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Preface

Typing is a form of communication. A typewriter provides the means to quickly and easily place ideas on paper and, thereby, share them with other people. As technology develops, the ease of operation and diversity of application increase. With these gains comes improved communication.

The features newly introduced in IBM's Model D Typewriter are advances toward further improving the process of communication. It is now possible to justify right-hand margins, expand or contract words, create ligatures, and spread headings.

This manual describes the functions of the features on the new IBM Model D Typewriter—some new, some familiar—which make contributions to the major objective involved in placing words on paper—communication. The pages that follow present the ways in which this modern means of communication can be put to work at its optimum efficiency.
Carriage Release Lever
You may position the carriage by hand by depressing either the left or the right
Carriage Release Lever and then moving the carriage to the desired position.

Paper Edge Guide
The Paper Edge Guide permits the insertion of paper into the carriage at the desired position accurately each time.
Copy Guide
The Copy Guide has three basic advantages:
- Prevents the refeeding of copies around the platen.
- Provides a convenient erasing table.
- Its lower scale provides easy reference when determining proper margin and tab settings. Its upper scale permits easy centering of any width paper in the carriage. The numbers on this scale start from zero at the center and proceed in ascending order left and right. Insert the paper so that its left and right edges touch the same number on the scale (e.g., 4¼ left and 4¼ right when using standard size paper).

Note: You may wish to position the Paper Edge Guide in line with the horizontal mark on the Copy Guide, so that the paper will be centered in the carriage each time it is inserted. For centering 8½” paper, insert the paper so that its left edge touches the left edge of the horizontal mark on the left side of the Copy Guide. The right edge of the mark is used for centering 8” paper.

Paper Bail
The three-position Paper Bail holds the paper in position and prevents bulges in the paper. When in the position nearest you, it offers the most efficient method of paper insertion and enables you to insert multiple sets of carbon and paper. In the up position, it is out of the way, permitting you to make corrections with ease.
Front Paper Scale
This Scale corresponds to the lower Copy Guide Scale, and indicates the position of the carriage, enabling you to set margins and tabs accurately. The long vertical mark on the Front Paper Scale indicates the center point of the carriage.

Clear View Card Holder
The Clear View Card Holder affords a clear view of work in progress and, at the same time, firmly holds cards against the platen in correct typing position. The notches in the Card Holder can be used for drawing vertical or horizontal lines. Hold the point of a ball-point pen in the notch while rotating the platen or moving the carriage horizontally.

Paper Release Lever
The Paper Release Lever frees the paper for positioning or removal when brought to its forward position.

Platen Knobs
The Platen Knobs enable the platen to be manually rotated for inserting the paper and for changing the position of the paper vertically.
**Platen Variable**
The Platen Variable provides free movement of the platen for permanently changing the position of the writing line.

**Note:** When inserting paper using Paper Bail, Platen Knobs, Clear View Card Holder, Paper Release Lever, Platen Variable:
- Bring the three-position Paper Bail toward you before inserting paper.
- Insert paper by turning the Right Platen Knob to align the top edge of the paper with the top of the Clear View Card Holder or the Copy Guide.
- Use the Paper Release Lever or Platen Variable to adjust paper.

**Page-End Indicator**
The Page-End Indicator rotates in descending numerical order (0, 5, 4, 3, 2, 1) as you type. When one full revolution (from 0 to 0) has been made, you are halfway down the page—when typing on standard business paper 8½" x 11". Thereafter, the numbers on the Indicator show the exact number of inches to the bottom of the page (e.g., If the Indicator is at number 1, you have 1 inch of typing space left on the page).
- Before setting the Page-End Indicator, align the top of the paper with the black area at the bottom of the Clear View Card Holder.
- Rotate the Page-End Indicator until the zero position is in line with the horizontal line to the left of the right platen knob.

When using other than standard-size paper, the setting will be increased for longer paper, and decreased for shorter paper.

When paper is longer than standard:
- When using legal stationery, which is 8½" x 13", 2 inches longer than standard, set the Indicator at 2. This is the setting you arrive at by turning the dial in a counterclockwise direction 2" from zero.

When paper is shorter than standard:
- If the paper is 8½" long, or 2½" shorter than standard, set the Indicator at 3. This is the setting you arrive at by turning the dial in a clockwise direction, 2½" from zero.

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**Ready Reference for Page-End Indicator Settings.** This chart recommends the setting for all lengths of paper, ranging from 3 to 14 inches.

