The "Simplex"  
Copy-Holder.

The "Simplex"

Strong, Simple, and essentially Useful.

Transcription rendered Easy, Expeditious, and Accurate.

The "Simplex" Copy-Holder

A movable pointer, weighted at the end, serves the double purpose of indicating the point which the operator has reached in the page which is being transcribed or copied, and of keeping the page flat should it have a tendency to curl upwards.

The "Simplex"

Has been thoroughly tested by experienced and expert operators who declare it to be a thoroughly useful article, far ahead of anything of the kind which has yet been put upon the market.

The "Simplex" Copy-Holder

Made of Metal and Handsomely Japanned.

Note-Book Size 5s.
Quarto and Foolscap Size 6s.

EVERY EMPLOYER who uses the Typewriter should, in order to derive the maximum of advantage from it and from his stenographer, see to it that the latter is supplied with a "Simplex" Copy-Holder.

EVERY TYPIST who wishes to do his or her work quickly and well should have a "Simplex."
Introduction.

The Popularity of the Typewriter.

"In view of the enormous increase in the volume of clerical work, consequent on the spread of education and the expansion of commerce, it is not wonderful that an instrument calculated to so greatly expedite writing has rapidly grown in popular favour. Adopted at first by a small proportion of the more prescient business men, who saw in it an instrument tending to the economical and quick despatch of business, the Typewriter is now practically a necessity in every well-appointed commercial and professional office. There are now hundreds of thousands of Typewriters in use by all manner of people in every part of the world; by Commercial Men, Ministers, Doctors, Lawyers, Authors, Dramatists, Journalists, and, indeed, by everyone who has much writing to do.

To young people of both sexes the adoption of the Typewriter has opened up a vast field of employment, and in the stern struggle for existence, it is necessary that the typist should equip himself or herself with a knowledge of the most successful Typewriter.

The No. 4 YOST Typewriter is the result of numberless experiments carried on with unabated energy and a great expenditure of capital during several years. The original model, the No. 1, was the invention of that brilliant mechanical genius, the late Mr. G. W. N. Yost, who had an unparalleled experience in the construction of Typewriters. Mr. Yost had gradually arrived at the conclusion that the old cumbersome make of machine was altogether unsuitable—pace must be kept with the needs of the times. What was wanted was a light, simple, yet, withal, effective machine, possessing an improved inking device, maintaining permanent alignment, quick running, and so constructed as to be of great strength and unaffected by varying climates. The result of his endeavours in this direction was hailed by engineering experts on both sides of the water as the most perfect writing machine the world has ever seen."
FIG. 1.

a Space Key.
b Line Space Lever.
c Line Space Adjust.
d Platen Retent.
e Front Scale.
f Margin Stop Thumb Screw.
g Margin Stop Trip.
h Index.
i Release Key.
j Carriage Tension Thumb Screw.
k Bell Adjust.
l Paper Table.
Chapter I.

As it is necessary that a typist should have a knowledge of the mechanism of the writing machine he operates, this chapter will be devoted to the general construction of the Yost Typewriter.

Let us, first of all, learn to place the paper into position for writing. The operator should take up the sheet with the side to be written upon away from him, and place it between the two rollers which form part of the carriage illustrated in the above picture. By holding the paper with the right hand, and turning the large roller (or platen) by means of the corrugated end at the left, the paper will be drawn downward between the rollers, until it appears at the front of the machine. Care must be used to place the paper accurately between the paper guides (or hangers), which may be seen one at each end of the platen. The paper is now in position for writing.

Before describing the various parts of the carriage, let us note the actions involved in obtaining an impression on the paper.

The Keyboard.

