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This booklet is written for you...

...the fortunate typist with a brand-new IBM Executive Typewriter. We've designed and manufactured your electric 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.
Your IBM operates with a light, light touch

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 posture

- Upper arms sloped slightly forward.
- Back erect, supported by backrest.
- Forearms on same slope as keyboard.
- Feet flat on floor.
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. By following Miss Pajunas' rules you should be able to type comfortably and efficiently all day, without tiring. She suggests:

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.
4. Keeping your feet flat on the floor.

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

Upper arms, forearms, back, feet.
Your Executive Typewriter has a new, distinct type of proportional letter spacing—we call it the IBM spacing principle. On typewriters you may have used in the past, all letters took exactly the same amount of space, and the carriage advanced one space every time you typed a character.

On the Executive, each character is automatically given the correct amount of space according to its width—so all the letters fit together beautifully in a word—and you produce typewritten pages that look like fine book work. There are no more “rivers” of white space; an “i” is the thin letter it should be, while an “m” is proportionately wider (see blocks of typing at the left).

The width of a letter is measured in terms of units on the Executive Typewriter. The smallest space used for any letter is two units; the largest five units. This knowledge is of value to you when you relocate your typing position (after correcting an error or reinserting your paper in the machine). Otherwise you type just as on an ordinary typewriter. The table of unit values on page 25 of this book tells you just how many units each letter takes.

You may obtain many interesting variations of spacing between words through the selective use of the two spacebars and the backspacer. Since the backspacer moves the carriage back only one unit, single unit spacing is obtained by using the 2-unit space bar and backspacing once. The sentences on the opposite page show the flexibility you can achieve in word spacing using your two spacebars and the backspacer. The 2-unit spacebar is generally used in regular typing.
from other typewriters?

IBM type styles Modern, Secretarial, Bold Face #1 and #2, Documentary, Mid-Century and Heritage appear slightly larger than Pica type, but you will find they require less space per line due to the proportional spacing of the characters. Note the comparison of the "quick brown fox" sentences on this page.

Besides producing the most distinctive-looking correspondence in the world, your Executive Typewriter is excellent for master copy for photo offset or direct plate reproduction. It is clean, black, and easy-to-read when reduced.

Ordinary typewriter spacing

The quick brown fox jumps over the lazy dog.

Executive typewriter spacing

This is to show various spacing between words. (1 unit)
This is to show various spacing between words. (2 units)
This is to show various spacing between words. (3 units)
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 higher indicator setting for stencil writing and 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 the paper and carbon paper you use are important factors in determining the correct setting. Normally, the Multiple Copy Control lever should be left at "0" 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 "0" 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 3 basic controls**
Your margins are set in an instant

The margin set key is located on your keyboard and operated from your normal typing position.

**TO RESET LEFT HAND MARGIN,** follow these 3 steps, with the electric switch on:

1. **Touch the carriage return key**  
   (this locates your present left hand margin).
2. **Depress and hold down the margin set key**  
   (at 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.
4. **Touch the carriage return** to check your margin setting.

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

**RIGHT HAND MARGIN:** Because characters vary in width, there is no right hand margin stop but rather a warning bell, which may be set to ring approximately 20 units before the point you select for your margin.
To change the point at which the bell rings:

1. **Return carriage.** Depress the left hand carriage release lever (on the top of the carriage—see page 16) and move the carriage slowly to the left until the bell rings. Stop the carriage here.
2. **With your right forefinger,** depress the margin set key, **hold it all the way down,** and continue to move the carriage to the left. You will feel and hear the click of the stop as it is grasped by the margin set key.
3. **With your finger still on the margin set key,** move the carriage to your desired right hand margin setting.
4. **Release the margin set key.** The right hand margin bell will now ring approximately 20 units in advance as a warning that you are approaching your right hand margin.

**MARGIN RELEASE BUTTON.**  
You can backspace 4 units beyond the left margin without depressing the margin release button. Depress the button to type farther beyond the margin.
Everything at your fingertips on the **IBM Electric Keyboard**

**AUTOMATIC WORD EXPANDER**—To add emphasis to words, headings and captions, lift up the automatic word expander lever. An extra unit of space is automatically inserted between each character and word. The 2-unit spacebar spaces three units; the 3-unit spacebar spaces four units.

**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, place the carriage at the desired position, according to the graduations on the bottom scale of the Front Paper Scale, and depress the tab set lever. Stops may be established at a point coinciding with any one of the 4-unit calibrations marked on the bottom scale.

**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, prior to setting new stops, 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 one unit, 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.

**SPACEBARS**—You can vary your spacing at will with the two spacebars: one puts two units of space between words; the other, three.
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. The carriage return key should, however, always be used when returning to your left hand margin.

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

8 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 calibrated in inches.
**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.
COLOR CONTROL. The lever marked "color", just above the keyboard on the left side of your typewriter, controls the position of the carbon ribbon. Press it all the way down when you want to type stencils (non-printing position) and the ribbon will not move or lift as you type. Keep it in the upper position for regular typing.