<table>
<thead>
<tr>
<th>Length of Paper (inches)</th>
<th>3&quot;</th>
<th>3½&quot;</th>
<th>4&quot;</th>
<th>4½&quot;</th>
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<th>13&quot;</th>
<th>13½&quot;</th>
<th>14&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator Setting</td>
<td>3</td>
<td>3½</td>
<td>4</td>
<td>4½</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>1½</td>
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<td>½</td>
<td>1</td>
<td>1½</td>
<td>2</td>
<td>2½</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
**Line Space Lever**
Line spacing of your choice—single, double, or triple—is selected by moving the Line Space Lever to the position labeled 1, 2, or 3.

**Multiple Copy Control**
The Multiple Copy Control Lever moves the platen to compensate for the varying thickness of carbon and copy paper. Keep the Lever on "A" when typing an original and three copies or less. Move the Lever back one position for every three to five additional copies.

**Line Finder**
The Line Position Reset Lever, sometimes referred to as "the Lever with a memory," permits you to leave a typewritten line and return again.
- Move the Lever forward before leaving the typing line.
- Make your insertion or correction.
- Return to the approximate typing line, and return the Lever to its home position.

Moving the Lever forward enables you to type any place on the page. Moving the Lever back will re-engage the normal spacing action to permit a return to the original typing location. Touch the Carriage Return Key, to return to the correct typing alignment.

You will find this Lever useful in a number of operations:
- Erasing.
- Typing superscripts or subscripts.
- Creating double underscores.
Above the Keyboard

To set the left margin stop:
• Return the carriage.
• Hold down the Margin Reset Lever and move the carriage to the new location of the left margin stop.
• Release the Margin Reset Lever.
• Return the carriage to check the location of the new margin.

To set the right margin stop:
• Move the carriage to the existing right-hand margin where the carriage will lock.
• Hold down the Margin Reset Lever and move the carriage to the new location of the right margin stop.
• Release the Margin Reset Lever.
• Touch the Tab Key to check the location of the new right margin.

Margin Reset Lever
The margin stops are controlled from the area just above the keyboard.

Margin Release Lever
By depressing this lever, you are able to type beyond the left or right-hand margin. When you are at the right margin, your typewriter will lock. You can release it by depressing the Margin Release Lever.
Half Space Lever
This Lever creates one half space each time it is depressed and another half space when it is released. Therefore, it is important that after depressing the Half Space Lever you hold it down until you wish to create another half space. (In some cases you will type a word or line with your right hand while holding down the Half Space Lever with your left hand.)

Because of its versatility, the Half Space Lever can be used for a variety of functions:

Justifying Right-hand Margins
Justification is accomplished by using the Half Space Lever twice for each letter to be added or removed:
• Establish a right-hand margin.
• Type as close to that margin as possible.
• For each line you type, count the number of characters short of the margin or beyond the margin that the line runs. (Use the Margin Release Lever when you find it necessary to type beyond the established margin.)
• For each space short of the margin you will need to add two half spaces. For each space beyond the margin you will need to eliminate two half spaces. (Write down the number of spaces you wish to add or subtract.)

For example:
• Set margins at 30 and 60.
Justified copy looks very much like the printed material you see everyday in the newspaper or magazines that you read.

Justified copy looks very much like the printed material you see everyday in the newspaper or magazines that you read.

In places where a half space is to be added, depress the Space Bar then depress the Half Space Lever and keep it down until you wish to add another half space. When you release the Lever, the carriage will again move a half space. Do not release until you have reached the appropriate spot for this space.
When squeezing copy to accommodate extra letters, use the Half Space Lever instead of the Space Bar. In the third line of the example above, you would:

- Depress the Half Space Lever after the word “see.”
- Hold it down until you have finished typing the word “everyday.”
- Release the Half Space Lever.
- Type the word “in.”
- Depress the Half Space Lever (and hold it).
- Type “the.”
- Release the Half Space Lever.
- Type the rest of the line.

Your copy is now justified. The important thing to remember is that each movement of the Half Space Lever (up or down) adds a half space. The combined movement down and up will add one full space.

**Inserting a Letter**

When you wish to insert a letter:

- Erase the incorrect word.
- Move the carriage to the space following the last letter of the preceding word.
- Depress the Half Space Lever.
- Keep the Half Space Lever depressed until you wish to insert a half space (probably at the end of the word).