The keyboard of the Yost machine consists of 78 characters, arranged in eight rows. The lower three rows (white inlaid with black) are utilised for the small letters and the more important punctuation marks, as may be seen from the characters themselves; the next three are occupied by the capital letters and one or two punctuation marks; and the two upper rows consist of figures, quotation marks, underscore, etc. At the front of the keyboard is placed a horizontal black key, termed the space key, the use of which is to move the carriage without printing; i.e., to make the space between words. First of all, we must remove the shields which surround the framework of the machine. This is easily done by taking out the small screws, and pulling gently at the shields. The internal mechanism of the Yost Typewriter can then be easily seen.
Let us now press down one of the keys, and trace the whole course of the motion given to the key levers, and note the result. Depressing the key slowly, we see that it actuates a long thin steel rod under the machine. This, in its turn, moves an upright type-bar and parts adjacent in an upward direction, and, finally, causes the type arm (as illustrated) to open out and pass upwards through the centre guide. The centre guide is one of those useful devices which have largely helped to make the Yost Typewriter famous, and is so constructed as to keep the type in perfect and permanent alignment.

The type-arms and upright stems connected with the long levers underneath the machine (some of them by short horizontal rods, others directly) are seen to be arranged in a circle, the whole of the type resting face outwards on a strip of felt saturated with ink. This felt is the ink-pad.

**Ink Pad.**

The ink pad consists of a strip of felt thoroughly impregnated by a secret process with a peculiar ink, which is held in a state of suspension, and which, acting by the law of capillary attraction, feeds all parts of the felt equally, no matter how much or how little ink there may be in it. As the faces of the type rest on the surface of the felt, they are naturally always covered with ink. As soon as we depress our key, the type-arm is projected towards and through the centre guide, and, forced into contact with the paper already placed between the rollers, the type leaves an inked impression. On raising the carriage, the letter will be seen printed on the paper.

**The Universal Wheel and Bar.**

As soon as the key is released, the type-arm falls back in its place, partly by the action of gravity, and aided by the weight of the universal wheel (Fig. 3, f.), which may be seen, inside the circular framework, resting on slight projections on each upright type-bar. This wheel is connected at the centre with a pin, which plays upward in the middle of the basket or circle of type-bars, and, in its turn, actuates a horizontal or universal bar. The end of this universal bar is forked and protrudes at the back of the machine at Fig. 3, g., resting above a disc of steel on an upright rod (the connecting rod, Fig. 3, h.), the lower end of which is connected to a flat horizontal spring, the tightening or loosening of which, by means of the screw (Fig. 3, j.), makes the depression of the keys harder or softer as the case may be.
Carriage Tension.

Before we can thoroughly understand the action which results in the printing of a character, we must learn something of the carriage movement. On the left-hand side of the machine, immediately under the main ring (m.r., Fig. 2), is placed a circular drum (Fig. 3, a.), containing a powerful coiled spring. From this drum passes a hempen cord or metal chain (Fig. 3, b.), through a slot in the plate above, over a small wheel (Fig. 2, k.) situated on the left-hand upright post to a small hook on the right end of the carriage, as shewn in illustration No. 4. It will thus be seen that this spring is constantly exerting force on the carriage, which is only kept in any particular position by the "dogs" described in the next paragraph.

The Dogs.

As indicated above, the carriage movement is regulated by the vibrating "dogs" marked Fig. 3, e. These "dogs" play in and out of the rack connected to the "yoke" or bearing of the carriage immediately behind the paper table (Fig. 1, l.). They consist of two teeth—one rigid and the other having a side movement; the latter, when at rest, lies in the teeth of the rack. The "dogs" are connected with the upright bar or connecting rod (Fig. 3, h.) at the back of the machine.

The Action of the Dogs.

