HOW TO USE
THE VICTOR [3] TYPEWRITER
1915

FROM THE WEIL TYPEWRITER ARCHIVES
The next thing to do, and this sounds more difficult than it is really, is to fit the Ribbon to the Ribbon Carrier. Figs. 16, 17, and 18 show this being done. First, slip the Ribbon under the lowest wire, as shown in Fig. 16, and then bring the Ribbon to a vertical position, slipping it between the Line Gauge and the back top wire and folding it over that wire and under the front top wire, bringing it into the position shown in Fig. 17.

Then fold the Ribbon upwards over the front top wire and slip it under the side of the Ribbon Carrier with the opening. This final position is shown in Fig. 18.

The Ribbon should then be placed in each of the Guides, ready to use. Make sure the Ribbon-Feed mechanism is set to move in the right direction.
Introduction

HIS instruction book is issued to I. C. S. students for the purpose of making clear the best way to operate and care for the Victor typewriter. Strict attention to the instructions here and in the I. C. S. Courses will enable any one to become proficient in the use and care of the machine.

In operation, the Victor is similar to the other standard typewriters, except that its action is lighter and easier—requiring less energy—and its speed unlimited.

It is free from auxiliary attachments, all parts being built into the machine in permanent form, thereby making it an easy machine to operate.

THESE INSTRUCTIONS DO NOT TELL HOW TO TAKE THE MACHINE APART.

Do not touch the adjustments or tinker in any way with any part of the machine. It is sent to you properly adjusted and in good working condition.

It is of the utmost importance that a typewriter be kept clean and bright; free from all dampness and dust; and covered when not in use. If through any accident the machine should get out of order, communicate with the I. C. S., at Scranton.

Some of the features of the typewriter—they are illustrated and described in this booklet—are named as follows:

THE KEYBOARD, which is the part upon which the fingers operate.

THE CARRIAGE, the movable part that carries the paper.

THE PLATEN, the part of the carriage holding the paper.

THE RIBBON MOVEMENT, which consists of the mechanism for presenting unused parts of the ribbon for type impressions.

THE DECIMAL TABULATOR, a device for skipping the carriage to any point desired on the scale.

THE TYPE MECHANISM, the devices by which the letters are printed on the paper. The Escapement, which gives the space by space movement to the carriage, is part of the Type Mechanism.

The Keyboard

THE Keyboard consists of Type Keys, the Space Bar, Shift Keys, a Shift-Lock Key, the Back Spacer, and the Margin Release Key, all of which are shown in Fig. 1.

The Keys

Each Type Key represents two characters—except the comma and the period, which are alone—either of which can be printed from it. The Keys with only one letter pictured on them print both the capital (upper case) and the small (lower case) letter. All the other type have both characters indicated on the Keys.

Small and Capital Letters

The lower case, or the front character on the Key, will be printed when the machine is set to print small letters; and the upper case, or rear character, when the machine is set to print capital letters. The machine in normal position always prints lower-case characters. In other words, the Shift Key, or the Shift-Lock Key, must be depressed to print upper-case characters.
The Shift-Lock Key
The Shift-Lock Key is used when there occur in sequence several words to be printed in capital letters. This Key, when depressed, automatically locks in place. After writing the required number of upper-case letters it is released by depressing the right-hand Shift Key.

The Space Bar
Spaces between words are made by depressing the Space Bar. This is the long bar that extends almost across the front of the Keyboard. The Carriage moves one space for each depression.

The Margin Release
The Margin Release is the plunger at the right of the Keyboard. When it is necessary to write beyond the margin, as limited by the margin stop, it may be done by pushing the Margin-Release plunger and then writing as usual.

The Back Spacer
The short black bar above the numeral keys is the Back Spacer. It returns the Carriage one letter space for each depression. This is a great convenience when reprinting a faint impression or making a correction.

How to Touch the Keys

In writing, depress only one key at a time, releasing that one before touching another one and as soon as its downward motion is arrested by the type striking the paper. The force applied to the Keys should be quick, clean-cut, and uniform.

Do not follow Key to the bottom of dip.
Do not write in a jerky manner, striking some Keys more quickly than others. Speed may be attained gradually, with uniformity of touch in force and time. One of the most desirable things in typewriting is to control the time of the fingers, as do good piano players. Be accurate before you are speedy—and then be accurate. A speedy writer is not one that wastes time making and correcting errors.
Cleaning the Type

Brush the Type every day the machine is used. The Type lie face upwards and can be easily reached. Brush toward you, using the type brush furnished with the machine. If the loop Letters, such as o, p, e, a, etc., are filled up, gently beat down upon them with the brush and then brush with the horizontal motion again. It is not necessary to pick up the Type or handle it in any way other than described.

