Typing Better Letters

A guide to accurate letter writing for secretaries, stenographers and typists
### Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Booklet Will Help You</td>
<td>1</td>
</tr>
<tr>
<td>The Materials You Need</td>
<td>2-3</td>
</tr>
<tr>
<td>How to Care for Your Typewriter</td>
<td>4-5</td>
</tr>
<tr>
<td>How to Improve Your Typing</td>
<td>6-7</td>
</tr>
<tr>
<td>How to Set Up a Business Letter</td>
<td>8</td>
</tr>
<tr>
<td>Correct Openings and Closings</td>
<td>9</td>
</tr>
<tr>
<td>Addressing a Personage</td>
<td>10</td>
</tr>
<tr>
<td>How to Make Corrections</td>
<td>11</td>
</tr>
<tr>
<td>How to Fold a Letter</td>
<td>11</td>
</tr>
<tr>
<td>Royal Typing Short Cuts</td>
<td>12-15</td>
</tr>
<tr>
<td>How to Conserve Your Time and Energy</td>
<td>16</td>
</tr>
<tr>
<td>How Royal Shortens Your Work Day</td>
<td>17</td>
</tr>
</tbody>
</table>

### This Booklet Will Help You

This BOOKLET will help you gain the professional skill you need to type *perfect* letters.

The hallmark of a perfect letter is accuracy. The perfect letter must be accurate as to facts (always try to check the name of the addressee, the address, the date, and whatever data can be checked). Then the letter must accurately express the facts. Make sure that the grammar, the punctuation and the meaning of each sentence convey the facts clearly and accurately to the receiver.

Finally, the letter must be *mechanically* accurate. The employer depends on you, as typist, to put the contents of the letter in correct form, and give it a crisp, commanding appearance. This booklet helps you do just that.

You'll find that the ability to type perfect letters more than repays the effort required. The perfect letter furthers your goals by furthering the goals of your company or employer. It impresses your superior, and thereby improves your chances for advancement and increased earnings. *And of immediate importance to every typist, the ability to type perfect letters reduces re-typing, rush, and sometimes after-hours of work.* Let this booklet show you how you can type perfect letters!
THE MATERIALS YOU NEED

THE DESK

To produce the best results, the typewriter desk should be solid and level. In a “well” type desk a loose drop-leaf may create noise and affect the quality of the typewritten work. A small wedge inserted between the drop-leaf and the desk will hold the drop-leaf firmly in place. The typewriter should be securely attached to the surface of the desk; not, however, fastened so rigidly as to cause a rumble when used.

THE CHAIR

An adjustable chair with a good backrest is the most practical and restful. A chair properly matched to the desk in height will help reduce fatigue and errors. The height of the chair should be adjusted to enable the hands and forearms to slope naturally on the same incline as the keyboard.

SUPPLIES

What typewriter ribbon should you use? By all means, use the finest grade available. The stronger and more sensitive the ribbon fabric, and the finer the ribbon ink, the better-looking will be your work. Fine quality ribbons, such as those made by the Roytype Division of Royal Typewriter Company, can make your letters sparkle.

What kind of carbon paper should you use? Use the weight, grade, and finish of carbon paper that exactly fits your typing requirements. Your Roytype Representative is scientifically trained to help you decide this.

THE TYPEWRITER

Like every typist, you want a fast smooth machine that leaves you feeling fresh at the end of the day. And both you and your superior want a typewriter that turns out clean, professional work.

The striking improvements on modern typewriters make it needless to say, the newer the model, the finer the work. However, the important point is to keep the typewriter in top-notch condition and accurately adjusted. You cannot type a perfect letter on a defective machine. If yours needs overhauling, Royal has a staff of expert servicemen to help you.

If you require a new typewriter and are consulted about its choice (as most operators are), choose one that is completely modern in function and design. See that the controls are well-balanced and positioned within fingertip reach. Check the type for perfect alignment.