Now, let us once more depress our key, and we shall then see the whole of the mechanism at work. As before shewn, immediately the key is depressed, the inked type is thrown upward through the centre guide leaving its impression on the paper. At the same instant, the universal bar is thrown downward, carrying with it the connecting rod, which pulls back the "dogs." The movable "dog," by means of a small spring, is moved instantly to the right, the distance of one tooth (equal to a letter-space), while the rigid tooth enters the rack. As soon as the key is released, the rigid "dog" is drawn forward, clearing the rack just as the loose "dog," which has advanced one space, engages with the next tooth. The power stored in the tension spring is then suddenly asserted, and the carriage is pulled to the left, moving back with it the loose "dog" into its normal position. If the "dog" and carriage tensions are properly adjusted, the pull of the carriage can never be more than one space; for, as soon as this distance is travelled, the loose "dog" takes up its normal position in the toothed rack (as already explained), preventing further movement until the key is again depressed. This comprises the whole action of the machine in printing, and all other operations are subsidiary to it.
Chapter II

The Carriage.

The carriage is that portion of the machine which "carries" the paper, and which moves from right to left as the keys are actuated. It consists principally of two rollers, the largest one being termed the "platen," the smaller one the "paper feed roller."

The platen has a cagged wheel at the right end, in which lies the platen retent (Fig 1, d.), a spring clamped on the front rail ending in a small wheel which lies between the platen cogs. The platen is corrugated at the left-hand, and may be turned by the fingers in either direction.

The Paper Blade and Clips.

The paper blade (Fig. 4, c.) is a flat piece of steel passing in front of the platen (Fig. 4, a.), and is intended to keep the paper in position. It is connected with the paper clips (Fig. 4, d.d.) at the side, immediately above the paper-feed roller, the distance of which from the platen is governed by two coiled springs (Fig. 4, i), one at each end of the back carriage rod. If the feeding of the paper is not true, it may be regulated by tightening or loosening the aforesaid springs by means of the collars immediately adjacent thereto. For this purpose is provided a turnbuckle pin, which should be inserted in the hole in the collar (having previously loosened the small screw by means of a screwdriver), and the collar moved in the necessary direction.

Paper Table.

The paper table (Fig. 1, l.) serves to support the paper as it is passing between the rollers.

The Line Spacing Arrangement.

The line spacing arrangement of the Yost Typewriter is unique. It is placed at the right hand side, as may be seen from the illustration, and is capable of making line spaces of three different widths. At the end nearest the operator is placed a curved space
FIG. 2.

a  Back Carriage Rail.
b  Front Carriage Rail.
c  Centre Guide.
d  Carriage Tension Cord.
e  Pointer.
f  Dogs.
g  Typebar Lock.
j  Ink Pad Case.
k  Pulley.
mr Main Ring.
lever (Fig. 1, b.), which is actuated by the thumb and forefinger and is so arranged that, on returning the carriage from the left to the right side, it actuates the spacing gear and brings the paper into position for the next line of writing.

At the back of the carriage right end will be seen a triple slotted piece of metal, in one of the spaces in which lies the "Line Space Adjust" (Fig. 1, c.). As the name indicates, it is used to adjust the width of space between the lines of writing. The slots are numbered 1, 2, and 3 respectively, and by lifting the "line space adjust" upward and placing it in any particular slot, the movement of the platen is regulated, the figures corresponding with the number of teeth allowed to pass the "carriage retent" already described.

**Carriage Tension.**

On the left-hand side of the machine, beneath the main ring is placed the tension mechanism, controlling the movement of the carriage. Around a drum, marked (Fig. 3, a.), containing a powerful spring, is twined a piece of strong cord, or steel chain, which passes up through a hole in the main ring, above the small wheel on the left, as indicated, and connected to the carriage by means of a small hook on the right hand side. If the carriage moves very sluggishly, the tension should be increased by turning the thumb screw (Fig. 3, c.) in the direction of the movement made by the hands of a clock. If the carriage jerks, turn the thumb screw in the opposite direction until the motion is easy and regular.

**The Bell.**

Immediately below the carriage tension thumb screw is a smaller screw (Fig. 3, d.), regulating the bell. The bell is a useful little device. It is intended to warn the operator when he is approaching the end of the line.