**Removing a Letter**

When it is necessary to eliminate one letter:

- Erase the entire word.
- Move the carriage to the space following the last letter of the preceding word.
- Space once after the final letter of the preceding word.
- Depress the Half Space Lever and hold it until the new word is typed.
- Release the Half Space Lever.
- Depress the Space Bar and continue typing.

Example: “He will come.” Substitute “can” for “will.”

- Erase “will”—this makes it necessary to accommodate 1 space (2 half spaces).
- Add the half spaces before and after the word “can.”

He will come. He can come.

**Creating Ligatures**

- Type the first letter.
- Backspace.
- Depress and hold the Half Space Lever.
- Type the remainder of the word.
Spreading Headings
If you wish to add a half unit of space between each letter in a given word, alternate the movement of the Half Space Lever with the letters of the word.

Example: Expand the word “SUMMARY”
• Type S (depress the Half Space Lever)
• Type U (release the Half Space Lever)
• Type M (depress the Half Space Lever)
• Type M (release the Half Space Lever)
• Type A (depress the Half Space Lever)
• Type R (release the Half Space Lever)
• Type Y

SUMMARY
SUM M A R Y

Ribbon Position Lever
On typewriters equipped with a fabric ribbon, the Ribbon Position Lever has four positions—providing three typing lanes on the ribbon plus a stencil position.

• Top position — bottom writing lane
• second position — middle writing lane
• third position — top writing lane
• bottom position — stencil position

On typewriters equipped with a carbon ribbon, depress the Ribbon Position Lever, the third lever from the left above the Keyboard, when you wish to type stencils. This puts the ribbon in a non-printing position. The Lever will remain in this position until you lift it again. When lifted, the ribbon is in writing position. Keep the Ribbon Position Lever in the upper position for regular typing.
**Tab Clear Lever**
The Tab Clear Lever is the inside lever on the upper right-hand side of the typewriter.

To Clear All Tab Stops:
- Move the carriage to the extreme left (the right side of the typing line) until it locks.
- Hold down the Tab Clear Lever with the first finger.
- Touch the Return Key with the little finger.
- All stops will be cleared when the carriage reaches the left margin.

To Clear Individual Tab Stops:
- Tabulate to the stop that is to be cleared.
- Depress the Tab Clear Lever.

**Tab Set Lever**
Place the carriage at the point on the Front Paper Scale where a tab stop is needed.
Depress the Tab Set Lever (the middle lever on the upper right side of the typewriter).
The new 88 Character Keyboard on the IBM Model D Typewriter has a new contour with a gradual slope which places all keys comfortably within reach from the home row. The sculptured keys invite a natural typing position.

On/Off Control and Window
On the lower right-hand side of the typewriter is the easy-to-see Window telling you if the motor is On or Off. When it is On, the color red will appear in the Window. When the typewriter is turned Off the keyboard locks. The On/Off Control is operated from under the right front corner of the typewriter.
Impression Indicator
Located at the lower left-hand side of the keyboard, the Impression Indicator automatically controls the force with which the type bars strike the paper. The higher the number on which the Indicator is set, the harder the type bars will strike. The Impression Indicator is operated from under the left front corner of the typewriter. On the IBM Model D Typewriter, the appropriate setting will usually be four or five for three carbon copies or less.

Personalized Touch Control
This Control is located at the lower left side of the keyboard, and is accessible after raising the cover of the typewriter. The cover is released by pulling forward on the latches located under the front corners of the typewriter.

The Control is marked off in lines of graduated thickness. You may move it to any of several positions—ranging from a light touch, indicated by a thin line on the Control, to a heavy touch, indicated by a thick line on the Control. Select the one which is best for you.

Tab Key
The Tab Key provides rapid movement of the carriage toward the left (to the right of the writing line) to any predetermined point where a tab stop has been set. It is useful, when typing columns of figures, for indentations and centering.

Shift Keys and Shift Lock
Depress either the left or right Shift Key to type an uppercase character. To type a series of uppercase characters depress the Shift Lock.
Typematic Keys
Each of these keys is a single action key until it is depressed to the second level. When held at this second level, these keys become typematic, or continuous action keys.
- Backspace
- Carriage Return
- Space Bar
- Hyphen/Underscore
- Period
- Letter X

Backspace Key
The Backspace Key, located at the upper right side of the keyboard, will move the carriage back one space each time it is depressed. When depressed to the second level it will continue to backspace until the key is released.