But most important, look for the features that make better-looking work possible with less effort. You will by all means want to see Royal, the World’s No. 1 Typewriter. For, in a nation-wide survey of operators, the preference for Royal equalled the combined preference for the next three standard office typewriters!

REFERENCE BOOKS

You need a dictionary! It’s not the size of the dictionary that counts, but how often you use it. Use it whenever in doubt about the correct spelling of a word. Also keep it handy for abbreviations, word-divisions, and definitions.

Another aid to accuracy is a standard handbook for secretaries. A secretary’s handbook contains grammar, punctuation, postal information, proof-reading symbols, and a host of other information both incidental and necessary to office routine. Such a book is second in value to a dictionary in the office.
HOW TO CARE FOR YOUR TYPEWRITER

1

EVERY MORNING

Dust the exterior and accessible parts with a brush or a dry cloth which is free of lint and ravelled threads. Brush the accumulation from the erasure-protecting shields off the typewriter and on to the desk or a piece of paper.

2

Move the carriage first to the extreme left, and then to the extreme right, wiping the exposed surfaces of the carriage rails with a dry cloth. Wipe both the under surface of the top rail which is part of the carriage, and the upper surface of the bottom rail which is part of the typewriter frame.

3

Wipe the slots in the segment (the curved metal framework in which the type bars move) with a dry cloth—wiping towards you so that dirt is not forced into the slots.

4

Clean the type with a dry bristle brush. It is not necessary to use cleaning fluid daily if you clean the type this way.

ONCE A WEEK

1

Hold the paper table forward and wipe the exposed nickel parts with a cloth slightly moistened with a little oil.

2

When cleaning the carriage rails, use a cloth slightly moistened with a little oil.

3

Clean the type with Roytype Type-Cleanser Fluid. Clean the cylinder, or platen, with a cloth moistened with denatured alcohol.

A FEW DON'TS FOR EASIER TYPING

DON'T erase directly over the printing point. Move the carriage a little to the left or right so that the erasure grit will fall onto the dust shielding or the desk.

DON'T tie your eraser to your typewriter. It can become caught in the working parts of the machine.

DON'T use a pin to clean the type. A brush is safe and thorough.

DON'T use too much oil in wiping parts of the machine. Too much oil is as bad as none.

DON'T leave the typewriter uncovered when not in use.
BODY POSITION: Sit erect but relaxed. Adjust the chair so that the backrest supports the small of the back.

FEET: Keep your feet flat on the floor, slightly apart. One foot may be placed a little ahead of the other to help balance your body.

FINGERS: Curve your fingers so that you strike each key with the ball of the finger-tip.

BE BRISK: Strike the keys as though they were red-hot and forced you to withdraw your fingers in a hurry.

WATCH YOUR ANCHORS: Use the little fingers to anchor the rest of the fingers. Make them hug their home-keys ("a" and ";") whenever the other fingers leave the home-key position. This is called "pivoting." It will help your fingers acquire a distinct sense of feel and location.

EYES: Keep your eyes on the copy. Don’t look from the copy to the machine. Place the copy to the right of the typewriter. This prevents a break in your line of vision when you return the carriage. The copy should be set at an angle and in the best position to be read easily and without strain.

CARRIAGE RETURN: Throw the carriage over, first bracing the fingers of the left hand. Strike the line space lever with the left index finger, between the first and second joints.

GET IN RHYTHM: Typing rhythm means smooth continuity of writing—no leaping ahead in spurts—no breaks in the typing. Strive for a natural, continuous pace; slow down if necessary to maintain a steady rate of speed. Remember, smoothness first. Then type as fast as you can accurately—but never faster.
HOW TO SET UP A BUSINESS LETTER

A well set-up letter should give the effect of a perfectly framed and balanced picture. To get this effect, make the right and left margins approximately equal; balance the top and bottom margins as nearly as possible. The

RIGHT

Specialties Company, Inc.
54 Union Avenue, Reading, PA.