In the Yost machine this bell may be regulated to ring at any given mark on the scale. Place the carriage with the index (Fig. 1, h.) pointing to the number on the scale at which it is desired that the bell should ring; then turn the small thumb screw away from you slowly until the bell rings. When this is done, if the carriage is moved to the right end, and the machine operated, the bell will be found to ring at the desired point.

**The Release Key.**

The release key (Fig. 4, g.) is situated to the left of the carriage frame and is connected directly with a thin steel rod passing
behind the paper table and actuating a flat blade immediately above the dogs. When the release key is moved by the left hand, the dogs are pressed away from the rack teeth by the flat blade, and the carriage is released. The carriage can then be moved backwards or forwards as may be desired, and stopped at any position by simply releasing the release key. The release key is of use to bring the carriage quickly and easily to any particular point on the scale and to prevent unnecessary friction of the dogs.

The Scale.

On the front carriage rail we have the inlaid scale, the use of which is obvious. Immediately above the scale, fastened on the bracket carrying the little pulley on the carriage rod, is the scale index (Fig. 1, h.), which, when working, indicates the number of spaces which have been written.

The Margin Stop.

On the same rod is situated the margin trip (Fig. 1, g.), which enables the operator to obtain suitable margins on the left-hand side of the paper. To set this into position, loosen the thumb screw (Fig. 1, f.), move the carriage until it is one point to the right of the desired margin, as indicated by the index, then press the margin trip against the stop at the end of the carriage rail and tighten the thumb screw, when, at each return, the carriage will stop at the required number. When it is desired to print in the margin, the carriage should be raised and pulled to the extreme right, so that the trip clears the stop at the end of the rail.

Centre Guide.

Immediately under the carriage is the centre guide (Fig. 2, c.) with the accompanying pointer. The office of the centre guide is to keep the type, which strike upwards through it, in perfect and permanent alignment.

The Pointer.

The pointer (Fig. 4, e.) is one of the most useful devices in the Yost Machine. It is so constructed that it always points to the printing-point, no matter at what division of the scale the carriage may be. It is therefore invaluable in the quick and accurate execution of tabulated or display work.
If a letter is missed, as is sometimes the case when typing at a rapid rate, or a correction is to be made, the carriage should be brought back until the pointer is exactly opposite the vacant space or wrong letter, afterwards lowering the carriage; on striking the right character it will be found that it has been accurately inserted.

**Type-bar Lock.**

If we examine the thin steel rod connected with the release key, we shall find on it a small bronzed clamp. This is termed the “locking trip,” and is placed on the release rod when not in use. When the locking trip is placed at the right end of the rack plate (the plate to which is screwed the toothed rack in which the “dogs” work) it locks the type-bars as soon as the carriage reaches “69” on the front scale. This is an obvious advantage to the inexperienced typist, as it prevents the printing of several letters in the same space at the end of a line. If it is desired to lock the type-bars at any other point, the carriage should be placed at the required position, and the locking trip moved along until it touches the small wheel which runs on the top of the carriage rack plate. The action is as follows:—When the trip (A) moves past the cam (B), it forces it out, causing the rod (C) to be so deflected that it pushes the lock (D) under the universal bar (E), and locks all the bars, so that none can go up to the centre guide.

To obtain one or more letters to complete a word (according to the position of the locking clamp), press down on the cam (B), and strike the desired letter or letters.

**Line Lock.**

It is occasionally essential to slightly change the position of the paper when between the rollers, but, as the platen of the No. 4 Yost
Typewriter is so arranged that it turns backwards and forwards with very little exertion, it is necessary to bring the line lock into operation.

If the operator will raise the carriage, and examine attentively that portion of it immediately under the bar carrying the spacing arrangement, he will notice a flat piece of metal, as indicated, movable from the point "A." This is the "line lock." If it is pressed towards the cogged end of the platen, it will prevent this roller from moving in a backward direction. When the line-lock is in position, the paper may be pulled back between the rollers without moving the platen. When the operator’s object has been attained, it is not necessary to shift the line-lock to its original position, as this is effected when the line-spacing gear comes into operation.
FIG. 3.

a Carriage Tension Drum.
ditto Cord.
ditto Thumb Screw.
b Bell Adjust.
c Dogs.

d Universal Wheel (inside).
e Universal Bar.
g Connecting Rod.
h Typebar Lock.
i Key Tension Screw.
Chapter III.

