With your Remington Portable you get a handsome carrying case at no extra cost. It protects your portable for a lifetime... serves as a handy overnight case too!
MEET THE NEW REMINGTON LETTER-RITER DE LUXE PORTABLE

What a difference this wonderful new portable makes... homework, correspondence—all written work looks so much more elegant, so neat and easy to read. And how it helps you speed and organize your thoughts—brings out writing talents you'd never guess you had!

NOTE TO THE TYPEWRITER CONNOISSEUR:

The Remington Letter-riter De Luxe Portable is famous for its beauty in styling and excellence in performance. One of its many modern convenience features is a tabulator which permits the rapid and simple typing of complicated lists and columns. The Remington Letter-riter Portable is identical in every detail to the De Luxe model except: it does not have the tabulator described above; it does not have the chrome trim on the bottom of the hinged top cover.

INDEX

4 Who Invented the Typewriter?
5 The Care and Feeding of Typewriters
6, 7 Memo to Parents

OPERATION, TYPEWRITER

8 Margins, Typewriter Cylinder, Paper Guide
9 Centering Lever, Put In, Take Out, Straighten Paper
10 Line Spacing, Carriage Return, Line Locating Lever and Variable Line Spacer
11 Warning Bell, Back Spacing, Capital Letters
12 Cards and Envelopes, Synchronized Scales
13 Touch Regulator, Ribbon Control, Ribbon Reverse, Personal-Touch Keyboard
14 The Ribbon, How It Works
15 Tabulator on Letter-riter De Luxe
16, 17 Typewriter Features (Illustrated)
18 Let’s Have a Quiz
19 Did You Know? (Writing Facts About the Ancients)
20 Typing Tricks

TOUCH-TYPING LESSONS

21 What You’ll Learn
22 Lesson #1—The Fingers
23 Lesson #2—The Home Keys
24 Lesson #3—Left-Hand Keys
25 Lesson #4—Right-Hand Keys
26 Lesson #5—Typing a Sentence
27 Lesson #6—Typing Capital Letters
28 Lesson #7—Sentence Practice Makes Perfect
29 Lesson #8—Typing Numbers
30 Lesson #9—Speed Practice
31 Lesson #10—Keep It Neat
WHO INVENTED THE TYPEWRITER?

The first known record of the typewriter dates back to 1714, when Queen Anne of England granted a patent for a "writing machine" to Henry Mill, an English engineer. But, as far as anyone knows, his invention was never produced.

More than a century later, in 1829, America's first typewriter patent (for a "typographer" the size of a table) was granted to William Burr of Detroit, Michigan. Burr's machine, like Mill's, was never produced. In fact, during the 1800's, 51 men tried to invent a typewriter—and failed. Their inventions were either too cumbersome and slow-working, or too ridiculous. (One of those contraptions vaguely resembled a bear trap.)

The 52nd man who tried his hand at inventing a typewriter—Christopher Latham Sholes—succeeded. Known as the "Father of the Typewriter," Sholes, in 1866, invented the world's first practical typewriter. And in 1873, Sholes' invention was perfected and manufactured by the firm of Remington & Sons.

Today, Remington & Sons is known as Remington Rand Division of Sperry Rand Corporation, world's largest manufacturers of business machines and systems. But back in the late 1800's, Remington manufactured sewing machines and farm machinery. This undoubtedly explains the sewing machine touch to the REMINGTON #1—in the foot pedal and rosebud decorations.

Sholes viewed his invention with both pride and fear, for he thought that his beloved typewriter would enjoy only a brief period of popularity and then, "like any other novelty...be thrown aside." Happily, before he died in 1890, Sholes knew otherwise. In speaking of it, he said, "...I builded wiser than I knew, and the world has benefit of it."

THE CARE AND FEEDING OF TYPEWRITERS

If you have a REMINGTON Portable, or plan to have one in the future, you should know how to get the most out of it. It's a wonderful invention, and can take a lot of banging around. But just the same, baby it as much as your father babies his new car. Dust it. Wipe the keys often. Keep your portable in its case when you're not using it. Keep bobby pins and screwdrivers out of its innards. And be careful not to drop it or jolt it, even when it's in its case. It's not fragile, but pretend it is!