The Carriage

INSERTING THE PAPER should be done as is shown in Fig. 3. Drop the edge of the paper well down between the rubber Feed-Rolls and the Platen of the typewriter. Then turn the Platen.
from you, using either of the Twirlers, until the edge of the paper has passed the Line Gauge and come under the Margin Rolls. One of the Twirlers is in the operator's right hand, Fig. 3. Fig. 4 shows the Margin Rolls a and the Line Gauge b.

If the edge of the paper is not parallel with the Line Gauge, slacken the Feed-Roll pressure on the paper by pulling forward and holding the Feed-Roll Release Lever. This Lever is shown at c, in Fig. 4. Releasing the pressure of the Feed Rolls permits the adjustment of the most delicate paper without danger of tearing it.

These may be adjusted easily and quickly for any width of paper or any size of envelopes or cards. The Margin Rolls make the paper fit the Platen smoothly and uniformly; they automatically adjust themselves to any thickness of paper. The Paper Fingers will move easily upon the Slide Bar, yet they are tight enough to remain where the operator places them, which should be well over the edges of the paper. These Rolls also will carry the paper after the lower edge of it has passed the Feed-Rolls under the Platen, thus making it easy to write close to the bottom of the sheet.

**Manifolding**

Manifolding on a typewriter is the making of duplicate copies at the same time the original is being made. This is done by means of inserting carbon paper between the sheets. By using suitable paper twenty copies may be made at the same writing. The paper and the carbon sheets should be arranged as is taught in the I. C. S. Instruction Paper. When placing them in the machine, be careful to see that the edges are even, hold them firmly, and then treat them as one sheet would be treated.

**Erasures on Carbon Copies**

To erase typewritten matter from carbon copies, first draw

![Fig. 4](image-url)

This Lever may be held with the little finger of the right hand, while the other fingers adjust the paper. Having the Feed-Roll pressure slackened, draw back the side of the sheet that projects too far, until it is exactly parallel with the Line Gauge. Then roll the paper in until the place on the paper where the writing is to begin shows on a line with the Line Gauge. Then move the Carriage until the point where the writing is to begin shows opposite the Pointer. To do this, pull forward either Carriage Release Lever, holding it while moving the Carriage. This lever is shown in Fig. 4, at d.

**To Adjust the Paper Guides**

The machine is fitted with two Paper Fingers, or Margin Rolls—see Fig. 4, at a—and a central Line Gauge, Fig. 4, at b.
forward all but the last sheet, erase from that, and then place a sheet of paper of any convenient size over the spot erased from, and let the next carbon and sheet fall back over the inserted piece of paper and the Platen—then erase from this sheet, place another piece of paper over the spot last erased from, and proceed in like manner with every sheet. Fig. 5 shows part of this operation. Inserting the temporary piece of paper prevents the eraser printing from the carbon sheet on to the writing sheet under it—the slip sheet taking the marks and being removed after the erasing is finished.

**Inserting Cards and Envelopes**

Cards and envelopes are put into the machine in the same way as a sheet of paper, but at the left end of the Platen. Then the right-hand Margin Roll is moved over to the edge of the card or envelope. Fig. 6 shows a card in position.

In all cases, whether inserting cards, envelopes, or regular paper, always have their left-hand edge bearing against the paper Aligner that is fixed on the left-hand Margin Roll. Thus, all left margins will be alike for the same Stop setting.

After the card or envelope has been inserted, straighten it and bring it to the proper position, as you would with regular paper. When it is a ruled card, the Variable Spacer will be convenient in locating the line. The date line on letterheads, etc., may be located quickly and positively by using the Variable Spacer.

**Underscoring**

The character on the Key with the numeral “6” makes the underscoring. When a word or words need special emphasis, or when it is desired to underline writing, this character is used. It is brought into use by depressing either the Shift Key or the Shift-Lock Key—the Carriage being moved first so that the printing point is where the underscoring should begin—and striking the character Key in the regular way.

**The Scale**

The point at which the characters are printed is called the printing point. It always is at the exact center of the cut-out on the Line Gauge and of the Pointer (which shows in the illustration at the left of the ribbon) on the scale. Fig. 4 will make this plain to you. By means of this Pointer the operator knows at all times the position of the writing point in relation to the other points on the scale. Also, the scale is indispensable in setting the Column Selector or Tabulator Stops on the Tabulator Stop Bar.