To Remove the Carriage.

The carriage should occasionally be removed for cleaning purposes. First raise the carriage, then unhook the tension cord at Fig. 4, f, and let it slide gently until it reaches the hole at the left of the main ring.

Immediately behind each of the upright posts supporting the back rail will be seen a small latch. These are the carriage rail stops. The right hand side latch should be turned over so that its tooth, instead of stopping the carriage, will allow it to slide off at the right end. While the carriage is being removed the release key should be depressed so that the dogs will be free from contact with the teeth of the carriage rack.

To Replace the Carriage.

First see that the right carriage latch is in its proper position. Next turn over the left hand latch so that its tooth will point downwards. Then take the carriage in the left hand, and slide it from the left side along the rail, taking care to depress the pointer with the right hand so that the carriage will pass it easily. Pull the carriage to the extreme right, when it will be stopped by the right hand carriage latch, and turn back again the left hand stop or latch. Then, by the aid of the turnbuckle wrench or other instrument with a sharp point, hook up the free end of the cord, pass it over the wheel and attach it to the hook at f, Fig. 4. The carriage will then be ready for use.
The Ink Pad.

As machines are in operation in thousands of places far distant from the Yost Co.'s depots, every operator should learn how to change the Ink Pad.

With each set of accessories is given a key-plate (a japanned plate of metal with one side turned downwards). This should be placed upon the keys with the turned edge over the top row of letters, and pressed downward; the type-bars will then bunch together in the basket of the machine. When this is done, the felt pad can be easily seen. The pad is enclosed in a circular three-sided tin case (Fig. 2, j.). On examining it carefully, we shall find that the free ends are placed underneath the plate carrying the centre guide.

To Take Out the Pad.

Press the fingers firmly on the pad-case, and move it in a circular direction until the free ends of the rim lie opposite the space between the front and back rail. Then gently ease one of the free ends out of the rim which keeps it in position, steer it clear of the front rail, and wind it out in an upward direction, still pressing the fingers of the right hand on the other free end, guiding it in its movement round the top of the machine. By this method the pad will leave the machine in a spiral direction and without the least trouble. The operation will be facilitated by removing the carriage, although this is not necessary.
To Insert a Pad.

Rest the pad on the front rail, with the free ends facing the operator. Pass one end, under the front scale, into the grooved ring at the top of the machine. Then, guiding it by the right hand so that it will not fly out, give it a circular motion, until the whole of the pad case has been passed under the front rail. Then push in the free end under the projecting rim. Move the pad-case round until the free ends are under the metal plate carrying the centre guide; care should be taken that the action of the rod leading to the “dogs” is not in any way obstructed. With reasonable precaution, the changing of the pad is a very simple matter, and the operation need not take more than a short space of time.

Sometimes when a new pad is inserted, there is a surplus of ink on its surface. This should be wiped off with a rag; otherwise the printed characters will be blotchy in appearance.

To Insert a New Cord.

The shield at the left side of the machine must first be taken off. This is accomplished by unscrewing the tension thumb-screw (Fig. 3, e.) and the small screws at different parts of the shield, which can then be easily removed.

Take a new cord or chain, and pass one end (not the eye-leotted one) through the small hole in the main ring plate (as shown in Fig. 3). Turn the drum (Fig. 3, a.) until the drum eyelet lies at the back (as illustrated). Pass the cord down through this eyelet, and make a knot so that it will not slip back. Then take the ring end of the cord, pass it over the small wheel just above the hole, and hook it on the pin (Fig. 4, f.) at the right of the carriage frame. When the cord is fixed in the manner described, the shield should be placed into position and the large thumb-screw replaced and turned towards the front of the machine until sufficient tension is produced to make the carriage respond quickly when the space-key is operated.

