An easy guide for operating the Remington Portable Typewriter
This booklet is written for the person who wishes to attain facility in the use of the Remington Portable Typewriter within the shortest possible time and with a minimum of effort. One hour a day for ten days devoted to the following instructions and practice exercises will give a thorough understanding of the mechanics of the typewriter necessary for operating, and lay the foundation for speed and facility in typing far surpassing the utmost possibilities of the pen.

If users of the Remington Portable are willing to devote the time necessary to attain a speed and efficiency in the operation of this machine comparable with that of a professional typist, we suggest that they learn the Touch System rather than the two finger method described herein. Copy of our pamphlet "The Touch Method Typewriter Instructor" will be gladly sent on request.

Remington Portable Typewriter Ribbons can be purchased from any Remington office.

REMINGTON TYPEWRITER COMPANY
(Incorporated)
374 Broadway, New York
Branches and Dealers Everywhere
DIRECTIONS FOR PREPARING MACHINE TO OPERATE

1. Cylinder Thumb Wheel
   2. Type Bar Raising Lever
   3. Paper Supporting Arms

Remove the cover of the carrying case.
Pull out cylinder thumb wheel as far as it will go.
Raise type bars in position to write by pulling out thumb knob on type bar raising lever (2) and move lever backward to end of slot.
Pull out paper supporting arms.

DIRECTIONS FOR PREPARING MACHINE TO REPLACE COVER

Pull forward carriage lock lever, press in cylinder thumb wheel as far as it will go and push carriage to the right or left. It will lock at the center of the line.

Pull out thumb knob of type bar raising lever and pull lever forward to end of slot. This drops the type bars.

Return paper supporting arms to original position.
Learn the names and locations of the parts used in operating. Actually find on the machine all the parts shown in the above diagram. Refer to the diagram frequently until every part is memorized.
The first operation in typewriting is the insertion of paper. Place the sheet between the cylinder and paper table, letting it drop as far as it will go. Hold the paper with the left hand and, with the right, turn the cylinder thumb wheel until paper has passed beyond the line gauge to the desired writing point.
If necessary to straighten the paper at any time, press back the *feed roll release lever*, adjust the paper and then pull the lever forward. When the lever is pressed back the grip of the feed rolls is relaxed and the paper is easily moved. Always return lever to forward position before writing.

Line space the paper by placing the left thumb on *line space lever* and the first finger on stationary piece just back of it. Press the line space lever back as far as it will go. Push the carriage to the right at the same time so that it will be in position to start the new line.
Pull forward the carriage release lever and the carriage will move freely to the right or left. This lever returns to position automatically.

The line space gauge controls the width of space between lines. For double space pull gauge forward; for single space push it back.

Any desired writing point not reached by regular spacing can be found with the variable line spacer. To write on ruled paper or to fill in forms, press down lever and turn cylinder with thumb wheel. Raise lever when regular spacing is desired.
MARGINAL STOP  PAPER SUPPORTING ARMS  MARGINAL STOP
(Back view of machine)

*Marginal stops* halt the carriage at the points where they are set. There are two stops, one at the beginning and one at the end of the writing line. A stop is moved by pressing the corrugated knob and sliding it to the desired point. The scale on the marginal stop rack is a duplicate of the cylinder scale and indicates the exact points where writing will commence and end.

It is possible to write outside of the limits of the marginal stops, if they are not set at 0 and 77, by lifting the *marginal release lever*. This permits the carriage to pass the stops, either at the beginning or at the end of the line.

The keys automatically lock when the final marginal stop is reached. This prevents piling of letters. The bell rings six letter spaces before the keys lock, warning the operator that the end of the writing line is near. Should the keys lock before the word or syllable is completed, lift the *marginal release lever* and add the necessary letters.
Capital letters are written by depressing either the right or the left shift key and holding it until the character is printed.

If all capitals are desired, depress the shift lock. To release the lock touch the left shift key.

It is often necessary to move the carriage back one or more spaces to correct a mistake or fill in an omission. Use the back space key for this purpose. Each full depression of the key moves the carriage back one letter space.

