PLACE CHART IN FRONT OF NUMERAL KEYS
STRIKE OTHER KEYS WITH FINGERS INDICATED

THE

OF TOUCH TYPING

WITH THE NEW ROYAL INVENTION

THE INSTANT TYPING CHART
It is easy to type...

*Touch typing is not difficult* to learn. It is easy. Like golf or any other game where timing and rhythm are essential, practice is the most important factor. Practice alone can make you a good, fast touch typist in the shortest time.

*The five simple lessons* given in this book have been scientifically planned by typing experts. A half hour devoted to each lesson, plus adequate practice, will give you a sound working knowledge of touch typing for home use.

*You are joining the ranks* of thousands of students, business men, home-makers—people in every walk of life—who are deriving immeasurable benefits from their typewriters.

Now turn the page and get started on the modern way to write—touch typing on the Royal Portable.
FIRST FINGER WORDS

The HOME KEYS are f, d, s, a, for the left hand and j, k, l, ; for the right hand. Become familiar with the feel of the HOME KEYS because they are your base of operations for all touch typing.

Place the fingers on the HOME KEYS.

Strike the keys with a quick hammer-blow action; release quickly.

Keep all the fingers curled like hammer-heads.

Strike the space bar, between words, with your right thumb.

Keep the fourth fingers lightly on their HOME KEYS (a and ;) while typing with the first fingers.

Return the carriage with the left hand, at the end of a line, without raising the eyes from the copy.

Keep your eyes on the copy you are typing.

Typewrite each exercise through without stopping; repeat each exercise until it is perfect:

1. jug jug jug jug jug fur fur fur fur fur fur fur fur fur fur fur fur jug jug jug jug jug

2. hug hug hug hug hug rut rut rut rut rut fun fun fun fun fun fun mug mug mug mug mug

3. bug bug bug bug bug thy thy thy thy thy nut nut nut nut nut fry fry fry fry fry

4. rub rub rub rub rub buy buy buy buy buy try try try try try try tub tub tub tub tub

5. Typewrite one perfect line of each word: gum burn thug hung fury hurry funny

6. Typewrite one perfect copy: run but gun tug thy rug jut mug nut
FIRST AND SECOND FINGER WORDS

Reread the directions for the first half hour.

Keep the fourth or little fingers on their control keys (a and ;) while typing with first and second fingers.

Keep wrists level with the backs of the hands.

Sit easily erect in front of your typewriter, feet flat on the floor.

Watch the Royal Instant Typing Chart.

Typewrite each exercise through without stopping; repeat each exercise until it is perfect:

1. **jig** **jig** **jig** **jig** **jig** **jig** **jig** **jig** **jig** **her** **her** **her** **her** **her** **her** **her** **her** **her** **her** **jig** **jig** **jig** **jig** **jig**

2. **den** **den** **den** **den** **den** **den** **kit** **kit** **kit** **kit** **kit** **kit** **kit** **kit** **kit** **kit** **kit** **den** **den** **den** **den** **den** **den**

3. **kid** **der** **kid** **der** **kid** **der** **kid** **der** **kid** **der** **the** **the** **the** **the** **the** **ice** **ice** **ice** **ice** **ice** **ice** **ice**

4. **ice** **the** **jig** **her** **den** **kit** **ice** **the** **jig** **her** **get** **get** **get** **get** **get** **ivy** **ivy** **ivy** **ivy** **ivy**

5. **ivy** **get** **jig** **her** **den** **kit** **ice** **the** **ivy** **get** **due** **tin** **red** **bin** **tie** **cur** **die** **due** **tin** **red**

6. Typewrite one perfect line of each word: **rid** **gem** **key** **men** **eve** **big** **jet** **ten** **beg** **fir** **gin** **fib** **icy** **him** **rue** **net** **cut** **bit** **yet** **kid**

7. Typewrite one perfect copy; space once after a comma:

   **in** **it**, **if** **the** **time**, **under** **the**, **very** **much**,
**FIRST, SECOND and THIRD FINGER WORDS**

Review the directions for the first and second half hours.