Envelope Guide.

The envelope guide, although not absolutely necessary, is a simple piece of apparatus for use when typing envelopes or writing on paper not the full width of the platen. The curved spring is placed against the platen, the slotted piece being pressed against the front carriage rod, and then screwed up tight by means of the thumb-screw. It is very useful in guiding the loose end of the envelope or narrow paper clear of the carriage frame.
To Change Type and Buttons.

The key-buttons and type of the Yost machine can be easily changed by the operator if the exigencies of business call for special characters.

To Take Off the Button.

Hold the stem firmly with the fingers of one hand, and, with the other hand, gently pull the button upwards. To put in a new button, simply put the shank into the hollow stem and strike the key several times, when the button will be driven home.

To Remove Type.

Press down the corresponding key, seize the type-arm with the left hand, and pull out the type with a pair of pliers. It will be found that the type, like the buttons, have short shanks, which fit into the hollow type-bar stems.

To put in a New Type.

It should be pushed into the stem while the type-arm is held by the left hand; then the relative key must be pressed down by the fingers of the right hand until the type is projected into the centre guide. The top side of the type should then be towards the operator. On examining the type we shall find that it has slight projections on its sides, which prevent it from passing through the centre guide. A few strong blows on the key will cause the type to be driven into the hollow stem, which should then be squeezed by the pliers so that it firmly grips the shank of the type.

If, by any mischance, a type drops into the interior of the machine, a few vigorous shakes will generally cause the letter to fall through one of the holes in the base of the machine on to the table.

Key Tension.

If, on the depression of a key (preferably the letter “t”), the “dogs” having moved back, there is not enough tension to cause them to return to the front, the tension (termed the key tension, to distinguish it from the carriage tension) should be slightly increased. This is accomplished by turning the screw (Fig. 3, j.), which will be found at the back and towards the right of the base of the machine, to the right.

The key tension might also be termed the dog tension, as it is this tension that affects the dogs. The latter, are, however, actuated by the keys, through the medium of the universal bar, and other connecting parts, and as the depression of the keys is affected by the alteration of the tension, the expression key tension is the most popular one, the operator being more intimately concerned with the keys.
FIG. 4.

a. Platen.
b. Paper-feed Roller.
c. Paper Blade.
d. Paper Clips (or hangers).
i. Paper-feed Roller Tension Spring.

e. Pointer.
f. End of Tension Cord.
g. Release Key.
h. Line Lock.
Adjusting the Dogs (No. 4 Machine).

If, at any time, the carriage fails to move promptly, first see that the back rail is clean and sufficiently oiled. If this does not remedy the defect, see that the dogs play freely in the rack. Press down a key (preferably the small "t") slowly, and note if the dogs go sufficiently far back to allow the loose one to get free of the rack, and advance, or step forward, the width of one tooth. Also note whether, when the keys are released, the dogs come far enough forward, so that the stationary dog clears the rack. If the dogs do not clear the rack freely in both directions, as above described, remove the back shield (by withdrawing with a screwdriver the screws by which it is attached to the body of the machine), and adjust the dogs by turning the large thumb-screw on the connecting rod (against which the universal bar strikes when the key is pressed down) a little to the right or left, as may be required. Turning it to the right causes the dogs to work towards the back of the rack; and to the left, towards the front. The dogs should be so adjusted that each one should strike about the same distance into the rack. After you have adjusted the dogs properly, tighten up the check-nut with the small wrench that accompanies every machine.

Nos. 5, 6, 7, & 8 Machines.

