriage return you space down on the page, according to the setting of the line space lever. Your hands stay right on the keyboard, in typing position.
Your **IBM** Electric Carriage...
simply and scientifically designed

1. **CARRIAGE RELEASE** You can move the carriage by hand, simply by depressing either the left or right carriage release lever, conveniently located on either side of the carriage.

2. **PAPER RELEASE** The quickest way to remove finished copy is to move the paper release lever forward. Use the lever also to straighten paper. It locks in either the release position or in normal position.

3. **PAPER TABLE** When inserting paper, rest the sheet squarely on the paper table and against the paper guide, and it will require no straightening. Use the scales on either side to center your paper in the machine.

4. **PAPER GUIDE** Your movable paper guide aids in the straight insertion of paper, and in centering paper in the platen.

5. **PLATEN** The platen has been scientifically compounded to give you longest wear and uniform type impressions.

6. **PLATEN KNOBS** With a little practice you can learn to twirl paper into your machine...
with one turn of the large, easy-to-grasp platen knobs. You will note that these knobs are tapered in shape, to assure a firm, easy grip.

**7. FRONT PLATEN SCALES** There are 2 scales conveniently located in front of the platen. The top one is graduated in inches for your convenience in following inch specifications (Example: indent 1¾”). The bottom scale reading tells you the corresponding margin and tab setting. This bottom scale indicates the number of typewriting spaces available. There are 85 pica spaces (10 to an inch) and 102 elite spaces (12 to an inch) to a full 8½ inch line.

The printing indicator below the type guide indicates your platen scale position. In the illustration the position is 60.

**8. LINE SPACE LEVER** You can have single, double, or triple spacing simply by moving the line space lever to the position labeled 1, 2, or 3.

**9. FLOATING PAPER BAIL** Your paper is held firmly against the platen by the paper bail. Extra paper thicknesses on one side or the other will be accommodated easily by its floating action. Its scale is a duplication of the lower platen scale.
VARIABLE LINE SPACER The small knob on the left end of the platen is the variable line spacer. When you press it in, the platen moves freely backward or forward. Use it when you have to reinsert a partially-typed page in your typewriter and want to locate the same typing line. It will also help you, when filling in forms, to align your copy for typing on a printed line.

LINE POSITION RESET When you push back the line position reset you can also turn the platen freely and standard spacing is locked out. Here, however, you can return to your regular typing line accurately and automatically by restoring the lever to its forward position. You'll find the line position reset of value whenever you want to type above or below the line—double underscore, subscript, superscript, exponent, etc.—and then continue on your regular typing. Follow these steps: push back the reset lever, roll the platen to the desired place, type. When you return the reset lever to the forward position your regular spacing is resumed.
SOLID COLOR RIBBONS Your new IBM Electric gives you maximum ribbon usage with 3 writing lanes. The positions numbered 4, 3, and 2 in the diagram at the right control typing on the lower edge, center, and top edge of the ribbon respectively. You will feel and hear a light “click” when you move the lever up or down, from one position to another. There is a definite and heavier “click” between position 2 and stencil writing (position 1).

2-COLOR RIBBONS On 2-color ribbons, your writing positions are #2 and #4.

For longest wear and sharp, even impressions change the lever setting frequently. The used portions will re-ink as you type on another lane.
How to change your ribbon
TO OPEN THE TOP COVER OF YOUR TYPEWRITER grasp the cover at the center opening and pull it up and forward, toward you, on its hinge. To close, press lightly and it will snap shut.

RIBBON REVERSE LEVERS (A in photo). A reverse lever is located beside each ribbon spool. These levers reverse the ribbon automatically on either side when the end of the ribbon is reached. You can change the direction the ribbon is traveling at any point by pressing down on one of the levers. If you press the left hand lever the ribbon will wind onto the right hand spool and vice versa.

ELECTRIC RIBBON REWIND (B in photo). When you depress this lever fully, used ribbon will rewind automatically onto either spool, stopping when the end has been reached.

To install a new ribbon, depress the electric ribbon rewind to wind all the old ribbon onto the spool most nearly filled. Remove both spools, following this simple operation: with your little finger hold back the ribbon guide located directly over the spool; depress the ribbon reverse lever next to the spool (this disengages the feed on that spool); pull out the small knob located in the center of the spool and lift out the spool. Discard the spool filled with used ribbon. Insert the new ribbon, following the same procedure as above, making certain the ribbon reverse lever beside this spool is down. The spool teeth must point toward the platen. Thread the ribbon through the guides as indicated numerically on the opposite page. Hook the end of the ribbon on the point in the hub of the empty spool and replace that spool in its holder.
If your typewriter has a carbon ribbon attachment
COLOR CONTROL The lever on the left, just above the keyboard, controls the position of the carbon ribbon. When pressed all the way down, it is in stencil position (non-printing) and the ribbon will not move or lift as you type. Up one notch, it is in writing position.

RIBBON SUPPLY INDICATOR Through the opening in the top of the right spool cover you can tell at a glance if your supply of carbon ribbon is running low. You are almost ready for a new spool when the marker reaches the red zone.