Keep the first fingers lightly on their control keys, (f and j) while typing with the third fingers; allow the fourth fingers to follow the third fingers.

Pivot on the first fingers when typing with the third fingers.

Keep fingers close to the keys.

Make one thumb space after an abbreviation; two spaces after the end of a sentence.

To make a capital letter with any finger of the right hand hold opposite shift key down securely with the left fourth finger. Keep the first left finger on its control key, (f).

To make a capital letter with any finger of the left hand, hold the opposite shift key down securely with the right fourth finger. Keep the right first finger on its control key (j).

Typewrite each exercise through without stopping; repeat each exercise until it is perfect:

1. jog jog jog jog jog who who who who who who jog jog jog jog jog

2. sob sob sob sob sob won won won won won won, sob won sob won sob won sob won sob

3. cod you jog who sob won fox low cod you low low low low low fox fox fox fox fox

4. fox low jog who sob won fox low jog who you you you you you cod cod cod cod cod

5. Typewrite one perfect line of each word: now lie fox jot tow rob two sew mow got why few let cot led fix how ton hog web

6. Typewrite one perfect copy: Think before you write. Mr. Orvil Brock,
Review the directions for the first, second and third half hours.

Keep the first fingers lightly on their HOME KEYS, (f and j) while typing with the fourth fingers; allow the third fingers to follow the fourth fingers.

Pivot on the first fingers while typing with the fourth fingers.

Make one thumb space after a semicolon, two spaces after a colon.

Typewrite each exercise through without stopping; repeat each exercise until it is perfect:

1. far far far far far pay pay pay pay pay pay pay pay pay pay far far far far far
2. bay bay bay bay bay nap nap nap nap nap nap bay nap bay nap bay nap bay nap bay
3. pin cat far pay bay nap air lad far pay lad lad lad lad air air air air air
4. air lad far pay bay nap air lad far pay cat cat cat cat cat pin pin pin pin pin
5. Typewrite one perfect line of each word:
   pad tap was eat ham gap adz man yap nag law day are sop has age lax wag yak ear
6. Typewrite one perfect copy; indent five thumb spaces:

   In the best books, great men talk to us, tell us their most precious thoughts, and pour their souls into ours.
KEYBOARD CHARACTERS and the NUMBERS

The numeral keys and certain keyboard characters have not been used so far in this course. Remove the Touch Typing Chart from your typewriter so that you can see the top row of keys, the numerals.

Place your fingers on the HOME KEYS. Now you can see that the first finger of the left hand operates 4 and 5, the second finger 3, and the third finger 2. On the right hand the first finger operates 6 and 7, the second finger 8, the third finger 9, and the fourth finger 0. The number 1 is obtained by striking the letter I.

To type any upper case character (character printed on inside of key) use the Shift Key, as when typing a capital letter.

When making fractions not found on the outside right-hand keys, space once between the whole number and the fraction.

Strike the Underscore Key as many times as there are letters in the word to be underscored.

Make one thumb space before and after a parenthesis.

Make one thumb space before and after an arithmetic sign.

To make a multiplication sign, type small "x".

To make minus sign, type hyphen.

To make a division sign, type a colon on top of the hyphen (use Back Space Key and Shift Lock).

To make an "equal" sign, type a hyphen beneath a hyphen (use Back Space Key and turn platen).

To make an exclamation point, type the apostrophe over a period (hold down Shift Key and Space Bar with left thumb and fourth finger).

Follow the instructions and type each of the following Exercises:

O' Day $9.75 Paul's car #7 June 3, 1940 Do it now. 6% 2 x 3 = 6 "Star" 8 - 4 ÷ 2 = 2

Dear Sir: 3 7/8 Alas! Dear Mary, (very informal--followed by a comma). 10"
Type Through Until Perfect:

The HOME KEYS are f d s a for the left hand and j k l; for the right hand. Move the space bar between words with either thumb. Hold the arms, from the elbows to the finger tips, in the shape of a hammer. Strike the middle of each key with a quick hammer-blow action. Keep perfect timing and watch the words you are typing. Return fingers to the HOME KEYS when not typing. Return the carriage with the left hand at the end of each line without raising the eyes from the copy.

