EASY
touch
method
typing

FOR REMINGTON PORTABLES

It's easy to learn to type on a Remington Portable Typewriter. In a few hours you can memorize the position of the keys and learn the function of the various operating parts sufficiently well to enable you to write with a reasonable degree of speed. With a few days' practice you should be able to write faster than with pen and ink.

You will find the time you spend in learning well worth while. If you are a business man or woman, your Remington Portable will lighten the burden of preparing business correspondence, reports and other papers, at home or away from home. If you are a student, it will help you make faster progress, get better grades in school.

Professional men and women find their Portables useful in the preparation of papers and reports, for professional and personal correspondence. In the home, every member of the family, from the youngest child in school to the head of the house, soon learns how much easier it is to think and write and get things done on a Remington.

This manual is designed especially for the student or typist who desires to become familiar quickly with the touch method with the least amount of effort. It does not presume to make you a professional typist but it does contain the fundamentals of the touch method on which professional speed and accuracy are based.

Before starting to type, refer to the chart on Pages 20 and 21 and familiarize yourself with the operating features of your Remington Portable Typewriter.
1 setting up to type

A insert paper
Place the paper squarely behind the platen. If your machine has a paper guide set it at zero and align left edge of paper with guide. With right hand, twirl platen knob so that paper is seated in one motion.

B straighten paper
If paper is not straight, free it from roller by operating the paper release lever, straighten paper and return release lever to original position. Set paper bail or clamp to smooth paper against platen and hold it firm and flat.

C set margins
Measure the typing scale with a ruler. If there are 60 spaces in 5 inches, the typewriter has elite (small) type and margins should be set at 20 left and 80 right. If there are 50 spaces in 5 inches, the typewriter has pica (large) type and margins should be set at 13 left and 73 right.

D set line space
gauge Set for single spacing by placing line space lever at numeral 1, as illustrated.

E throw carriage
With the left hand, throw the carriage firmly to the right and drop fingers quickly to starting position on home keys. When bell rings near end of line, finish word you are typing, repeat the carriage throw action and resume typing.


A. Place the left hand on a sheet of blank paper palm down, fingers slightly separated, thumb extended. With a pencil in the right hand, trace the outline of your left hand. Reverse the process and trace an outline of your right hand. Copy the correct letter for each finger as shown in the photograph above repeating the letters to yourself as you write them thus:

   Fourth Finger -- QAZ
   Third Finger -- WSX etc.

B. Cover the left hand tracing and letters with your left hand. Think of a finger at a time and try to remember the letters struck by that finger. If you can’t remember raise the finger and look at the letters. Observe that the index finger does double duty and has two sets of letters to strike. When you have mastered the groups of letters struck by the left hand, repeat the process with the right hand.

C. Trace each hand on separate sheets of paper again and fill in the correct letters struck by each finger from memory. If you do this correctly you are half way to your goal of touch typing. Now, continue with the instructions which follow.

Place your fingers on the “home keys” of your keyboard as indicated in the photographs. Fingers of the left hand on A, S, D, F. Fingers of right hand on J, K, L. ; . Right thumb resting lightly on space bar. Wrists level; fingers slightly arched, palms off typewriter.
This exercise provides practice on all the keys struck by the left index finger. Type the "j" group through once looking at the keyboard to get used to the reach from one letter to another. Type 3 lines with eyes on the exercise. Spell to yourself. STRIKE KEYS SHARPLY!

juj jyj jhj jnj jm j aqa aza sws sx s ded ded ffr ftf fgf fbf fvf juj jyj jnj jhj jnj jm

These are the keys struck by the second finger, right hand and reviews the previous exercises. Type 3 copies without looking up. Spell to yourself. Keep wrists level. STRIKE KEYS SHARPLY!

kik k,k juj jyj jhj jnj jm j aqa aza sws sx s sws sx s ded ded ffr ftf fgf fbf fvf kik k,k

This introduces keys struck by the third finger, left hand and provides a review. Type 3 copies. Keep eyes on exercise, don't look at the keyboard even if you make a mistake. Spell to yourself. STRIKE KEYS SHARPLY!

sws sx s sws sx s ded ded ffr ftf fgf fbf fvf sws sx s ded ded ffr ftf fgf fbf fvf

This introduces the keys struck by the fourth finger, left hand and provides a review. Type 3 copies. Keep palms away from typewriter. Don't look up. Spell to yourself. Keep wrists level. STRIKE KEYS SHARPLY!

aqa aza sws sx s ded ded ffr ftf fgf aqa aza sws sx s ded ded ffr ftf fgf

This introduces the keys struck by the fourth finger, right hand and provides a review. Type 3 copies. Spell to yourself, eyes on exercise, wrists level, palms off keyboard. STRIKE KEYS SHARPLY!