Get a Checkup. Once a year, bring your portable to your serviceman for a checkup. He'll inspect it, clean and oil it, put a new ribbon in it and make any adjustments which might be needed. REMINGTON portables are among the most rugged of any made, but they're also precision instruments and should be cared for as such.

Empty the Case. Lift your machine out of its carrying case before you type. This keeps you from trying to type when a pencil is under the machine, assures you of quieter typing, and keeps machine from skidding. Some folks think the machine will slip less if it stays in the case. Not so! REMINGTON Portables are solid and sturdy...they stay put!

If You Must Erase, be sure to move the carriage far to the side so the eraser crumbs fall outside the machine. Never, never erase over the keys—a few eraser crumbs can harm a typewriter more than a year's use.

Cushion The Blow. It's a smart idea to insert two sheets of paper in your machine—one to type on and one to cushion the steel-ripped blows on the roller.

Use A Snap Stroke. The best way to tap the keys on a portable is to "snap" each key, darting your fingers at the keys. Use a light touch. Practice to see how light your stroke can be and yet "bounce" the typebars off the paper.
A group of qualified educators conducted a two-year survey covering thousands of school children in all parts of the United States. This survey was divided between two groups of children of similar age, I.Q., social and economic backgrounds. In one group, the children were given portable typewriters on which to do a certain percentage of classroom work. The children in the other group continued to do all their work with pencils and pens. The carefully screened results bear strong evidence that the typewriter is a valuable educational aid, particularly to children in the lower grades. Below is a digest of some of these findings:

**Composition** — Superior results. Children wrote with greater imaginative freedom. Given an easy means of recording their thoughts, the act of composition no longer seemed a tiresome process.

**Spelling** — Superior results. Typing words gave the children a clear perception of the individual parts of a word; made them more conscious of spelling errors; increased their instinctive ability to know when a word “looks wrong.”

**Arithmetic** — Superior results. Typing helped establish clear images of numbers. Greatly eliminated errors due to misplaced numbers.

**Art** — Superior results. Typing helped correlate pictures with written compositions. Inspired many youngsters to draw pictures illustrating the stories they had typed.

**Handwriting** — Surprising results! Typing in no way slowed down the speed or quality of students’ handwriting. Typing actually seemed to create an incentive toward better penmanship. With type constantly before the student, he is more likely to appreciate the formation of letters, and strives to emulate that look in his handwritten work. The result is more legible writing, less blotting and crossing out, and a pride in the neatness of the overall effect.
OPERATION TYPEWRITER

This section explains how to operate the REMINGTON LETTER-RITER De Luxe and LETTER-RITER Portable Typewriters. Follow the instructions step by step... you'll find typing far easier and faster if you learn to take advantage of the many modern features on your REMINGTON Portable. See diagram showing location of features on pages 16 and 17.

VISIBLE MARGINS
(to set margins on the LETTER-RITER De Luxe portable, see page 15)

To set your margins, press down the left-hand Visible Margin and move to the point on the Paper Table Scale where the writing line is to begin. Then press down the right-hand Visible Margin and move to the point where the writing line is to end. Your margins are set. To change, repeat operation.

CENTERING LEVER
The Carriage Centering Lever is located under the right Cylinder Knob. This device disengages and centers the carriage so when the machine is put into the case the cover can be closed.

To engage Carriage for operating after case is opened, the Centering Lever is moved horizontally toward you by the tip of the finger.

To disengage Carriage for centering preparatory to closing case, the Centering Lever is moved with the thumb horizontally away from you.

TO PUT IN THE PAPER...
1. Pull the Paper Bail toward you. 2. Turn Cylinder Knob (either one) away from you till the paper is up far enough. 3. Push the Paper Bail back in place.