**To Begin a New Line**

To return the Carriage to begin a new line, push the Line-Space Lever shown in Fig. 7 with a gentle pressure to the right, until...
the Carriage strikes against the Margin Stop. In this way, the operator simultaneously revolves the Platen carrying the paper and returns the Carriage to the beginning of the new line.

The Carriage Release

The position of the writing line does not change unless the Line-Space Lever, shown in Fig. 7, is pushed to the right, or unless the Twirlers are turned. The Carriage always is free to be moved to the right at any time, but it cannot be pushed to the left without first depressing one of the Carriage-Release Levers, which are shown in Fig. 4.

Regular Line Spacing

The machine is constructed to give the choice of three widths of spacing between typewritten lines. These spaces between lines are regulated by the Space Regulator at the end of the Platen, as shown in Fig. 8. Move the Regulator Handle to the three positions and try the line space in each position. This will make you familiar with the device. The following show the different regular line spacings possible:

This is a sample of work done on this machine. This shows the SINGLE spacing between lines.

This shows the DOUBLE spacing between lines.

This shows the TRIPLE spacing between lines.

Regulating the Margins

The travel of the Carriage is regulated by Margin Stops, as shown in Fig. 9.

These Stops, which are set by the operator, halt the Carriage at any point desired, thus governing the length of the line within limits and the width of the margins. The graduations on the Scale are a letter-space apart, equal to one-tenth of an inch. Numbers on the Scale, at every inch graduation, show how many tenths, or letter spaces, there are from the zero end of the Scale. If a margin of one inch at each edge of the paper is required, insert the paper in the usual manner, with the left edge at the zero; the other edge will then be at 85 (the standard sheet size is eight and one-half inches wide by eleven inches long). Then, by setting the left Margin Stop at ten and the right one at seventy-five, a line six and one-half inches long may be written. Fig. 10 shows the position of the thumb when moving these stops.

When it is necessary to write beyond the margin as limited by the Stop, it may be done by pushing the Margin-Release plunger (shown in Fig. 11) and then writing as usual. Some work requires marginal notes. When this is necessary the Margin Stops are released, as just described, and the Carriage moved to the point where the note is to begin.

The Margin Stops slide on the Margin-Stop Bar, which is graduated to correspond to the markings on the Scale. This Bar is shown in Fig. 9. As has been shown, both Stops are movable so that they can be set to begin and end the line at any point desired. When the machine is set for full-length lines the writing always begins at the point indicated on the Scale by the zero. If it is desired to begin the writing at a point farther away from the left-hand margin of the sheet, it may be done by simply moving the right Margin Stop the required distance to the left. To move this Margin Stop, press with the thumb on the knurled knob and move it to the left until the reading on the Stop Bar corresponds to the amount of margin wanted. See Fig. 10.

If it is necessary to shorten the line from the right side, as when writing on a narrow sheet of paper, set the left-hand Margin Stop so that its indicator points to the place where it is desired to stop
the writing. The Bell will sound the warning a few spaces before the desired end of the line is reached. When these few extra spaces are used up, further action of the keys is prevented by the action of the Line Lock, which is an additional warning to the operator and stops the writing on that line until the Margin Release mechanism is used. Fig. 11 shows the Margin Release Plunger.

Pushing the Margin Release Plunger allows the Carriage to be moved in either direction beyond the Margin Stops, to the full extent of the line.

To Rewrite

To rewrite before the paper has been shifted by the action of the Line-Space Lever, use the Back Spacer and bring the portion to be rewritten into proper position, as indicated by the Line Gauge. Fig. 1 shows the Back Spacer. Where it is necessary to return the Carriage more than a few spaces the quickest way is to do it by hand.

If the rewriting is to be done on lines that have been previously written, turn the Platen backwards to the proper line and then proceed as just directed.

If the correction is to be made after the sheet has been taken out of the machine, replace it as at first, then adjust one of the printed lines (preferably one near to the line on which the correction is to be made) to the Line Gauge. Also adjust one of the letters, so that the center stem (use such a letter as m, i, l, t) is in direct line with a graduation on the Line Gauge. Then move the sheet by means of the Line Spacer, or Twirler, to the place where the correction is to be made. As all lines are parallel the writing will be in exact line with that done before the sheet was removed.

Removing and Replacing the Platen

For purposes of special work, or for convenience in cleaning the machine, the Platen can be removed. To do this, push the latches (Fig. 9) backwards, then take hold of the Platen by the Twirlers and lift it out. To replace, put the Platen back into the grooves and close the Latches. The machine is then ready for work. Fig. 12 gives a good general idea of how the Platen looks when removed from the machine.