; p; lol 1.1 kik k,k juj jyj jhj jnj jm j aqa aza sws sx s ded ded ffr ftf fgf fbf fvf ; p;
Review your finger groups by placing your hands over your last tracings, and reciting to yourself the letters struck by each finger. Now type the words and phrases below. First get the "feel" of the keys before you type each new word, spelling to yourself. With eyes on the exercise, type each word slowly, then faster and faster. STRIKE KEYS SHARPLY!

```
if if it it is is is time time time
if if it it is is is is 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
for for for for the the the the 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 can pay pay pay pay you you you
we we we we can can can can pay 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 retype any mis-typed word 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!

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if it is time for the bill we can pay you
```

To type capital letters depress the "Shift Key" with the little finger of the hand opposite the one which is to be used for striking the letter to be capitalized. Example: "A" is struck with the little finger of the left hand, therefore to type a capital A depress the shift key on the right hand side of the typewriter with the little finger of the right hand. Starting from and returning to the home position, alternately operating the left and right shift keys to get the "feel" of it.

**capital and sentence exercise**

I mailed the check to cover the cost of the suit.

The time to start that saving 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.
Type each of the following 2-line sentence exercises several times, first slowly, then faster and faster until you have acquired a maximum skill with a minimum 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. Discounts, 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.

The small letter before each series of numbers in the drill below indicates what finger is used to strike each number. The figure 1 is typed by striking the little finger. As shown in the second portion of the drill, always space once after the comma following the day of the month before proceeding with the year. Follow the groups as shown on the keyboard above, then type the exercise.

s222 d333 f444 f555 j666 j777 k888 k999 m000 n111 n222

s222 May 2, 1922 d333 May 3, 1933 f444 May 4, 1944 f555 May 5, 1945 j666 May 6, 1946 j777 May 7, 1947

k888 May 8, 1948 1949 May 9, 1949 ;000 May 10, 1950

On May 6 you will receive your invoice.

I am enclosing Tax statements for June, 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.

Remington Rand is located at 315 Fourth Avenue, New York 10, N. Y.
Now that you are becoming accustomed to the “feel” of touch-typing try the following paragraphs to increase your typing speed. Follow this procedure for each paragraph.

**first take:** Type at regular speed.

**speed take:** 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.

**control take:** Relax a few moments then type the same paragraph once strictly for control.

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 that we mailed to you.
OPERATING INSTRUCTIONS
for remington rand
portable typewriters

These superb Remington Rand Portable Typewriters are the product of Remington Rand Typewriter research and development.

The styling, the operating features—in fact this entire typewriter was built to conform to the specifications and features as determined by a survey of typewriter users. You will find it the finest typewriter you have ever used, smooth and easy in action with all operating features readily accessible to you from the front of your machine as you sit at your desk.

The Carriage Return Lever is the part you will use oftener than any other, for it is used to bring the carriage back to start each new line. You will find that it is cleverly curved to fit the index finger of your left hand and that in the same motion that returns the carriage, it also moves the paper up into position for writing the next line.

Important too, is an adjustment which regulates the Line Space Lever so that it will move the paper one or two spaces, as desired. If you are writing on ruled paper or filling in forms, you can use the Variable Line Spacer—and if you need to write exponents or vary your line of writing for any other reason you can use the Line Locating Lever, and still return to the original line of writing when necessary.

Learn the names and locations of the features on your Remington Rand Portable Typewriter. Actually find, on the machine itself, all the features shown in the diagram on pages 20 and 21. Refer to this diagram frequently until every part is memorized. It will take but little time to do this, and you will be well repaid by knowing where every part is and how to use it efficiently.

to remove machine from case

To remove your machine simply press the lock near the handle on the case and open. Next grasp the frame of the typewriter, lift slightly and pull to you. The machine is ready for your use.

spacing between lines

For single spacing, move the small lever (1) up as far as it will go.

For double spacing, move the small lever (1) down as far as it will go.

For fill-in work or for adjustment to ruled lines, press in the button (2) in the left platen knob, adjusting the paper to writing position. The writing line is directly on a line with the top of the Aligning Scale.

If you wish to depart from the original line of writing for an extensive period, but still wish to return to that original writing line when specialized work is finished, move the Line Locating Lever (3) as far as it will go; when you are ready to return to the original line of writing, turn the platen as closely as possible to the line on which you want to type, then move the Line Locating Lever to the top position and proceed to type.
to set margin stops

The marginal stops are mounted on a rack numbered to correspond with numbers on the Cylinder Scale. To set the marginal stops, simply move the Tilting Paper Table back, press the little levers (4) down, move to desired position on the scale with the back end of the stop mechanism aligned at the desired position and release.

The marginal bell rings about six spaces before reaching the right margin stop, permitting the writing of five characters after the bell rings. To pass either the right or left margin stops, press the margin release key.

NOTE: An easy way to set margin stops on the Remington Portable, without reference to numbers on the rack or scale is to insert paper in the machine, determine where you want the left margin, setting the carriage at that point. Then move the left margin stop to the right as far as it will go. To set the right hand margin, follow the same procedure at the right side of the machine.

to set tabulator stops

If your Remington Rand Portable has the new Miracle Tab feature and you desire to set one or more tabulator stops, move the carriage to the desired position, then merely press the Miracle Tab Key to the “S” position and your stop is set. You may repeat this process as often as desired, for there is a tab stop for every space on the typewriter. To clear tabulator stops, just press the Miracle Tab Key to the “C” position while moving the carriage back and forth. To use the tab stops after they are set, merely press down the tabulator key. (See No. 30 on Pages 20 and 21).

changing the ribbon

Through a new and patented device which is found on the Remington Rand Portable Typewriter, ribbon changing has be-

come a simple operation instead of the messy, hard to maneuver job it is found to be on most typewriters.

