ACME INSTRUCTOR

FOR THE

UNDERWOOD TYPEWRITER:

Adapted to all makes of Typewriters
with Universal Keyboards.


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Directions For Using
The Underwood Typewriter
Models 3, 4 and 5.

INTRODUCTORY.

In general appearance The Underwood Typewriter is similar to those machines with which operators have been familiar.

In operation The Underwood Typewriter presents no changes, the manipulation being exactly that to which operators have been accustomed.

The beginner will find the operation of The Underwood Typewriter so simple that no difficulty whatever will be experienced in learning to operate it.

The experienced operator will find no changes in operation necessary; absolutely nothing new to acquire except an appreciation of the many advantages the machine presents.

The Instruction Book is intended to give plain and simple directions for the operation of the machine.

It is not intended to give information that will enable the operator to take the machine apart.

The greatest foe to the typewriter is the man who persists in taking the machine apart in order to put it together again.

It is very important that the machine be kept clean.

It is necessary that it be oiled occasionally.

It is absolutely essential that otherwise the machine be left alone.
To Unpack.
Remove the screws from the back of the case.
Remove the screws from the bottom of the case without allowing the machine to move forward.
Pull the machine out of the case from the back.
Cut the tape holding the Carriage and the Locking Device.

The Paper Insertion.
Drop the paper upon the Paper-rest (Plate 1, Fig. 1) with both sides equally distant from the Carriage Ends.
Place the lower edge of the paper close down to the Cylinder (Plate 1, Fig. 2), and turn the Cylinder from you by either Cylinder Knob (Plate 1, Fig. 3) until the portion of the sheet upon which it is desired to commence writing has been reached.

Position of Characters.
The position of the printed character upon the paper is determined by sight.
The letters will appear on a line of, and parallel with, the Cylinder Scales (Plate 1, Fig. 4).
Each character will be made directly behind the notch in the Type-bar Guide, through which each Type-bar passes on its way to the Cylinder.

The Paper Release Key.
By resting the palm of the right hand on the Paper Release Key (Plate 1, Fig. 5), the pressure will be removed from the feed rolls, and allow the use of both hands for a free manipulation of the paper. By removing the pressure from the key, the feed rolls will again engage the paper.
By depressing this key to the full depth it will remain in that position, allowing the free use of both hands in manipulating the paper. The key should always be returned to normal position before beginning to write.

The Envelope Guide.
The Envelope Guide (Plate 1, Fig. 6) is just back of the Scale Pointer.
When desired for use, simply turn it over to the Cylinder.
In inserting cards or envelopes with the Envelope Guide in position for use, it will not be necessary to do anything more than when rolling in ordinary sheets with the Envelope Guide in its normal position.
Although the Envelope Guide does not obstruct the view of the work, it is advisable to press it back out of the way when cards or envelopes are not being used.

It can be snapped back in either direction, against the front of the Carriage Frame.

Varying Widths of Paper.
The Carriage of the No. 4 and 5 models will admit paper ten and one-quarter inches in width; of the No. 3 model fourteen and one-quarter inches in width.
If a narrow, or note size paper is used, the Paper Clamps (Plate 1, Figs. 35 and 39) may be moved out to either edge of the paper; the margin stops (Plate 1, Figs. 7 and 8) adjusted, and proceed as if writing on regular sized paper.
The Left Side Marginal Stop (Plate 1, Fig. 7) can be adjusted to end the line positively.
The small sheet can be written on as long as there is paper back of the Type-bar Guide.
If the paper is very stiff, or a card or envelope is being used, it will be advisable to turn the Envelope Guide over to the Cylinder.

Beginning a New Line.
To begin a new line, push the Carriage to the right as far as it will go, by the Line Space Lever (Plate 2, Fig. 9) which is on the left side of the Carriage, in front.
The line will turn itself.
If it is not desired to turn the line, do not touch the Line Space Lever when returning the Carriage.

Regulating Space Between Lines.
When the Line Space Adjusting Lever (Plate 2, Fig. 29) is pulled forward, three spaces will be made between the lines.
When pressed backward, a single space.
When in a central position, two spaces will be obtained.

Regulating Space Between Words.
The Space Key is the long bar extending across the front of the Keyboard (Plate 1, Fig. 12).
The Space Key is depressed once after each word and punctuation mark except the period and interrogation point, when three spaces are usually made.

**The Carriage Release.**

The Carriage Release Key (Plate 1, Fig. 11) protrudes from the upper right side of the Carriage, in front of the Cylinder Knob.

To move the Carriage to the left, place the thumb in front of the handle (Plate 1, Fig. 10) on the right side of the Carriage which corresponds to the handle of the Line Space Lever on the left, and depress the Carriage Release Key with the index finger of the right hand.