The Decimal Tabulator

The Decimal Tabulator is placed at the front left-hand corner of the machine, as shown in Fig. 11. This device is valuable for column work of all descriptions and also to indent for paragraphs.

To operate the Tabulator the stops on the Tabulator Stop Bar, shown in Fig. 9, must be set. This may be done by first moving the Guard to the position shown—the Stops are then accessible—and, second, pulling the Stops upwards until they are entirely out of the Bar. Then set them according to the number and width of the columns wanted. After the Stops are set, replace the Guard in its upright position.
Now that the Stops are set, any point within the range of ten letter spaces can be reached by moving the Plunger Head. The graduations are marked on this Head. When hundreds is wanted the Head is turned to the hundred mark and the Plunger digit-

key pushed in: the Carriage immediately will jump to the correct point. This applies to all the decimal places. Fig. 13 shows the position of the operator's hand on the digit key.

**Tabulator Work**

Here is an example of this kind of work:

<table>
<thead>
<tr>
<th>Order</th>
<th>Bars</th>
<th>Kind</th>
<th>Size</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>596</td>
<td>6</td>
<td>S. Hd</td>
<td>5x2</td>
<td>58#</td>
</tr>
<tr>
<td>601</td>
<td>12</td>
<td>S. Hd</td>
<td>4x2</td>
<td>100#</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Un, An</td>
<td>4x1</td>
<td>16#</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Ex, An</td>
<td>2&quot;sq.</td>
<td>12#</td>
</tr>
</tbody>
</table>

**Variable Line Spacing**

To write upon a given line, as in the case of filling out blanks or inserting dates in a printed letterhead, bring the line on which it is desired to print exactly to the edge of the Line Gauge. This may be done by pushing in on the right-hand Twirler, which thus throws out of action the Spacing Ratchet. While the Twirler is held in, turn the Platen to the exact position, then remove your hand from the Twirler, allowing it to spring out, thus throwing the Ratchet into action again. Fig. 14 will make this more clear to you. The bottom of the letter printed will be found exactly upon the line brought to the edge of the Line Gauge.

The **Variable Spacer** is valuable for corrections, etc., thus:

- Omissions when made, are easily corrected.
- Writes on ruled paper and is specially adapted to fill in ruled blanks and office forms.

Besides these, variable spacing is possible.

When writing fractions, use the Variable Spacer write $\frac{1}{2}$, $\frac{2}{4}$, $\frac{5}{8}$, instead of 1/2, 3/4, 5/8.
The Ribbon Movement

The Ribbon Mechanism

The Ribbon feeds automatically when the Type Keys are struck.

After it has all passed from one Spool the Feed must be reversed. This is accomplished by lifting the Shaft Lock out of the Groove in the main Ribbon Shaft, then moving the Shaft until the Lock can be replaced in the other Groove—this done the Ribbon will wind on the other Spool when the machine is operated. Fig. 15 shows the Shaft Lock.

The Ribbon is made to print two colors. When the bichrome Handle (see Fig. 11) is at the red on the Indicator, the Types print red; when the Handle is at the 12 on the Indicator, the Types will print black. When the Handle points to the 5, the Ribbon is removed from the path of the Type and it cannot print on the paper. This arrangement is for use in cutting stencils for mimeograph work.

Two-Color Work

The bichrome Ribbon is for use in writing in two colors. The advantages of the two colors readily can be seen by all.

\[
\begin{array}{cccccccc}
3456 & 7865 & 9854 & 3638 & 5436 & 2430 \\
987 & 586 & 675 & 4650 & 345 & 796 \\
68 & 322 & 21 & 76 & 7 & 879 \\
4611 & 8773 & 10550 & 8274 & 5788 & 4105 \\
\end{array}
\]

Changing Ribbons

Attached to each of the Ribbon Spools are short pieces of tape, to which the ends of the Ribbon are pinned. When it is necessary to put a new Ribbon in the machine—a Ribbon lasts six months or more—wind the old Ribbon on one Spool till the tape on the other Spool comes into view. Then unpin the end of the old Ribbon from this piece of tape and pin on in the same place the first end of the new Ribbon. It is not necessary to remove the Spools or any other part of the machine when doing this. Wind onto the empty Spool this new Ribbon and then take off from the other.

Spool the old Ribbon, which will bring into view the other piece of tape, to which then attach the loose end of the new Ribbon.