IS THE PAPER IN CROOKED?
It shouldn't be! But if it is, use the Paper Release Lever (directly behind the right Cylinder Knob). Pull Lever up and your paper will be loose enough to straighten. Then, push Lever back down where it was before.

TO TAKE PAPER OUT...
Keep turning Cylinder Knob away from you till paper pops out. Never yank out the page or it will tear!

OR... DO AS THE EXPERTS DO...
Pull Paper Bail forward. Then, raise the Paper Release Lever. This loosens the paper so you can pull it out easily. Remember to push the Lever back into place when you're through.
HOW MANY SPACES BETWEEN EACH LINE?
See the numbers 1, 2 and 3 in the picture? (Near the left Cylinder Knob) Keep on #1 for single-spaced lines. Push to #2 for double-spaced lines. Push to #3 for triple spaces.

LINE SPACE AND CARRIAGE RETURN LEVER
The Line Space and Carriage Return Lever is a feature of the machine that comes into use every time the carriage is returned to begin a new line of typing. It is properly curved to fit the index finger of your left hand, and the same motion which returns the carriage also moves the paper up into position for writing the next line.

HALF-LINES
If you wanted to type H₂O, you'd need to move down half-a-line for the "2". To do this, use the Line Locating Lever (just behind the left Cylinder Knob). Push down as far as it will go, then turn Cylinder Knob until paper has moved down half-a-line. When you want to go back to your regular line, pull Lever back up where it was before.

To change the line spacing to a fraction of a line and then proceed with regular spacing, from the new position, press in the Variable Line Space Button on the left Cylinder Knob, and rotate the Cylinder to the desired line.

THERE’S THE BELL!
A warning bell rings when you reach the end of a line. This means you only have 5 more spaces on that line. After that, the keys lock. If you want to unlock the margin (either right or left margin), press the M.R. (Margin Release) key.

OOPS!
If you skipped a space while typing, just press the Back-Space Key (the one with the arrow, at the left). Every time you press this key, the carriage moves back one space.

CAPITAL LETTERS
To type a capital letter, hold the Shift Key (either one) while you type that letter. To type more than one capital letter, push down on the Shift Lock. This holds the keys in capital position till you unlock them yourself. To unlock, press down on the Shift Key.
HANDLING CARDS AND ENVELOPES

To write on cards and envelopes, you will note that there is a permanent Card Finger on the Card and Writing Line Scale. You can write in perfect alignment to the extreme top, from edge to edge or to the bottom of cards.

(When writing at bottom of cards, use the Three-Position Paper Bail).

SYNCHRONIZED SCALES

Your REMINGTON Portable is equipped with Synchronized Scales which are in effect a set of corresponding synchronized rulers. All read from left to right, are identically calibrated with "O" in the same place, and are invaluable for margin setting, centering paper and locating the writing line.

A. Paper Guide Scale on Paper Table. Is used in setting the Paper Guide. Ordinarily, the Paper Guide is set at "O". Another value of this Scale is for centering paper.

B. Card and Writing Line Scale. Is used to align characters with work already on page or card. Top edge of Scale denotes base of writing line.

C. Cylinder Scale. Is used to compute measurements on the paper and for aligning full lines of writing. The top edge of the Cylinder Scale denotes the base of the writing line. It is also used for centering paper.

D. Carriage Scale. To determine margin or tabulator setting use the Carriage Scale Pointer to locate the Carriage at a specific printing point.

Note: To find the center of a page, insert the paper with the left edge at "O" on the Cylinder Scale. Then read the measurement at the right edge and divide by two, thus locating on the Carriage Scale the printing point which is the center of the page. To center a heading after locating the center of the page, backspace once for each two letters and spaces in the heading.

TO YOUR OWN TASTE

At the right of the keyboard is the Personal Touch Regulator. Keep on #1 if you like to type with a light touch. (Girls usually prefer this.) Push to #2 if you like a medium touch. Push to #3 if you like a firm touch. Experiment till you find the "touch" that's right for you.