RIBBON SUPPLY INDICATOR. You can tell at a glance if your supply of carbon ribbon is running low, through the window near the top of the right hand spool cover. You are almost ready for a new spool when the marker reaches the red zone.
How to change your carbon ribbon
1. 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, at the top, 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.

2. 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.

3. 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.

4. Insert the new ribbon on the right hand spool, holding the ribbon supply indicator down with your left hand. Place the ribbon on the shaft with the ribbon feeding from the back of the spool (see illustration, opposite page).

5. Release the ribbon indicator; pass the ribbon in front of the top guide pin and close the cover.
6. Move the carriage to the extreme left and run 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 center ribbon guide.

7. Move the carriage to the extreme right and run the ribbon through the left guide.

8. 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.)

9. 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.

10. 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.
If your typewriter has a fabric ribbon

Solid Color Ribbons: Your new IBM Electric gives you maximum ribbon usage with 3 writing lanes. When you press the lever labeled "color" all the way down, you disengage the ribbon for writing stencils (#1). Lift the lever slightly and you will feel and hear a "click" which indicates that the top edge of the ribbon is in printing position (#2). Move it up another position, and the center of the ribbon is in printing position (#3). At the very top control position, the lower edge of the ribbon is in printing position (#4).

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.

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, however, 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) — Before installing a new ribbon, depress this lever fully and used ribbon will rewind automatically onto either spool.
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 used ribbon and spool, and 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 six guides as indicated below. Hook the end of the ribbon on the point in the hub of the empty spool and replace that spool in its holder.
A simple guide to unit measurements

**IF YOU HAVE:** Bold Face #1, Bold Face Italic, Documentary, Modern, Secretarial (1/32” unit types) or Bold Face #2 (1/36” unit type)

1. All lower case alphabetical characters, and numbers, period and comma, are 3 units except:
   - flitj—2 units
   - w—4 units
   - m—5 units
2. All upper case alphabetical characters are 4 units except:
   - SWIMJ
   - 35253

**IF YOU HAVE:** Charter (1/45” unit type)

1. All lower case alphabetical characters, and numbers, period and comma, are 3 units except:
   - flitsjr—2 units
   - w—4 units
   - m—5 units
2. All upper case alphabetical characters are 4 units except:
   - IJ—2 units
   - BEFLPSZ—3 units
   - MW—5 units

**IF YOU HAVE:** Text (1/45” unit type)

1. All lower case alphabetical characters, and numbers, period and comma, are 3 units except:
   - flitsjr—2 units
   - w—4 units
   - m—5 units
2. All upper case alphabetical characters are 4 units except:
   - IJ—2 units
   - BEFLPSZ—3 units
   - MW—5 units

**IF YOU HAVE:** Mid-Century, (1/36” unit type)

1. All lower case alphabetical characters, and numbers, period and comma, are 3 units except:
   - flitsjr—2 units
   - wm—4 units
2. Upper case alphabetical characters are mainly 3 and 4 units, as shown below:
   - 2 units
   - 3 units
   - 4 units
   - 5 units
   - 1 BESTFJLPR HAYCUDKVXZ NOWGMQ

**IF YOU HAVE:** Copperplate Gothic (1/36” unit type)

1. All lower case alphabetical characters are 3 units except:
   - ij—2 units
   - mw—4 units
2. All upper case alphabetical characters are 1 unit larger than lower case, except for “I” which is 2 units in both cases.
3. Numbers, period and comma are 2 units in the lower case, 3 units in the upper case.

**IF YOU HAVE:** Heritage (1/36” unit type) or Testimonial (1/32” unit type)

1. All lower case alphabetical characters, and numbers, period and comma, are 3 units, except:
   - flitj—2 units
   - w—4 units
   - m—5 units
2. All upper case alphabetical characters are 4 units except:
   - SWIMJBP
   - 3525233
How to relocate your typing position

On a standard machine, every character centers above the type guide. Because the characters on the Executive vary in width, they do not all have the same relationship to the type guide. Use either one of the following two methods to relocate your typing position quickly:

**METHOD A.** Any three unit character can be centered squarely in the type guide opening. Regardless of the character, however, the left stem or edge of all letters lines up with left edge of the type guide opening (see illustration). To make a correction, line up the character next to the one to be corrected—either centering it in the type guide opening (if it is a 3-unit character) or aligning the left edge (if it is 2, 4, or 5 units). Space *backward* the number of units in the letter to be corrected if the error is on the *left* of your guide (or line-up) letter; space *forward* the value of your *guide* letter if the letter to be corrected is to the *right* of the guide letter.
Try this example: wolf

\[
\text{wolf}
\]

(1/32" type values) (4) (3) (2) (2)

a. To correct "w": Center the "o" in your type guide. Backspace 4 units (the width of "w"), type the "w".
b. To correct "f": Line up the left edge of "l" with the left edge of the type guide opening. Space forward 2 units (the value of "l"), type the "f".

*NOTE: The backspacer is the only key that spaces a single unit on your Executive Typewriter.