This new device is the PATENTED SIMPLIFIED RIBBON CHANGER. With it all that is necessary to do to change your ribbon is to follow these simple instructions:

1. Wind all of the old ribbon onto the right spool.

2. Press together the prongs of the SIMPLIFIED RIBBON CHANGER (5) and lift ribbon from the carrier mechanism.

3. Remove the tops (6) from the spools on each side. Then, simply lift the ribbon from the slot in the left spool and discard old ribbon and metal core from right spool. Replace with the new ribbon, making certain the ribbon unwinds from the back of the spool. Drop the ribbon back into position on the carrier mechanism. Replace spool covers and strike any character key—and you are ready to type.

NOTE: Ribbon reverses automatically on Remington Portable Typewriters.
these features contribute to better typing with your new remington portable typewriter

1 Right and left shift key.
2 Right and left shift lock.
3 Exclusive Miracle Tab. Sets and clears tabulator stops positively with one key operation.
4 Positive action back spacer.
5 Manual ribbon shift.
6 Platen knobs (right and left).
7 Variable line spacer.
8 Line locating lever permits typing of fractional spacing, allows return to accurate register at original printing position automatically.
9 Carriage release levers (right and left).
10 Single and double line spacer selector.
11 Long convenient line space and carriage return lever.
12 Tipping paper table with paper scale.
13 Paper guide.
14 Larger size platen provides greater paper gripping facility and better printwork as on office typewriters.
15 Overhead three-position paper bail smooths paper on platen—locks it in typing position . . . prevents paper "slap".
16 Positive margin stops, fully accessible from front of machine.
17 Suregrip paper feed permits positive registration on single sheets and carbon packs.
18 Hinged top cover for easy access to ribbon spools and routine type cleaning.
19 Patented simplified ribbon changer.
20 Synchronized carriage scales for margin setting, centering paper and locating writing line.
21 Accelerating type bars assure better printwork, crystal clear carbon copies and greater speed of typing, as on office typewriters.
22 New high speed escapement for faster typing with greater ease, has the speed and accurate spacing of office size machines.
23 Paper release lever.
24 Carriage centering device.
25 Smooth operating rigid carriage.
26 Featherlight locked segment shift for faster, positive shifting to capital letters and upper case characters as on office typewriters.
27 Full 12 yard ribbon as on office typewriters.
28 Single stroke automatic ribbon reverse (reverses instantly).
29 Positive two-color ribbon and stencil control mechanism.
30 Margin release permits typing beyond right or left margin stops.
31 Keyboard touch regulator permits adjustments of key action to personal preference.
32 Tab key.
33 Superstrength frame construction.
34 Exclusive scientifically designed finger-fitted keys developed especially for your finger comfort.
35 Standard 4-row, 84-character keyboard and operating controls, as on office typewriters.
36 Standard space bar as on office typewriters.
37 More built-in material values . . . a standard characteristic of Remington Typewriters for more than 75 years. Assures a long life and sturdiness at no extra cost.
general care

Remington Typewriters are world famous for their ability to take punishment, to "stand the gaff" of constant heavy service. A little care on your part will insure added years of trouble-free performance and many savings in cleaning and adjustment.

A typewriter's principal enemy is dirt. Brush the typefaces occasionally with a brush to remove accumulated lint and ink. Go over the typefaces thoroughly, especially such letters as o, e, a, s, and others which have enclosed spaces. Keep your typewriter covered when not in use. It will repay you for this service by demanding less frequent cleaning.

Do not clean your typewriter surface with alcohol as it is injurious to the high lacquer finish.

Remington Typewriters have traveled all over the world and have operated efficiently in tropic heat and Arctic cold, but it will not do your typewriter any good to leave it on or near a steam radiator, subjected to sudden changes or expose it to dampness.

Once in a while you may put a drop of oil on each of the two rails on which the carriage moves—and then rub it off again. Never attempt to oil the typebars or any other part of the mechanism as this may have a tendency to gum and clog the working parts.

do not attempt to adjust your typewriter at any time

It was carefully adjusted at the factory. If it ever does need adjustment and repair, take it to the nearest Remington Rand Branch Office where factory trained servicemen will give it expert attention.

Finally, treat your typewriter with respect. Take good care of it. It will repay you in many years of faithful service.

this booklet is published by the Portable Typewriter Department of Remington Rand Inc. and is furnished free to purchasers of Remington Portable Typewriters.

While it is not intended to take the place of the more complete courses of commercial schools, it may be used as a supplement and contains sufficient material for acquiring a fair degree of skill in "Touch-Typing."

Remington Rand
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