HOW TO CHANGE THE RIBBON Open the top cover of the typewriter (by grasping the cover at the center opening and pulling it up and forward, toward you) and open the ribbon spool covers (by grasping them lightly and pulling them out from the body of the machine). The spool covers are specially hinged on the bottom for your convenience and need not be completely removed from the typewriter unless you so desire.

1. Remove used ribbon from the left spool by pressing both sides of the spring wire at the center and pulling the outer half off (illustration). Hold over a wastebasket and the used ribbon will drop off.
2. Reinsert the outer spool onto the shaft, at the same time pressing both sides of the spring wire, allowing the wires to fit into the holes of the inner spool.

3. Insert the new ribbon on the right-hand spool, holding the ribbon supply indicator down with your left hand. Place the ribbon onto the shaft with the ribbon feeding from the back of the spool (see illustration opposite page).
4. Release the ribbon indicator; pass the ribbon in front of the top guide pin and close the cover.
5. Move the carriage to the extreme left and thread the ribbon through the right hand guide. The carbon side should be facing the platen. With the top cover opened, the ribbon is easily inserted in the outer slots of the center ribbon guide.
6. Move the carriage to the extreme right and run the ribbon through the left guide.
7. Push back the small pin in the center of the rear geared feed wheel (arrow), which will hold the feed wheels apart. Thread the ribbon through the wire guide and between the feed wheels and pull out about 8" of extra ribbon. Depress the front lever (pencil points to it in illustration) to reposition the feed wheels. (For this illustration we have removed the outer half of the spool.)

8. Insert the end of the ribbon between the two halves of the left spool, bringing it out any one of the openings of the outer side.

9. Release the ribbon and turn on the switch. When the slack ribbon has wound around the spool, it will stop. You can tear off any excess before closing the cover.

STRAIGHT THINKING
Speed Typing Test

is the greatest nation
mostly rich and because
able, they have been
its land is histor
free people.

Exclusive typing shortcuts
on your IBM Electric
USING BACKSPACE AND UNDERSCORE AT ONE TIME With the underscore conveniently located in the last position of the numeral row and right next to the backspacer, it is possible to underscore backwards by depressing both these keys simultaneously. You can appreciate the advantage of this novel feature when you think of the many times you've typed a heading, pushed the carriage back by hand, or returned it normally, and had to turn the platen down one line before you could proceed with the underscoring. Now, and for the first time, you can start underscoring as the very next step after typing the last character in the heading and backspacing once.

PARTIAL CARRIAGE RETURN A second time saver is that of touching the carriage return and then the tab key, so you will not return all the way to your left hand margin. Of special value when typing columns of figures, this shortcut can be perfected for many uses by timing your depression of the tab key to the point just after your carriage has passed the set tab stop.
How to care for your IBM Electric

1. REMOVING THE PLATEN  To remove the platen, center the carriage, move the Multiple Copy Control to "5", pull up the carriage end covers and lift the paper bail. Place your hands under the platen knobs, thumbs on the platen latches, and pull the latches toward you. Then lift out the platen—the right end first.

To replace the platen, hold the left latch back with your thumb. Insert the left end of the platen at a low angle, pushing it to the left and turning slightly. The right end will drop into place with ease. Be sure the latches engage the platen.

2. CLEANING PLATEN, FEED ROLLS, AND BAIL ROLLS  In order to assure proper feeding of the paper at all times and to prevent the feed rolls or bail rolls from marking your original sheet, it is important that you clean the platen, feed rolls, and bail rolls...
periodically. A number of platen cleaners, which can be applied with a dauber or cloth, are available from stationery suppliers.

To clean, remove the platen (as at left) and the metal deflector underneath (which holds the feed rolls). It is released easily by grasping it at the front edge and lifting it out. Moisten the cloth or dauber with cleaner and wipe the rolls. When replacing, make certain the larger feed rolls go toward the back of the machine. Fit the 2 grooved notches on the bottom of the deflector plate onto the notches in the ends of the shaft beneath. As it fits into place, you will notice it has a little "play", forming a cushion for the platen. Replace the platen; clean the bail rolls.

If you type many stencils, frequent cleaning of these rubber parts will help prevent swelling and prolong the life of the parts.

3. CLEANING TYPE For perfect type impressions, clean the type on your IBM Electric regularly, using a dry bristle brush (not wire), with a brushing motion toward you and away from the type basket. No type cleaning fluids are necessary. Spread a cloth or tissue in front of the type to protect your clothing from any dirt that may be scattered while brushing. Finish the cleaning by wiping the type faces with a clean, dry cloth. If you do use a cleaning fluid, moisten a cloth slightly and dab the type faces lightly. Avoid excessive use of any fluid and do not oil your machine. Oil used indiscriminately may contact rubber parts and cause damage. Heavy pressure is not necessary to clean the keys—whether you use a brush, cloth, or plastic type cleaner.
IBM RIBBONS AND CARBON PAPER

There are IBM ribbons and carbon paper for every typing application—specially designed and tested in our laboratories for use on your IBM Electric Typewriter. These custom-made supplies will assure you the matchless results your IBM Electric is capable of producing. For a perfect impression, ask your IBM representative to recommend the IBM ribbon and carbon paper that are best for your application.

Ask your IBM representative, too, about IBM's economical Maintenance Agreement Plan—a program of planned "preventive" maintenance for your IBM Electric, assuring you the finest typewriter performance at all times.