RIBBON CONTROL

Below the hinged cover of your machine, to the right, is the Ribbon Control. To write on the upper half of the ribbon, move the Lever directly over the blue dot. Move Lever over the red dot when you want to write on the lower half (the red half). To type without the ribbon (for stencil-cutting), move the Lever directly over the white dot.

AUTOMATIC RIBBON REVERSE

The ribbon reverses itself automatically (it is a single stroke automatic reverse). When the end of the ribbon is reached, it reverses instantly. It may be reversed manually at any time by moving the Manual Ribbon Reverse found on the left side just below Hinged Top Cover, to opposite direction.

PERSONAL TOUCH KEYBOARD

The streamlined finger-speed keys on your REMINGTON Portable Typewriter are moulded to fit your finger tips. This means greater typing comfort and greater typing speed. Safe too! The finger-speed keytops are non-inflammable, dirtproof and snapproof — no sharp edges or "Rings" to catch your fingernails.
THE RIBBON...HOW IT WORKS

There are twelve yards of ribbon in your REMINGTON Portable on one spool, which winds onto a second spool. When all the ribbon is on the second spool, the ribbon automatically starts winding back onto the other spool.

A typewriter ribbon can last for months, depending on how much you type. When the printwork becomes faint, it's time for a change. Changing the ribbon can be a messy job, but with the Simplified Ribbon Changer, it's easy—and it's neat! Just follow these simple steps:

TO REMOVE OLD RIBBON

1. Lift the top hinged cover. It swings up like the luggage compartment door on a car.
2. Push this button over to the left. It "unlocks" the ribbon.
3. Use your finger to wind all the old ribbon onto the right spool.
4. Press down the Shift Lock Key.
5. Press Simplified Ribbon Changer prongs together.
6. Remove tops from both spools. Unhook ribbon from left spool. Throw away right spool with the old ribbon.

TO PUT IN NEW RIBBON

1. Put your new spool of ribbon at the right, and be sure ribbon unwinds from back of spool.
2. Place the end of the ribbon with the metal tip into slot at the left.

IT'S EASY TO TYPE A LIST...
WITH THE LETTER-RITER
de luxe portable

HOW TO SET MARGINS AND TABULATOR STOPS
ON THE LETTER-RITER de luxe portable

TO SET MARGINS:
With the left hand bring the paper in the platen slightly forward so it will not interfere with the operation of the Turnover Paper Table; at the same time, press the Turnover Paper Table Button (35) which releases the Turnover Paper Table, giving full access to the Margins (a) and Removable Tabulator Stops (b).

Note that the Margin Rack (c) and the Tabulator Rack (d) both have calibrated scales that read from left to right and correspond with the Cylinder and Carriage Scales on the front of the carriage.

Just set the carriage where you want the writing line to begin. Note the position of the Carriage Scale. Press down on the left hand Margin (a) and move into a corresponding position on the Margin Rack Scale. Next move the carriage to the position where the writing line is to end. Note the position on the carriage scale. Press down on the right hand margin and move into a corresponding position on the Margin Rack Scale. Your margins are now set.

TO SET TAB STOPS:
To set the Removable Tabulator Stops (b), move the Carriage to the desired position for tabulation. Note the position on the carriage scale. Then set the Removable Tabulator Stop into the corresponding position on the Tabulator Rack Scale. Repeat as required with the rest of the Removable Tabulator Stops.

You are now ready to tabulate by pressing down the TAB Key which is found on the right side of the keyboard below the Margin Release Key.
KNOW YOUR REMINGTON PORTABLE AND BE A BETTER TYPIST

Here is a diagram of the features of the LETTER-RITER De Luxe Portable. The LETTER-RITER Portable is identical except it does not have a tabulator and has a different paper table (see page 12).

1. Smooth operating rigid carriage.
2. Single, double and triple line space selector.
3. Variable line spacer.
4. Line locating lever permits typing of fractional spacing, allows return to accurate register at original printing position automatically.
5. Cylinder knobs (right and left).
6. Carriage release (right and left).
7. Adjustable paper side guide.
8. Turnover Paper Table.
9. Margins (see margin instructions).
10. Long convenient line space and carriage return lever.
11. Larger-size cylinder provides greater paper gripping facility and better printwork as on office typewriters.