July 9, 1948

Dear Mr. Smith:

This is to confirm the receipt of your letter of July 2, 1948.

Very truly yours,

Frank Smith
President

WRONG

Specialties Company, Inc.
54 Union Avenue, Reading, PA.

July 9, 1948

Dear Mr. Smith:

This is to confirm the receipt of your letter of July 2, 1948.

Very truly yours,

Frank Smith
President

DATE LINE: The date line may be even with the right-hand margin or it may be centered under the letterhead.

INSIDE ADDRESS: Either form is acceptable although the blocked is more widely used. End-punctuation for either form is optional.

BLOCKED
Royal Typewriter Company, Inc.
2 Park Avenue
New York 16, New York

INDENTED
Royal Typewriter Company, Inc.
2 Park Avenue,

Guide to Rapid Margin Setting on page 14 will help you achieve a well-balanced and harmonious arrangement in your letters. Here are a few simple rules to follow in setting up the parts of the letter:

SPACING THE BODY

Ordinarily, the body of the letter should be single-spaced with double-spacing between paragraphs. An unusually short letter should be double spaced. Either the blocked or indented style of paragraphing is acceptable; however, a double-spaced letter requires paragraph indentation.

COMPLIMENTARY CLOSE

The complimentary close is usually typed slightly to the right of the center of the page. Most firms establish a definite signature for the typist to follow. This usually calls for the name of the signer and his title to be typed several spaces below the complimentary close. The signature can then be typed either in block style or indented to conform to the style of paragraphing.

CORRECT OPENINGS AND CLOSINGS

ORDINARY ADDRESS

Dear Mr. Smith:

My dear Mr. Smith: (formal)

Attention of Mr. H. P. Smith:

Gentlemen:

CLOSING

Very truly yours,

(generally used)

Yours very truly,

Yours truly,

Sincerely,

Very sincerely yours,

Cordially,

Gratefully,

Respectfully,

(to superiors)

ADDRESSING A PERSON WHOSE NAME IS UNKNOWN TO YOU

Dear Sir:

Dear Madam:

Dear Sirs:

Mesdames:

Gentlemen:

Ladies:

Any one of the above that suits the tone of the letter.
## CORRECT OPENINGS AND CLOSINGS

### ADDRESSING A PERSONAGE

<table>
<thead>
<tr>
<th>Personage</th>
<th>Inside Address</th>
<th>Salutation</th>
<th>Complimentary Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President</td>
<td>The President</td>
<td>Sir: or Mr.</td>
<td>Respectfully,</td>
</tr>
<tr>
<td>of the United</td>
<td>The White House</td>
<td>dear</td>
<td></td>
</tr>
<tr>
<td>States</td>
<td>Washington 25, D. C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate</td>
<td>The Honorable</td>
<td>Sir: or My dear</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td>Justice of</td>
<td>Associate Justice of the Supreme</td>
<td>My dear Justice</td>
<td></td>
</tr>
<tr>
<td>the Supreme</td>
<td>Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court</td>
<td>Washington 25, D. C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of the</td>
<td>The Honorable</td>
<td>Sir: or Dear Sir</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td>President's</td>
<td>The Secretary of State</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Cabinet</td>
<td>Washington 25, D. C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>The Honorable</td>
<td>Sir: or My dear</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td>(or State)</td>
<td>United States</td>
<td>My dear Senator</td>
<td></td>
</tr>
<tr>
<td>Senator</td>
<td>(or State) Senate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington 25, D. C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of</td>
<td>The Honorable</td>
<td>Sir: or Dear Sir</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td>Congress</td>
<td>The House of Representatives</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington 25, D. C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governor</td>
<td>The Honorable</td>
<td>Sir: or Dear Sir</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td></td>
<td>The Governor of...</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City, State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of State</td>
<td>The Honorable</td>
<td>Dear Sir: or</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td>Legislature</td>
<td>Member of Assembly</td>
<td>Mr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capital City, State</td>
<td>(informal)</td>
<td></td>
</tr>
<tr>
<td>Mayor</td>
<td>The Honorable</td>
<td>Sir: or My dear</td>
<td>Yours respectfully,</td>
</tr>
<tr>
<td></td>
<td>Mayor of the City</td>
<td>or</td>
<td>or Very truly yours,</td>
</tr>
<tr>
<td></td>
<td>of City</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Hall, City, State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consul</td>
<td>American Consul</td>
<td>Dear Sir: or</td>
<td>Very truly yours,</td>
</tr>
<tr>
<td></td>
<td>at</td>
<td>My dear Mr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educator</td>
<td>President</td>
<td>Dear Sir: or</td>
<td>Sincerely yours,</td>
</tr>
<tr>
<td></td>
<td>University</td>
<td>My dear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City, State</td>
<td>President</td>
<td></td>
</tr>
</tbody>
</table>

