TYPE! RIGHT AWAY!

TOUCH METHOD TYPING INSTRUCTION BOOK

An approved course that’s the fastest, simplest and easiest-to-learn of all!
HOW TO TYPE

IN 10

EASY LESSONS

on the Remington® Monarch Portable

with the COLOR KEY touch typing course

This booklet and the COLOR KEY chart packed with your Remington Monarch Portable will help you learn touch typing by the school-approved method in just ten lessons. Because it relies solely on simple, proven visual methods, it's the fastest and easiest home typing course of any.

Before you begin this course, study the Operating Instructions for your Remington Monarch so that you can take full advantage of the many modern features found on this outstanding new typewriter.
Lesson

THE FINGERS

As you can see, each finger is used for certain keys.
Your first lesson is to memorize these finger-letter combinations.

A. Stretch out the fingers of your left hand and place, palm down, on a blank sheet of paper. Trace the outline of your hand with a pencil. Then, change over and trace the outline of your right hand. Now, copy the correct letters for each finger (shown in the above picture) and repeat the letters to yourself as you write them. For example:

Left Little Finger—QAZ
Right Middle Finger—IK,

B. Cover the tracing of your left hand with—of course—your left hand! Think of a finger at a time and try to remember the letters which that finger should type. If you can't remember, raise the finger and look at the letters. You'll notice that the index finger has two sets of letters to strike. When all this is fixed in your mind, change over and repeat this lesson with your right hand.

C. Trace each hand on separate sheets of paper again, and fill in the correct letters from memory. If you do this correctly, you're half way to your goal of learning to touch-type.

Lesson

THE "HOME KEYS"

Ready for your next lesson? All right. Get out your REMINGTON Portable right now and do your lesson on it.

Study the photograph. These are the "home keys" of your keyboard. Memorize them. Fingers of the left hand on A, S, D, F (remember, you type G with your F finger). Fingers of the right hand on J, K, L; (you type H with your J finger).

Let your right thumb rest lightly on the space bar. To skip a space between words, tap the space bar with your right thumb.

Keep your wrists level, fingers slightly arched, and palms off typewriter. Strike keys with the cushioned part of your fingers—never with your nails!
Lesson
THE LEFT-HAND KEYS

A. This lesson uses all the keys typed by the left index finger. Look at the keyboard and strike each group of letters shown below once before moving to the next group. Each group includes each key typed by the left index finger. Keep your eyes on this page and type 5 times each group. Strike keys sharply!

[Diagram showing left hand fingers and keys]

B. These are the keys typed by the left second finger. Look at the keyboard and strike each group. Type 5 times each group. Strike keys sharply!

[Diagram showing left hand fingers and keys]

C. Third finger, left hand—and again, a review. Type 5 times each group. Keep your eyes on this page and do not look at your fingers. Strike keys sharply!

[Diagram showing left hand fingers and keys]

D. Little finger, left hand—and a final review. Type 5 times each group. Keep your eyes on this page and do not look at your fingers. Strike keys sharply!

[Diagram showing left hand fingers and keys]

Lesson
THE RIGHT-HAND KEYS

A. This lesson uses all the keys typed by the right index finger and reviews Lesson #3. Type the "T" group through once—and this time you may look at the keyboard while you get used to the reach from one letter to the other. Spell to yourself. STRIKE KEYS SHARPLY:

[Diagram showing right hand fingers and keys]

B. These are the keys typed by the second finger, right hand—and let's review what you've just learned. Type 5 times without looking up. Spell to yourself. Keep wrists level. STRIKE KEYS SHARPLY:

[Diagram showing right hand fingers and keys]

C. Third finger, right hand—and, again, a review. Type 5 times each group. Keep wrists level, eyes on exercise. Spell to yourself. STRIKE KEYS SHARPLY:

[Diagram showing right hand fingers and keys]

D. Little finger, right hand—and a final review. Type 5 times each group. Spell to yourself, eyes on this page. Keep wrists level, palms off keyboard. STRIKE KEYS SHARPLY!

[Diagram showing right hand fingers and keys]
Lesson 5

TYPING A SENTENCE

Get out the tracings you made of your hands for Lesson #1 and recite the letters struck by each finger. When you're sure you know your letters, type the words and phrases below. First get the "feel" of the keys before you type each new word, spell them to yourself as you practice. Type each word slowly as you keep your eyes on the exercise. Then type faster and faster. And remember — STRIKE KEYS SHARPLY!

if if it it is is is is time time time
if if it it is is is is is time time time
if it is time if it is time if it is time

for for for for the the the the bill bill bill bill
for for for for the the the the bill bill bill bill
for the bill for the bill for the bill

if it is time if it is time if it is time
for the bill for the bill for the bill
if it is time for the bill if it is time for the bill

we we we we can can can pay pay pay you you you
we we we we can can can pay pay pay you you you
we can pay you we can pay you we can pay you

Type the following sentence slowly, spelling to yourself. Then recite any misspelled words three times. Keep your eyes on the exercise. Type the sentence faster and faster until you can do it in less than a minute. Spell to yourself. Keep wrists level. STRIKE KEYS SHARPLY!

if it is time for the bill we can pay you

Lesson 6

TYPING CAPITAL LETTERS

When you type a capital letter, press the Shift Key with the little finger of your other hand. For example: the letter "A" is typed with the little finger of the left hand. Therefore, you type a capital "A" by pressing the right-hand Shift Key with the little finger of your right hand. Practice this. Start from the home position and take turns operating the left and right Shift Keys to get the "feel" of them. Always return to the home position.