Typewrite one perfect line of each word:
my rung turn grub bury junk dire
dice deck nine reed duck bunk much
dike cent mink cuff thud vice very
there their theft third theme under guide

woe own hot box sue luck wish know
sow joy toe wet lot left west look
soy elf row cog out oxol lion meow
wit oil use sly our whey busy when
hox god box log too work rule oxon

rep pad ran oak lap can
quiz pyre peek iota zany lazy
zeal pave zinc ajar lake afar
waxy racy prey whoa thaw play
quote exact aorta peony ozone equal
gypsy avoid ukase alloy happy party
dwell swing koran zebec oxide yield
luxury vulgar eulogy aerial liquid hurrah

Without spacing and without stopping, typewrite the alphabet three times in small letters; repeat once, and follow each small letter by its capital.
Touch typing and your Royal

so MANY daily uses

Your whole family will use and enjoy the many benefits a Royal Portable offers. For example, Dad will type his records, reports, ideas... anything. Instead of old-fashioned handwriting, he can have clear, sharp, typed copies of everything he writes at home—just as he does in the office. Mother will be happy to see her menus, grocery lists, reminders, etc., clearly, sharply typed on a Royal Portable. And Brother and Sister will type their themes and compositions on the Royal—resulting in clear, sharp, legible papers teachers will enjoy reading.

Can a student get higher marks when he types his written work? The answer is yes. Thousands of experiments performed with students prove that those who use typewriters get 17% more work done and make definitely higher grades in many subjects. So a portable typewriter is a big help for school work. And a Royal Portable will help the most because Royal is the standard type-
writer in portable size. This means that when you switch from a Royal Portable to an office typewriter you feel at home on the HOME KEYS because the keyboard is exactly the same.

For personal correspondence the portable typewriter is ideal. Typewritten letters are clear, easily read by the recipient. And because typewritten letters are neat and attractive they speak well for you—make a good impression. Too, you can personalize your typing just as your handwriting is personalized. For example you can select a tastefully colored typewriter ribbon to harmonize with practically any stationery you prefer.

An ideal traveling companion, the Royal Portable is ready to go to work for you any place . . . car, bus, boat, train, plane—or in your hotel room. The carrying case for the Royal Portable is smart and attractive. It will be a complement to the rest of your luggage, anywhere. If no desk or table is handy, the special construction of the case enables you to use it as an auxiliary desk. When the case is not in use for carrying the machine, it serves as an attractive overnight case.
A balanced appearance is important in a good letter. MAGIC* Margin on the Royal Portable helps you "tailor" the margin, ensures proper control of white space.

POSITION OF DATE LINE
The end of the date line should be even with the right margin or centered under letterhead.

CORRECT INSIDE ADDRESS
Blocked
Royal Typewriter Company, Inc.
2 Park Avenue
New York, N. Y.

Indented
Royal Typewriter Company, Inc.,
2 Park Avenue,
New York, N. Y.
(Note: Either form is acceptable although the blocked seems neater. End-punctuation for either form is optional.)

CORRECT SALUTATION
When the name of the person addressed is known:
Dear Mr. Smith:
My dear Mr. Smith: (formal)
or
Attention of Mr. H. P. Smith
Gentlemen:

When the name of the person addressed is unknown:
Dear Sir:
Dear Sirs:
Gentlemen:
(Note: In the salutation avoid abbreviations. Mr., Mrs., or Dr., however, are acceptable.)

CORRECT CLOSING
Impersonal: Yours truly
Yours very truly
Very truly yours

Formal: (for persons superior in rank) Very respectfully yours
Respectfully yours

Informal, personal: Yours sincerely
Cordially yours
Yours faithfully