Carriage Return Key
A touch of your little finger on the Carriage Return Key sends the carriage to the left margin and automatically line spaces the paper. The Carriage Return Key is typematic. By holding it at its second level you will achieve continuous vertical spacing.

Space Bar
This permits you to space across the page one character at a time. If depressed to its second position, you achieve typematic action and can space rapidly across the page.

Hyphen/Underscore, Period, Letter X
As with other typematic keys, these keys space singly when tapped lightly and continuously when depressed to their second level and held.
Access to the inside of the typewriter can be achieved after releasing the two cover latches located beneath the machine just in front of the On/Off Control and Impression Control Lever. Pulling the latches forward will release the cover so that it can be lifted.

How to Remove A Used Carbon Ribbon
Lift the cover of the typewriter, turn the motor On, and follow these steps:

- Take up remaining ribbon by moving Control Lever to “Feed” position. If a noncartridge ribbon is used, snip the ribbon before feeding.
• Remove the ribbon take-up spool
  a. Move Control Lever to "Remove" position.
  b. Place index finger on the gray spool-release ring.
  c. Place thumb behind adjoining black ring.
  d. Squeeze to release and remove take-up spool.

• Eject ribbon
  a. Grasp black ring of spool with both hands.
  b. Place both thumbs on Eject Buttons and push firmly. (Hold the spool by the inner black ring, to avoid touching the outer area which may have carbon on it from contact with the ribbon.)
  c. Hold the spool over a wastebasket so that the ribbon can be easily disposed of when ejected.

• Lay take-up spool aside.
  • Slip the empty cartridge, or remaining ribbon and the pink plastic ring left from the noncartridge ribbon, out from the right side of the typewriter.
Carbon Ribbon Installation

- Be sure motor is turned On.
- Pull down the plastic cover and the red plastic hub on the right side of the typewriter. Place the ribbon on the hub, with the ribbon feeding from the side near you.

- To thread the ribbon, loosen the tip of the ribbon leader and cut off or fold under the end piece with the adhesive substance. This lets you eject the ribbon easily after it has been used, since there is nothing on it to stick to the take-up spool.
- The following instructions for the threading of a ribbon cartridge apply also to the noncartridge ribbon.

Ribbon Cartridge

- With the motor turned On, slide the new ribbon in according to the directions on the cartridge. Push down into place. You will know it is properly installed when it rests flat against the frame, covering the white arrow.
• To Thread the Ribbon.
  a. Depress Shift Lock Key for better access to ribbon-threading guides.
  b. Loosen tip of ribbon leader and thread ribbon up through metal guide on upper corner of plastic frame, back through right corner guide—turning the ribbon so the carbon side faces the paper, through the center guides, and, finally, under the metal shield above the take-up spool.
  c. Pull ribbon down through feed rollers. Be sure that the carbon side of the ribbon is facing you as you do this.

• Install Take-Up Spool.
  a. Pick up spool by grasping the black ring.
  b. Fit spool on hub of plastic frame.
  c. Push firmly until spool snaps into place.

• Feed the Ribbon.
  a. Move Control Lever to “Feed” position long enough to bring the carbon part of the ribbon into typing position.
  b. Move Control Lever to “Type” position. Then close cover of typewriter.
Changing a Fabric Ribbon

- Open front cover of typewriter by bringing forward left and right latches located in front of Impression Indicator and On/Off Control. Cover is released. Lift up and back.

- Pull forward the Ribbon Rewind Lever, the red lever located near the left spool under the cover, so that all old ribbon will be wound on the left spool. (Motor must be On.) Ribbon is always changed by removing the left-hand spool.

- To release the old ribbon from the right spool, push the red button. This will permit the left spool and ribbon to be removed from the machine and discarded.

- If the ribbon being removed has a metal clip, simply grasp the clip and raise it to release the ribbon.

- Place the new ribbon on the left spindle. Depress the Shift Lock Key for better access to ribbon-threading guides. Thread through the left-hand corner guide, center guide, and right-corner guide. Press Push Button on right spool and place the end of the ribbon in the slot.

- Release Push Button and ribbon is firmly in place. (Be sure that ribbon unwinds from left spool.)

- When using ribbons with metal clips, insert the clip into the lower of the two slots on the right-hand spool. This will keep the ribbon firmly anchored.
How to Care for Your Typewriter
Minimum care will insure maximum performance indefinitely.