The space bar is used to space between words and sentences, or wherever a space is required.
When using a two-color ribbon move the lever on the indicator to the color desired. The life of a single color ribbon can be lengthened by moving the lever to red when the upper part of the ribbon is worn.

The line gauge shows the position of the writing line, enabling the operator to fill in blank forms, write on ruled paper or make corrections. It also serves as a center paper guide.
The ribbon shaft runs through the machine on a line with the ribbon spools and projects beyond the frame on both sides. The ribbon reverse is automatic and requires no attention on the part of the operator.

If it is desired to wind the ribbon on the right-hand spool, as is necessary when changing ribbons, turn the right thumb knob. When the shaft is pressed to the right the ribbon will wind on the right spool, pressed to the left on the left spool.

CHANGING RIBBONS

Depress shift lock to make ribbon carrier more accessible. Before removing it, study the position of the ribbon on spools and in
carrier so that it can be determined, when the new ribbon is inserted, whether or not it is in correct position.

Wind the ribbon as far as it will go on the right spool. Press the left spool latch toward the center of the spool shaft and lift off the spool. Detach the clip which holds the ribbon on the spool, being careful not to lose the clip. Wind the rest of the ribbon on the right spool. Press right spool latch toward center of spool shaft and remove the right spool. Place new spool with ribbon on right spool shaft, taking care to see that ribbon feeds between the shoe and pin. Press latch away from center of spool shaft to lock the spool on shaft. Press ribbon shaft to left, pull out about eight inches of ribbon and attach free end to left spool by replacing the clip. Place left spool on spool shaft, feeding ribbon between the shoe and pin. Press latch away from center of spool shaft. Hold ribbon between first finger and thumb of each hand and turn the bottom of ribbon forward. Place ribbon under loops and over prongs in middle of carrier and, keeping ribbon straight, insert in loops at each side of carrier. Pull ribbon forward until caught in hooks at the end of loops. Wind ribbon on left spool until it is straight. The machine is now ready for work.

CLEANING TYPE

When the type become filled clean them by brushing with a type cleaning brush in line with the type bars, not across; this is best done before raising type to writing position.

Keep all of the working parts of the machine clean and free from dust. The best results can be obtained only when the machine is kept clean, and its working life is thereby greatly prolonged.

In addition to dusting the machine carefully, keep it covered when not in use.

FINGER EXERCISES
The complete keyboard shown in the diagram on page 11 is divided by the heavy black line into two main sections, left-hand section and right-hand section. All keys in the left-hand section are struck with the first and second fingers of the left hand. All keys in the right-hand section are struck with the first and second fingers of the right hand.

The keyboard is more easily mastered by learning one row of keys at a time. The center row of letter keys is selected first.

The characters on the extreme right of the keyboard are omitted from the beginning practice.

Strike the keys in the most natural manner and just hard enough to make clear, clean-cut impressions. Strike one key at a time and release it before attempting to write the next letter. Curve the fingers so that the tips will strike the keys. Tap the space bar with the right thumb.

Write the following exercise to fix in your mind the locations of the letters. Say each letter as you strike it.

```
asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh asdfg
;lkjh
```

In practicing the following sentences try to write smoothly. Do not slur the strokes by trying to write too rapidly.

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a glad lad had a flag; fads had a sad fall; dad has a flag;
a glad lad had a flag; fads had a sad fall; dad has a flag;
a glad lad had a flag; fads had a sad fall; dad has a flag;
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When you have learned the locations of the keys so that you can write the above exercises smoothly and accurately, practice the next row of keys.
Write the following exercise to fix in your mind the locations of the letters. Say each letter as you strike it.

qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty qwerty

All of the letters in this row of keys are used in the following sentences. Practice them until you can write smoothly and accurately.

we were up to your typewriter property to equip our typewriter were you out to our property to write your query to our territory

Now combine the two rows.