**The Capital Shift Keys.**

The Shift Keys on either side (Plate 1, Figs. 13 and 14) are for use in making single capitals. When a single capital is required, depress either of the Shift Keys, releasing them after the letter has been printed.

If it is desired to write a whole sentence in capitals, depress the Shift Key Lock (Plate 1, Fig. 57) after which depress the Right Shift Key. To return to lower-case letters, tap the Left Shift Key.

**Writing on Ruled Lines.**

The Cylinder Ratchet Release (Plate 2, Fig. 35) is back on the Left Side Cylinder Knob.

To write on ruled lines, pull the Release Lever upward as far as it will go, and turn the paper to the desired position by means of the Cylinder Knobs, until the line to be written on is directly in front of the Cylinder Scales.

When regular work is being done the Release Lever should be pushed down to its normal position, and the Line Space Lever used for turning the regulation lines.

**To Reverse the Ribbon.**

The Ribbon Switch Key (Plate 1, Fig. 15) protrudes from the right of the machine, back of and below the right side Ribbon Spool Ratchet Wheel.

If pressed down on the Frame the ribbon will feed to the left.

If pressed upward away from the frame, the Ribbon Pawl (Plate 1, Fig. 17) engages with the right side Ratchet Wheel, the Pawl is thrown out of engagement with the left side Ratchet Wheel, and the ribbon feeds to the right.

Reverse the ribbon before it has all been fed on one Ribbon Spool.

The Ribbon Spools are open and the ribbon on them is always in view.

To wind all of the ribbon on one Spool, place the Ribbon Switch Key midway between its upper and lower position, and turn the handle of the Ribbon Spool Ratchet Wheel engaging with the Spool upon which the ribbon is to be wound.

**New Ribbons.**

Good work can only be secured by using the very best ribbons, evenly inked and of the proper texture.

The very best ribbons for all makes of machines are those known and famous as “The Underwood Ribbons,” manufactured by John Underwood & Co., New York.

These ribbons are manufactured expressly for use on The Underwood Typewriter, and the quality of the brand is guaranteed by the manufacturers of the machine. They are supplied on regular Ribbon Spools which fit the machine.

The Underwood ribbons are sold by all local dealers in The Underwood Typewriter.

**The Marginal Stops.**

The Marginal Stops (Plate 1, Figs. 7 and 8) are in front, beneath the Scale Plate, in the most natural and convenient position.
Move them to any desired position by means of the handle which is so constructed that by pinching the two parts of the handle together the stop is disengaged from the rack which holds it in position, allowing it to be moved freely in either direction.

The Right Side Marginal Stop regulates the margins on the left side of the paper.

The Left Side Marginal Stop regulates the margins on the right side of the paper.

Wherever the Left Side Marginal Stop is placed, there will be the bell ring and the machine lock, ending the line positively at the desired point.

Right Marginal Release Key.

The Right Marginal Release Key (Plate 1, Fig. 18) is in front, at the extreme right of the Carriage.

When it is desired to write outside of the margin on the left side of the paper, depress the Right Side Marginal Release Key, which will permit the free movement of the Carriage over the Marginal Stop.

Left Marginal Release Key.

The Left Marginal Release Key (Plate 1, Fig. 27) projects from the front of the main frame, on the left side.

By pressing it in (it is not necessary to hold it in) additional characters may be written after the machine has locked, regardless of where the left Marginal Stop is placed.

The Tabular Key.

The Tabular Key (Plate 1, Fig. 19) must not be operated in the same manner as the other keys.

It should be pressed down firmly, and held down solidly, until the Carriage has reached the Tabular Stop, when it can be released.

The Carriage then moves two additional spaces, and the escapement assumes its original connection with the Carriage.

The movement of the Carriage is governed by an Automatic Brake (Plate 4, Fig. 21). The harder the Tabular Key is depressed, the slower the action of the Carriage.

The Tabular Stops.

The Tabular Stops (Plate 4, Fig. 29) are at the back of the machine, on the Tabular Stop Rod. The top piece (Fig. 21), which is graduated to correspond with the Scale, forms the Automatic Brake.

If it is desired to stop the Carriage at 34 on the Scale, press the first (from the right) Stop backward, when it will slide easily in either direction.

When it is placed at 34, press it forward into position, taking care that it meshes tightly, or the Carriage will jump by the Stop when the Tabular Key is pressed.

When billing, place the last Stop at 60, push the other Stop backward where it will remain inoperative, and the Carriage will then jump the entire distance to 60.

In adjusting the Tabular Stops, especially until quite familiar with them, it will be well to hold the Carriage with one hand.

The beginner is quite apt to push the Brake forward, which releases the Carriage and allows it to slam down hard against the operator’s fingers.

To Make Corrections.