CAPITAL AND SENTENCE EXERCISE

I mailed the check to cover the cost of the suit.
The time to start that savings account is now.
Handkerchiefs are on sale in the linen shop.
Answer all questions on the form if you please.
Now, you too, can learn to touch-type quickly.
Be sure to remember to strike the keys sharply.
When your salesman calls here have him bring a catalog.
Order samples from the enclosed descriptive sheet.
SENTENCE PRACTICE MAKES PERFECT

Type each of the following 2-line sentence exercises several times. First, slowly. Then faster and faster until you are typing as fast as you can with the least number of errors.

We received the initial shipment last Tuesday. Please render your bill so that we may remit payment.

Learning on a Remington actually makes touch-typing easier. That is because of faster, smoother action.

If you will send a salesman we may place an order. Prices, we feel, should be discussed in person.

My daughter has tried all makes. She says that no other typewriter has the "feel" of the Remington.

Unless we hear to the contrary, we shall ship all open orders. Bills will be rendered next month.

All makes and models are now available. However, your decision to buy another Remington is wise.

Your reminder about the new price has been received. We have decided to place our order at once.

Typing skill, like most others is largely a matter of practice. Your proficiency will depend on you.

Typing Numbers

See the small letter before each series of numbers in the drill below. It shows which finger is used to strike each number. Type these groups once— and this time you're allowed to peek at the keyboard. Then type these groups 3 times without looking.

s222 d555 s444 f555
s111 d222 d333 f444 f555
j666 j777 k888 1999 ;000
j666 j777 k888 1999 ;000

The group below will help you practice numbers. Notice that you space once after the comma. Follow the groups shown on the fingers in the picture on this page, then type the exercise.

s222 May 2, 1922 d333 May 3, 1933 f444 May 4, 1944
f555 May 5, 1945 j666 May 6, 1946 j777 May 7, 1957
k888 May 8, 1948 1999 May 9, 1949 ;000 May 10, 1950
On May 11 you will receive your invoice.

I am enclosing Tax statements for June 15, 1928; September 25, 1936; December 30, 1942 and March 10, 1951.

Men's suits are on sale on the 12th floor, sections 15-18.

Sherry is 4 years old and Barbara is 27 months.
SPEED PRACTICE

Now that you're getting used to the "feel" of touch-typing, try the following paragraphs. They will increase your typing speed. Type each paragraph three ways:

FIRST TIME: Type at regular speed.

SECOND TIME: Push for speed; forget about errors; see how many words you can complete in 1 minute. (Each of the paragraphs below consists of approximately 50 words). Take about 5 to 10 one-minute speed timings on the same paragraph, typing faster and faster.

THIRD TIME: Relax a few moments then type the same paragraph once

Some members of that company would like to have a man from this department come to their office and make a study of the method they use in doing their work, for they know what we have done for others and feel that a study of their own methods would help.

Their manager wants to know when our man could make the study and how much time we think he would require to finish the work and have a report ready for the consideration of their chairman of the board and the other eight members. Their meeting is tomorrow.

The invoice which was mailed to you on the first of this month was due at that time but has not yet been paid, and, therefore, we are enclosing another one. This invoice includes only those items which you bought before the first, but nothing bought after that time.

Our records show that you have usually paid your account on the date it is due, and we are at a loss to know what may have caused the present delay in your payment of this invoice. Perhaps, you did not get the first one we mailed to you.

KEEP IT NEAT!

Now that you've mastered the typewriter keyboard, it's time to learn how to make your typing look professional. This final, professional touch is NEATNESS. The more you practice, the easier it will be to type neat, clean pages. Don't be discouraged if you make mistakes—everybody does at first. In fact, even the best typist sometimes strikes the wrong key. Just remember that if you must erase, be neat about it!

For your final lesson, copy a page from one of your school books, and concentrate on accuracy instead of speed. We suggest you copy a school lesson that you're supposed to learn for class. That way you'll be practicing your typing, and doing your homework at the same time.

REMEMBER... STRIKE THE KEYS SHARPLY. DON'T LOOK AT THE KEYBOARD. STRIVE FOR ACCURACY. KEEP IT NEAT!
HOW TO TYPE A MODEL LETTER

What you say is obviously the most important consideration when you are typing letters. But even the best, most eloquently written letter suffers a great deal if it is not typed neatly and spaced pleasingly.

General Tips:

- Good paper stock is important. A heavy stock with some rag content adds an extra touch of richness and elegance to your letter.
- Avoid errors! If you make an error and must erase, do it as neatly as possible.
- Make a carbon copy when doing business correspondence. Otherwise it's hard to remember what you wrote when you receive an answer.

How to decide where on the paper, to begin a letter

No letter looks good if it's crowded against the bottom or top of the paper. Here's an easy way to determine where to start your letter so that it will look best.

First decide whether it's going to be a short, medium or long letter. A short letter is from 50 to 100 words; a medium one is from 100 to 200 words and a long one (one page) about 300 words. On a sheet of 8½ x 11 standard-size letter paper make three heavy pencil dots. Make the first one 1¾ inches from the left edge of the paper and 2½ inches from the top edge of the paper. Make the second dot 1⅛ inches from the left edge of the paper and 3¼ inches from the top edge of the paper. Make the third dot 2⅝ inches from the left edge, and 3⅜ inches from the top edge.

Save this sheet of paper as your "master guide." If you are going to type a short letter, place your letter paper exactly over the master guide and make a small dot on it where the third, or innermost, dot shows through. This is where you should begin typing the inside address. If your letter is medium in length you should begin your inside address at the middle dot. If it's a long letter, begin your inside address at the outermost dot. Sound easy? It is, but a little practice is needed. Soon you'll be able to judge intuitively where to begin and will no longer need the dot method.