## HOW TO MAKE CORRECTIONS

### ERASING

An eraser shield will help you in erasing individual letters or words. To prevent erasure smudges on the original copy, use two erasers—a hard one for the original, a gum or soft eraser for the carbon copies.

A card or paper inserted in front of each carbon copy at the point of correction when erasing will prevent smearing.

### FILLING-IN

When re-inserting the sheet into the machine to make the fill-in, align such letters as “1” or “i” with the white gradation lines on the Card and Writing Line Scale. Use the paper release and variable line spacer to make the alignment. Before actually printing the character, set the ribbon control lever for stencil writing, and tap the correct key lightly to determine whether the alignment is absolutely accurate.

## HOW TO FOLD A LETTER

Your letters will be neat and easy to open if you follow these directions when folding it. Make sure the creases are parallel to the edges of the sheet.

### FOR A SMALL ENVELOPE

Bring the lower edge of the letter up to about one-half inch from the top of the sheet and crease. Then fold from right to left a little more than one-third the width of the sheet. Finally fold from left to right and crease again, leaving at least one-quarter inch uncovered by the left fold.

### FOR A LONG ENVELOPE

Fold a little less than a third of the letter from the bottom toward the top of the sheet and crease. Then fold upward to within about one-half inch of the top and crease again.
GUIDE TO RAPID MARGIN SETTING

For the approximate placement of different length letters on the page, the following guide will prove useful. The paper used in each instance is standard letter-size (8½" x 11"), and Royal Typewriter scales were used to determine the margin positions.

Before using the tables, determine whether your machine has Pica or Elite type, set the paper guide at zero, and then use the figures appropriate to the type and to the length of the letter.

This is Pica type, 10 spaces to the inch. This is Elite type, 12 characters to the inch.

Letter Containing up to 75 Words
Pica Margins: 20, 66
Elite Margins: 29, 75
Date line: 18 line-spaces from top of sheet
Address: 6 line-spaces below date line

Letter Containing 75 to 125 Words
Pica Margins: 18, 68
Elite Margins: 27, 77
Date Line: 17 line-spaces from top of sheet
Address: 5 line-spaces below date line

Letter Containing 125 to 200 Words
Pica Margins: 15, 71
Elite Margins: 24, 80
Date Line: 15 line-spaces from top of sheet
Address: 4 line-spaces below date line

Letter Containing Over 200 Words
Pica Margins: 13, 73
Elite Margins: 22, 82
Date Line: 14 line-spaces from top of sheet
Address: 3 line-spaces below date line

With these marginal stops, it is unnecessary to look up for line endings. The bell rings several spaces before the carriage locks at the right marginal stop, and a neat right margin is assured if the carriage is returned as soon as possible after the ring of the bell.

TO FIND THE CENTER OF SHEET
Insert the paper with the left edge at 0, then take the scale-reading at the right edge, and divide by two. Royal scales are uniform rules built into the typewriter to simplify the placing of headings anywhere on the sheet.

TO CENTER THE TITLE
From the center of the sheet (above), backspace once for every two letters.