To erase a character, turn the Cylinder upward half a dozen notches by either of the Cylinder Knobs, which will bring the line of printing on top of the Cylinder.

After the erasure has been made, roll the paper back to the printing position, place the vacant space directly behind the notch in the Type-bar Guide, and strike the desired letter.

If the correction is to be made after the paper has been removed from the machine, insert as before, rolling the paper upward until the line upon which the correction is to be made appears above the Cylinder Scales.
Remove the pressure of the Feed-rolls upon the paper by means of the Paper Release Key, place the bottom of the printed line even with the top of Cylinder Scales, and the printed characters central behind the graduations on the Cylinder Scales.

Renew the pressure of the Feed-rolls upon the paper, place the vacant space behind the notch in the Type-bar Guide, and insert character.

**Type Cleaning.**
Brush the type toward you with the Type Brush.

**The Individual Key Tension.**
The Key Lever Tension Screws across the bottom of the machine at the back form the Individual Key Tension (Plate 5).
By turning any one of these screws to the right the tension on the corresponding key will be increased.
By turning to the left the Key Tension will be made lighter.

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**To Change the Ribbon.**
Place the Carriage in a central position, and depress the Right Shift Key.
Wind the ribbon all on one spool, remove the spools from the cups and the ribbon from the Ribbon Shield. (Plate 6, Fig. 1.)
Detach the ribbon from the empty spool, and attach the free end of the new ribbon (which will be furnished on a spool to fit the machine if purchased from The Underwood Typewriter Co. or John Underwood & Co.) to the empty spool, wind the ribbon around the hub a few turns, making sure that the ribbon will feed to the front on both spools as shown in Plate 7.

The spools may now be placed in their respective cups, first passing the ribbon through the slot in the cup (Plate 6, Fig. 5) and feeding in the direction shown by the arrows in Plate 7. The spools must set down firmly in the cups, the holes in their hubs (Plate 6, Fig. 4) fitting over the pins in the cups.
Place the ribbon (Plate 6, Fig. 3) back of the Ribbon Shield (Plate 6, Fig. 1) and then bring it forward in front of the pins in the Ribbon Shield (Plate 6, Fig. 2). Set the Ribbon Shift (Plate 1, Fig. 15) in the direction of the empty spool, and the machine is again ready for operation.

**The Paper Feed Tensions.**
The Paper Feed Tension Springs are under the Cylinder at either end.
These tensions may be adjusted by loosening the set screw which retains the collar (to which the tension spring is attached), to the carriage connecting rod and slightly revolving this collar towards the spring to tighten, or away from the spring to loosen. After adjusting set the retaining screw up firmly.
Cleaning.
The typewriter should be thoroughly cleaned daily before beginning operation.
Brush the dust off, clean the rods and type, and keep the machine covered when not in use.

Oiling.
Use only the very best oil, preferably the Underwood Oil, furnished by this company.
Whenever oil is used wipe off the surplus except at the exact spot where friction exists.
Superfluous oil catches dust and forms a gum that retards the free action of the machine.
The back rod should never be allowed to become dry.
It should be changed each day by wiping with an oiled greasy cloth.
See that the Carriage Wheels run freely and easily, giving them a drop of oil when necessary.
A very little oil should be placed on the Carriage Rack occasionally.

What Not To Do.
What not to do is more important than how to do it.
Do not take the machine apart.
Do not remove the Carriage.
Do not take out the Type-bars.
Do not remove the Key Levers.
Do not change the adjustments.
Do not loosen the screws.
Do not allow anyone else to do so.

This system of fingering is adapted for either sight or touch writing.

THE FINGER MOVEMENTS.

Learn the position of every character on the Keyboard. Sit upright and close to the machine. If you cultivate a stooping habit, you will become tired and less capable of doing good work. Apply just enough force to the keys to give a clear impression. Use less force on the punctuation marks than on the other characters. Always release one key before striking another. Keep each hand on its own side of the Keyboard. It is as essential to adopt a method for fingering the keys of a typewriter, as for fingering the keys of a piano. Four fingers should be used in operating a typewriter. The thumb of either hand should be used for spacing.

FOUR-FINGER METHOD.

In making Upper Case characters, those which are designated to be depressed with the fourth finger of the left hand, should be depressed with the third finger of that hand, the fourth finger being used to depress the Shift Key. "$", $, are to be depressed with the second finger of the left hand, while the Shift Key is held down with the fourth finger of that hand. By strictly adhering to this method, one may become proficient in a short time. The exercises given below should be written many times:

First and Second Finger.

yi yi yi yi yiyiyiyiyiyiyiyiyi
uiuiuiuuiuuiuuiuiuiuiui
hkkkkkkkkkkkkkkkkkkkk
jkjkjkjkjkjkjkjkjkjkjk
bmbmbmbmbmbmbmbmbmbmb