Write the following practice exercise:

gtg hyh frf juj ded kik sws lol aqa ;p; tgt yhy rfr uju ede iki
gtg hyh frf juj ded kik sws lol aqa ;p; tgt yhy rfr uju ede iki
gtg hyh frf juj ded kik sws lol aqa ;p; tgt yhy rfr uju ede iki

Practice these sentences until you can write them smoothly and accurately.

we will wire you for the hay so that you will fill our order just quietly work your territory thoroughly so you will prosper a joyous shout will get all of the people together for the test while you were away the judge was at work for the good people
Words cannot be formed with the letters in this row of keys. Learn the locations by practicing the following:

zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn
zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn
zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn zxcvb /.,mn

Now combine the three rows:

Write the following practice exercise:

```
gtgbg hyhnh frfvf jujmj dedcd kik,k sswsxw lol.l aqaza ;p;/
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You have now covered all the letters of the keyboard. The following sentences, containing all the letters of the alphabet, are strongly recommended for frequent practice.

with charming ease the quick black fox jumped over the lazy dog pack my box with five dozen selected size liquor jugs for shipment twenty seven dozen extra fine jet black mosquito bags were shipped the squirrel gazed very suspiciously whenever the black fox jumped the job required extra pluck and zeal from every young wage earner

The following list embodies about 50% of the words used in ordinary letter writing. Write each word until there is no hesitancy in finding the keys.
These sentences contain the above words. Practice them until you can write smoothly and accurately.

it is for the lack of faith and work that we fail in a hard task
it will pay us to do the work just as well as it can be done
if it is the duty of a man to do me a turn he will try to do it
when the work is done if it is his wish he may go to the lake

Use the lower case “L” for figure 1.

Write the following until you are familiar with the locations of the numeral keys:

1234567890 1234567890 1234567890 1234567890 1234567890 1234567890
1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928
CAPITAL LETTERS AND UPPER CASE CHARACTERS

Capital letters, and the special upper case characters which appear above the numerals, are written by depressing one of the shift keys and striking the letter or character desired. Hold the shift key down until the imprint is made. When writing capital letters on the right side of the keyboard, use the left shift key; when writing capital letters on the left side of the keyboard, use the right shift key. This method not only divides the work between the hands but makes it possible to maintain the same fingering of the keys that has been acquired in the foregoing practice.

Practice the following until you are accustomed to the use of the shift key:

Remington Typewriter Company, Broadway at White St., New York Chicago, Peoria, Kankakee and East St. Louis are in Illinois Albany, Buffalo, Rochester, Syracuse and Ilion are in New York Detroit, Grand Rapids, Saginaw, Jackson and Lansing in Michigan.

U. S. Census of 1910 gives the population of New York City 4,766,883 New York State census of 1915 gives the population 5,047,221. New York City gained 38.7 per cent. from 1900 to 1910.

Smith & Company’s package, marked #47832 (R T C), was 2½ ft. long 9½ inches wide and 7½ inches high, and valued at $142.50 after deducting 5% discount.

CARBON COPIES

Duplicates or carbon copies can be made when the originals are written, without additional effort. This is one of the great advantages of typewriting over pen-writing.

Place a sheet of paper on the desk and lay a sheet of carbon, face down (the “face” is the glossy side), on the paper; if more than one carbon copy is required, arrange another sheet of paper and carbon in the same way, and then place the original sheet, or letterhead, over the carbon. When feeding into the machine be sure that the original sheet is at the back. As the cylinder is turned the original sheet will then be in the proper position.
Buy Your Supplies from the
REMINGTON TYPEWRITER COMPANY

Our Typewriter Papers
are made especially for use on the writing machine.

Almost any kind of paper can be used on the typewriter, but to obtain the best results certain peculiarities of stock and finish are essential. The typewriter papers sold by us are noted, among other things, for their tensile strength, and the ease with which erasures can be made without defacing or roughening the paper surface.

Send to us for our complete sample book of Remington Typewriter Paper.

Our Red Seal Carbon Papers
made in our own factory, are unrivaled for clearness of impressions, cleanliness and long wear. Made in two weights, light and standard. Your choice of several colors.

Our Paragon Ribbons
likewise made in our own factory, are the best known and known as the best. Your choice of several colors. Be sure to specify ribbon for Remington Portable.

Remember that good typewriting demands good supplies. That's why we make our own supplies. We want you always to get the very best results from your

Remington Portable Typewriter

REMINGTON TYPEWRITER COMPANY
INCORPORATED
374 BROADWAY, NEW YORK
Branches Everywhere