TO MAKE RIBBON-CHANGING EASY
Press the shift-lock key, and move the ribbon lever to red. Then depress any two central keys so as to lock the type bars together and raise the ribbon vibrator. Remove the ribbon from the vibrator. Next, raise the top cover and replace the worn ribbon with the new one.

TO ADDRESS ENVELOPES
50% FASTER
Place the envelopes face up at either side of the machine, and lift the paper lock to its upright position. Insert the first envelope in the usual way and address it. Now turn the cylinder backward until the top of the addressed envelope is even with the top of the card-holders. Insert the second envelope from the front, between the cylinder and the top of the first envelope. Then, turn the cylinder backward until the envelope is in position for addressing, allowing the first to remain in the carriage. Repeat, feeding from the front each time.
TO DRAW VERTICAL OR HORIZONTAL LINES

On the Royal, because the ribbon feeds when the carriage moves, a horizontal line may be made by holding the underscore against the cylinder while moving the carriage. Similarly, a vertical line can be made with the apostrophe. To draw lines with a pen or pencil, raise either card-holder. Place the pencil or pen point in the angle formed by the base of the card-holder and the writing-line scale. Then, move the carriage to either side of the drawing point for horizontal lines, or rotate the cylinder for vertical lines.

TO REVERSE A POST CARD WITHOUT REMOVING FROM TYPEWRITER

Raise the card-holders, disengage the line finder (ratchet release), insert the card and address it. Then give the cylinder a quick turn to flip the card back over the cylinder. Continue turning the cylinder. The card will automatically be reversed and reinserted without adjustment, ready for typing on the other side.

TO WRITE A TELEGRAM WITHOUT REMOVING THE LETTER ALREADY IN TYPEWRITER

Pull the paper bail forward, and roll the letter back to show a 2-inch top margin. Next, insert a telegram blank from the back so that it can be rolled forward in front of the first sheet of the letter. Before rolling through, place a blank against the coated side of each carbon in the letter pack. Then flip the paper bail down and roll the pack through. Disengage the line finder (ratchet release), write the telegram, and return to the 2-inch top margin. The telegram sheets may then be removed, and your letter continued.

TO HANDLE A CARBON PACK

To avoid unnecessary straightening of carbon packs after insertion into the typewriter, many secretaries use the following methods:

1. After straightening the pack, they place an envelope with an open flap along the top edge. When the flap is closed and the pack fed into the typewriter, it feeds through straight.

2. Before inserting the carbon paper into the carbon pack, the original and tissue sheets are straightened and their top edge is fed into the typewriter. Then, while the paper is firmly held by the master feed roll of the typewriter, the carbon paper is inserted. When the carbon pack is rolled into the typewriter, it feeds in perfectly straight.

TO MAKE SPECIAL CHARACTERS ON YOUR TYPEWRITER

A number of additional typewriter characters can be made by overprinting standard characters as follows:

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star</td>
<td>@ Capital A and small v</td>
</tr>
<tr>
<td>Division</td>
<td>¥ Colon and hyphen</td>
</tr>
<tr>
<td>Pound Sterling</td>
<td>© Capital L and hyphen</td>
</tr>
<tr>
<td>Equation</td>
<td>= Two hyphens—using the line finder</td>
</tr>
<tr>
<td>Cedilla</td>
<td>ø Small c and comma</td>
</tr>
<tr>
<td>Section</td>
<td>§ Two small s's—using the line finder</td>
</tr>
<tr>
<td>Plus</td>
<td>+ Hyphen and two apostrophes—using the line finder</td>
</tr>
<tr>
<td>Minus</td>
<td>– Hyphen</td>
</tr>
</tbody>
</table>

TO CORRECT PAGES STAPLED TOGETHER AT THE TOP

Feed in a single sheet of blank paper until the edge appears in front above the card fingers. Then insert the bottom edge of the sheet to be corrected between the paper and the cylinder, and turn the cylinder backward. As long as the text is parallel to the binding, manuscripts of any thickness can thus be corrected.
HOW TO CONSERVE YOUR TIME AND ENERGY

STUDY YOUR JOB
Know exactly what duties you are expected to perform. Then, before starting the day's work, plan the duties to be performed that day. If necessary, make a simple outline to guide you. Organize your time and work, anticipate your needs and those of your employer.