12. Three-position paper bail smooths out the paper, quieting your typing and insuring good registration.
14. Featherlight locked segment shift for faster, positive shifting to capital letters and upper case characters as on office typewriters.
15. Synchronized scales for margin setting, centering paper and locating writing line.
17. Paper release lever.
18. Carriage centering lever.
20. Positive two-color ribbon and stencil control mechanism.
21. Margin release permits typing beyond right or left margin stops.
22. Personal touch regulator permits adjustment of key action to personal preference.
23. Tabulator key.
24. Shift lock (right and left).
25. Shift key (right and left).
26. Exclusive scientifically designed finger-speed keys developed especially for your finger comfort.
27. Standard 4-row, 42-key, 84-character keyboard with operating controls in standard positions.

28. Standard space bar as on office typewriters.
29. Positive-action back spacer.
31. Full 12-yard ribbon as on office typewriters.
32. Hinged top cover for easy access to ribbon spools and type cleaning.
33. Super-strength frame.
34. Removable Tabulator Stops (see tabulation instructions).
35. Turnover Paper Table Button.

TAKE ADVANTAGE OF YOUR WARRANTY

The first thing you should do is fill out and mail your Warranty Card. To locate the serial number on your REMINGTON Portable, lift top cover and look on the right side of the frame, just below the right ribbon spool.

NOTE: The hinged top cover (32) may be quickly opened for access to ribbon spools and routine cleaning. To open top cover, simply grasp it above type bar segment and lift up and back. Press firmly on front to snap back into place.
LET'S HAVE A QUIZ

First, get out your REMINGTON Portable and try every one of the machine parts explained in the previous section. Then, see how many of these questions you can answer correctly. Score 5 points for each question.

95 - 100 — You’re a genius!
85 - 90 — Excellent
75 - 80 — Very Good
65 - 70 — You need more practice
55 - 60 — Tsk tsk!
Below 55 — Let’s not even discuss it.

1. What’s the purpose of the Paper Bail?
2. How do you straighten crooked paper?
3. How do experts remove paper from machine?
4. How do you space a half-line?
5. Which lever do you push for selecting line-spacing?
6. What does the Carriage Return Lever do?
7. What does the Warning Bell mean?
8. Where is the Back-space Key?
9. What does the Shift Key do?
10. Which numbered scale do you use for setting margins?
11. How do you center a title?
12. What does the Personal Touch Regulator do?
13. How do you center and lock the carriage?
14. What should you do before you erase a typing error?
15. At what number should the Paper Guide usually be set?
16. What does Ribbon Control mean?
17. Where is the Simplified Ribbon Changer?
18. Which part of the machine opens like the luggage compartment door on a car?
19. What does the M.R. button do?

DID YOU KNOW...

Ancient Greek writing used to resemble a field plowed by an ox—that is, one line moved from right to left, and the next line moved from left to right.

The earliest form of paper made from fibrous matter has been traced back to China in the 2nd Century B.C.

Mark Twain, in 1883, was the first author in history to turn in a typewritten book manuscript to his publisher. His double-spaced, one-side-of-the-page typing style so delighted the editors that it is being followed to this day.

Romans once wrote on tablets of wood or bronze. From this developed a method of using the same tablet many times. They covered the tablet with wax which permitted use over and over again. The word "sincere" originated from this form of writing. "Sincere" from the Latin "sine cera" (without wax), meaning an original, or undisguised by a covering element. In other words, not a phony!

Tying a string around your finger stems from an ancient form of communication. This was developed to a high degree in the Peruvian Quipus—a cross-bar, generally forming groups, hung with different strings that was knotted and looped into different shapes. Each loop and knot represented a different thought. "Making Quipus" became so perfected, this instrument was used to record important historical events.