Cleaning Type
Spread a cloth or tissue in front of the type basket to protect your clothing. Clean the type on your IBM Model D Typewriter daily, using a dry bristle brush. Use a brushing motion toward you and away from the type basket. No cleaning fluids are necessary.

If the type becomes caked with dirt, use a tapping motion with the ends of the bristles of your type cleaning brush. Finish the cleaning by wiping the typefaces with a clean, dry cloth.

If you do use a cleaning fluid, moisten a cloth slightly and dab the typefaces 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.

Caution: Certain cleaning fluids may have a harmful effect on the plastic parts and painted portions of the typewriter. Use of a mild detergent, only, is recommended. Where stubborn stains are encountered consult your local IBM Service Department.

Removing the Platen
- Raise Paper Bail and Copy Guide.
- Lift platen latches.

- Use thumbs to raise platen end covers.
- Lift out platen.
Cleaning Platen, Feed Rolls, Bail Rolls
To assure proper feeding of the paper, and to prevent Feed Roll or Bail Roll markings, clean the Platen, Feed Rolls, and Bail Rolls periodically. If you type many stencils, frequent cleaning is suggested. A number of platen cleaners, which can be applied with a dauber or cloth, are available from stationery suppliers. Use the cleaning fluid sparingly.

Removing the Metal Deflector to Clean Feed Rolls
- After removing the platen, you can remove the metal deflector underneath.
- Bring the Paper Release Lever forward.
- Grasp the ends of the metal deflector and raise it carefully.
- The feed rolls are now accessible for cleaning.
- When replacing the deflector, place the back edge in first.
- Return the Paper Release Lever to its normal position.

Replacing the Platen
- Place right side of platen (the one with the Page-End Indicator) in the right platen groove. (There is no left platen groove.)
- Rest left side of platen in original position.
- Bring platen latches forward and down.
- Close carriage end covers.

Note: The serial number of your typewriter is stamped on the post between the carriage rails on the left side of the typewriter. It can be located by holding down the Margin Release Key and pulling the carriage all the way to the right.
Typing Tips and Short Cuts

Your IBM Standard Electric Typewriter is itself a typing time-saver. These shortcuts will enable you to make even greater reductions in your typing time.

To **Underscore Backwards**: Tap the Backspace Key and the Underscore at the same time. Think of the many times you have typed a heading, returned the carriage, and then had to turn the platen down one line before you could underscore. Now, you can start underscoring and backspacing as the very next step after the last character in the heading.

**Spacing Vertically**: You may want to print a uniform column of quotation marks, parentheses, or any symbol. This can be done easily and rapidly. For example: depress the **Quotation Mark Key**; then tap the **Backspace** and **Carriage Return Keys** simultaneously. Repeat this sequence as many times as needed. For quick and simple operation, use the forefinger and thumb of your right hand to touch the **Backspace** and **Carriage Return**. Use the forefinger of your left hand to depress the particular key you wish to type.

For a **Partial Carriage Return**: Set tab stops at desired locations and then touch the Carriage Return Key and, immediately afterward, the Tab Key. Of special value when typing columns of figures or when addressing envelopes, this shortcut can be perfected by touching the Carriage Return Key and then, just after your carriage has passed the set tab stop, touch the Tab Key.

**Addressing Envelopes**: Before removing a letter from the typewriter, drop an envelope between the letter and the platen. When you remove the letter, the envelope will come to writing position.

**Corrections On Bound Copies**: Manuscripts stapled across the top can be corrected without removing the staples. Insert a blank sheet of paper around the platen, leaving the paper bail in an upright position. Select the sheet to be corrected and place the bottom edge of that sheet behind the top of the paper in the machine and in front of the platen. Roll the sheet down into the front of the machine to the desired point.

**Ruling Lines**: Place a pencil in the notch of the Clear View Card Holder and move the carriage from left to right, or roll the platen up and down, depending on whether you are drawing horizontal lines or vertical lines. When drawing vertical lines, disengage the Line Position Reset Lever.

**Tab Typing**: The longer writing line of your new IBM Model D Typewriter accommodates manila file folders to enable you to type directly on the tab edge.

**No Spacing**: When you are at the end of the writing line and wish to return the carriage without spacing vertically, depress the **Platen Variable** and the **Return Key** simultaneously. The carriage will then return to the beginning of the same writing line.
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