METHOD B. Use the straight edge of the line gauge at the right of the center opening as your position finder. To follow a letter with any other, line up the right side of the letter so it is immediately adjacent to the left edge of the position finder (see the "o" in illustration above). Then space the carriage 12 units, or six times, with the two unit spacebar.* You are ready to type the next letter (in this case "n"). Follow this procedure for any letter or character, regardless of its width. If you wanted to type over the "o" in this example, the "i" would be placed to the left of the position finder, and the carriage would be spaced 12 units.

*Assuming that your typewriter has a 1/32" type face. For Copperplate Gothic, Heritage, Mid-Century and Bold Face #2 Types, space the carriage 14 units; for Text and Charter, space the carriage 16 units.

When the automatic expander button is in the "up" position, the 2-unit spacebar becomes 3 units; the 3-unit spacebar becomes 4 units. It is necessary to space 13 units for a 1/32" type, 15 units for a 1/36" type, and 17 units for a 1/45" type, following the instructions above.
1. The top scales on the Front Paper Scale are inch scales, corresponding to the two scales on the paper table. They are used for setting margins of a specific number of inches.

2. The middle scale, numbered from the center at $\frac{1}{2}$-inch intervals, is used for centering. To center headings, titles, and words, locate the paper centrally in the platen, using the two scales on the paper table. Starting at "0" on the middle scale, type the line to be centered. (Do not space after the last letter has been typed). Note the termination point. Divide that number by 2, locate this result to the left of "0", and type the line, which will be centered.

3. The bottom scale is the unit scale. It is marked every 4 units and is used for setting margins and tabular stops. (See "Tab Set Lever", page 15).
How to make straight right-hand margins

You can make right hand margins straight by using the justification scale, graduated in units, located on the right line gauge card holder. It is marked with 9 units to the left of the notch and 17 units to the right of the notch.

Here are the simple rules for making an even right hand margin:

1. Insert your paper so the left edge is at "1½" on the front paper scale.

2. Determine the length of the line you wish to have justified. In this case let's set our left-hand margin at "25" and our right-hand margin at "67", the assumed justification point. It is very important that you set your right-hand margin since the bell will ring approximately 20 units before you reach the margin point and acts as a warning.
3. With the carriage positioned at the exact location of the right-hand margin, take a sharp pointed pencil, hold it on the notch provided on the line gauge card holder and draw a vertical line down the page by turning the platen upward. This line determines the point of your justification. You will notice that when the line is on the notch, or "0" on the scale, the front window pointer will be at 67—the justification point desired. Set a tab to the right of the vertical line, which you will be using for the column of plus and minus notations for each line.

4. In typing the rough draft, always use the 2-unit spacebar. As you type each line, listen to the bell which warns you that you are approaching your justification point. This is your signal to note the position of the vertical line in relation to the notch on the line gauge holder. (Do not space after the last word of the line).

5. The rule for determining when you increase or decrease is as follows:
   a. When the drawn line ends on the notch, "0", it indicates that the typing line ends at the justification point and requires no alteration. Therefore, tab beyond the line and write "0".
   b. When the vertical line rests to the right of the notch, the typing line is too short and must be increased. You always read away from the notch, every line being one unit. Tab beyond the line and write + ___ units.
   c. When the vertical line rests to the left of the notch, the typing line is too long and must be decreased. Tab beyond the line and write — units.

6. When a line ends with a period or comma, add one more unit unless you are using Copperplate Gothic lower case type. Thus, if your notation at the end of the line would be +4, make it +5; if it would be −3, make it −2.

7. This is the procedure you follow for each line of the rough draft. After typing the initial copy,
remove the paper from the machine and mark with a red pencil where spaces are to be removed and with a blue pencil where spaces are to be added. A diagonal mark (/) is placed between words where spaces are to be added, and a check mark (✓) between words where spaces are to be removed. Two or more diagonals should be made between some words in the line if the number of units to be added exceeds the number of spaces between the words in the line. Double units cannot be taken out, as this would cause the words to run together.

8. When typing the finished copy, increase the space between words by using the 3-unit spacebar. Decrease the space between words by using the 2-unit spacebar and backspacing once. Remember that after a period in your original work you used two strokes on the 2-unit spacebar; therefore, a unit added between sentences will require one stroke on the 3-unit spacebar to add the extra unit, and one stroke on the 2-unit spacebar to duplicate the original second space.

The right hand margin of this copy, prepared on the Electric Executive Typewriter with 10 point Modern Type, has been made even by means of double typing. All-electric operation and the IBM spacing principle make this typewriter ideal for the preparation of attractive sales letters, bulletins, and booklets, as well as distinctive-looking correspondence. The many advantages of the IBM Electric Executive Typewriter increase typing speed, greatly reduce effort, and make typing a pleasure.
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.

After you close the end covers, make certain the carriage controls are in the desired positions for your typing.
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 yokes 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.

3 CLEANING TYPE. If your typewriter has a fabric ribbon, you should clean the type 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.
"Partners in perfection"

*IBM RIBBONS AND CARBON PAPER*

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