If you were an Egyptian back in 3000 B.C. or 4000 B.C., you’d draw a bird for the letter "W"...and a palm leaf for the letter "Y."
If you combine two type characters, you can "invent" other characters. Below are a few examples. Practice and see how many more combinations you can discover!

Division Sign \(\div\) colon and hyphen
Brackets \([\,]\) diagonal and underscore
A Box \(\Box\) underscore and diagonal.

It's possible to type a secret message and have the paper remain blank. To do this, put carbon paper between two sheets of typing paper. Put in machine, then fix ribbon so it doesn't register. (Push Ribbon Control Lever to the center white dot...see Page 11.) The pressure of the keys through the carbon paper leaves your typewritten message on the second page.

Try your hand at some typewriter art! Draw an outline of your subject, then type over the outline with X's.
Remember, you can move your paper down a fraction of a line (Page 8), back-space (Page 9), go back and forth or up and down. If you like, you can fill in your outline with X's or O's.

It's easy, and it's fun to learn to touch type (type without looking at your fingers) on a REMINGTON Portable Typewriter. With a few days' practice, you should be able to write faster than with pen and ink.

This section is designed especially for students who want to learn touch-typing with the least amount of effort. It does not pretend to make you a professional typist. But if you do want to become one some day, these lessons will start you in the right direction.
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.

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 3
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. Space once with the right thumb after each group. Now, try this without looking at your fingers. Keep your eyes on this page and type 3 lines of the exercise, saying each letter to yourself as you type. STRIKE KEYS SHARPLY!

```
frf fft fgg fbf fvt frf
```

B. These are the keys typed by the left second finger—and let's review what you've just learned. Type 3 copies and keep your eyes on this page. Spell to yourself. WRISTS level. STRIKE KEYS SHARPLY!

```
ded ded frf fft fgg fbf fvt ded ded
```

C. Third finger, left hand—and, again, a review. Type 3 copies. Keep your eyes on this page and do not look at your fingers even if you make a mistake. Spell to yourself. STRIKE KEYS SHARPLY!

```
sws sxv ded ded frf fft fgg fbf fvt
```

D. Little finger, left hand—and a final review. Type 3 copies. Keep palms away from typewriter. Don’t look up. Spell to yourself. STRIKE KEYS SHARPLY!

```
qaz aza sws sxv ded ded frf fft fgg
```

Lesson 4
THE RIGHT-HAND KEYS

A. This lesson uses all the keys typed by the right index finger and reviews Lesson #3. Type the “j” 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!

```
juj jyj jhj jnj jmj aqa aza sws sxv ded ded frf fft fgg fbf fvt juj jyj jhj jnj jmj
```

B. These are the keys typed by the second finger, right hand—and let’s review what you’ve just learned. Type 3 copies without looking up. Spell to yourself. Keep wrists level. STRIKE KEYS SHARPLY!

```
klk k,k juj jyj jhj jnj jmj aqa aza sws sxv ded ded frf fft fgg fbf fvt klk k,k
```

C. Third finger, right hand—and, again, a review. Type 3 copies. Keep palms off machine, eyes on exercise. Spell to yourself. STRIKE KEYS SHARPLY!

```
lol 1,1 klk k,k juj jyj jhj jnj jmj aqa aza sws sxv ded ded frf fft fgg fbf fvt lol 1,1
```

D. Little finger, right hand—and a final review. Type 3 copies. Spell to yourself, eyes on this page. Keep wrists level, palms off keyboard. STRIKE KEYS SHARPLY!

```
p; lol 1,1 klk k,k juj jyj jhj jnj jmj aqa aza sws sxv ded ded frf fft fgg fbf fvt p;
```
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 it is time for the bill we can pay you

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.

See the small letter before each series of numbers in the drill below? It shows which finger is used to strike each number. The figure 1 is typed by striking the l key. Type these groups once—and this time you’re allowed to peek at the keyboard. Then type these groups 3 times without looking.

alll s222 d333 f444 f555
alll s222 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 6 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.
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.

Now that you've mastered the type-writer 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!