STUDY YOUR EMPLOYER OR SUPERVISOR
A knowledge of your employer's preferences and work habits will enable you to complete your duties in the order of their importance, and in the manner most satisfactory to him.

ARRANGE YOUR DESK
An obvious but seldom realized source of fatigue is a disordered desk. Material on the top of the desk and in the drawers should be arranged so that everything can be reached instantly, without having to wade through accumulated work on top of the desk or through a disorganized collection of supplies in the drawers of the desk.

For example, desk equipment may consist of a copyholder, stapler, calendar appointment pad, reference books, supplies and stationery. The copyholder, stapler, and the calendar appointment book should be kept on the top of the desk. If the desk is equipped with only one bank of drawers, it may be necessary to place reference books such as the dictionary and postal guide on top of your desk. Stationery, envelopes, and carbons are the most frequently used materials. They should be set in the stationery rack usually provided for that purpose, and placed in the drawer which has most convenient access, usually the middle of the right or left bank of drawers.

Pencils, erasers, clips, and other necessary supplies should be placed neatly in a top drawer.

HOW ROYAL SHORTENS YOUR WORK DAY

Royal shortens your work day—and no wonder! Your work looks better and you feel better when you use a Royal. Look at how these features of the Royal improve work and save energy:

A. "MAGIC" MARGIN
As you position the carriage to set your margins, the "Magic" Margin lever is right at your fingertips. No need to reach back and forth from keyboard to carriage. Produces better-looking work, saves energy.

B. AUTOMATIC PAPER LOCK
This exclusive feature from the paper flat against the cylinder, eliminating printing point bulge. Royal's paper lock quietly the striking of the type, provides easier, faster paper insertion and removal, and aids in the production of beautifully aligned copy.

C. "TOUGH CONTROL"
Tailors the touch of the Royal to your own. Enables every secretary to attain her maximum speed in the production of clean, sharp-edged copy.

D. FINGER COMFORT KEYS
Smooth, concave keys that enhance typing accuracy and comfort. No upstanding rims to snag finger nails.

E. LOCKED SHIFT FREEDOM
An inbuilt guarantee of positive alignment throughout the life of your Royal. The type is quietly lowered for capitals and is locked in both capital and lower case positions. Royal's Locked Shift Freedom brings you easier operation, better looking work, less noise and eye strain.

F. TIME-SAVER TOP
Swings open automatically for completely accessible type-cleaning and ribbon change. Saves time and energy. The high design top conceals the flash of striking type bars, saves the eyes from type-bar blur.

"Magic" and "Touch Control" are registered trade marks of Royal Typewriter Company, Inc.
COMPARE THE WORK
OF THE ROYAL!

SPEED
Royal's amazing speed springs from Acceleration, a feature which gives Royal a range far beyond the speed of human fingers! Even if you are not a speedster, you cannot help but do faster work—and better work faster—on a Royal!

EASE
The effort-saving features of Royal help you breeze through the typing day. "Touch Control," for instance, tailors the tension of the keys to your own individual touch, saves your energy. And when you try the remarkable convenience of "Magic" Margin, the Automatic Paper Lock, Finger-Tip Controls, and Time-Saver Top, you'll agree—typing is a dream on a Royal!

QUALITY
Royal—the typewriter that produces the best work with the least effort, is preferred by typists throughout the country. A nation-wide survey proved that preference for Royal equals the combined preference for the next three standard office typewriters. For speed, for easy operation, for unsurpassed quality of work—Royal is the World's No. 1 Typewriter!

ROYAL TYPEWRITER COMPANY, INC.
2 PARK AVENUE, NEW YORK 16, N. Y.