The Yost Typewriter is made in several sizes, the No. 4 being the ordinary or foolscap Machine. The No. 5 is suitable for writing on draft paper; the No. 6, or "Brief" is specially adapted for use in legal offices; the No. 7 is the Insurance Policy Machine, and the No. 8 has a specially wide carriage and is capable of writing a line of 160 characters. With each of these large size machines can be supplied an ordinary carriage, similar to that of the No. 4. Therefore, if the operator is working for several hours on ordinary correspondence, instead of using the large carriage, he should take this off in the manner described on page 13. On examining the rail at the back, the operator will find that there are four carriage stop latches, instead of two. The inside right-hand latch must be carefully turned with its tooth upwards before sliding on the small carriage at the left, and when the carriage is in position, the inside left latch should then be turned tooth upwards in order to prevent the movement of the carriage beyond it. The distance between these two inner latches corresponds to 70 spaces, the available writing space of the No. 4 carriage.

All other adjustments are exactly similar to those on the No. 4 Yost Typewriter.

General Hints on the Care of the Machine.

Keep your machine perfectly clean and free from dust and dirt. This is the golden rule.

See that the back rod on which the carriage travels is carefully wiped with a soft cloth every morning, to remove dust,
which, in conjunction with oil, is apt to form a paste if not removed. Afterwards put one or two drops of oil on the rod and distribute it by moving the carriage a number of times from one end of the rod to the other. Remove any superfluous oil with the cloth.

CLEAN DAILY the front rail on which runs the small wheel immediately behind the scale index, so as to prevent the accumulation of dirt. The same instruction and remark applies to the plate bearing the rack at the back of the machine.

If a key will not depress without great exertion or is continually sticking, it is probably due to dust or some other gritty substance in the bridge through which the key passes. A little oil applied to the key stem at the bridge will generally overcome the fault.

A clean silk cloth, or piece of chamois leather, should be kept for polishing the nickelled parts of the machine.

DO NOT USE OIL INDISCRIMINATELY, but follow the instructions given below:

The Yost Typewriter Oil, supplied by the Company and their agents, is the best lubricator, and no other can be recommended. A very little oil carefully applied to the proper part is what is required. Any superfluous oil should be removed with a cloth. The following parts require occasional oiling in order to keep the machine working sweetly:

The small wheel that runs on front rail.

The pulley (at left) over which the draw cord (or chain) runs.

The key stems, where they pass through the bridges and base. To oil the stems, put a little oil on a cleaning brush, such as is supplied with the machine, and work it through between the key stems, row after row, between the buttons (or keys) and the bridge, and between the bridge and the base of the machine.

The fulcrums under the machine, on which the steel levers balance.

The holes through which the connecting rods (or push rods) at the back of these steel levers play. These may be oiled with a brush in much the same way as the key stems.

Never apply oil in or about the centre guide, type, or type bars.
Mosses. Marston & Phillips,
13, Brackenrose Street,
Liverpool, N.

Dear Sirs,

Re Machine.

We are in receipt of your letter of yesterday and are glad to note that you have decided to purchase the YOST Typewriter left by our representative last week.

Your remarks relative to supplies are being attended to, and should you require any further information we shall be pleased to help you in every way that we can.

We note that you will send us a remittance at the end of the month, and awaiting your further esteemed commands,

We are, dear Sirs,
Yours faithfully,
The YOST Typewriter Co., Ltd.

Managing Director.
Chapter IV.

THE chief point in the art of Typewriting is accuracy. Many people, when learning to manipulate the typewriter, sacrifice accuracy to speed, fondly believing that the whole aim and object of the writing machine is to turn out work at a phenomenal rate. Obviously, this is entirely wrong, for, although it is justly claimed for the typewriter, that it can be manipulated with thrice the speed of the pen, accuracy is even more essential than in ordinary hand-writing, inasmuch as typewriting is much more legible and mistakes are more readily seen.

The aim of the tyro should be, first of all, accuracy in method of typing, then the neat and effective setting out of matter, and finally, when the two other essentials are thoroughly mastered, speed. Speed is the natural outcome of a correct method of fingering, combined with the ability to spell; there is no such thing as speed of the fingers apart from the ability to spell accurately and quickly.

We must, first of all, see that our machine is placed at the most suitable height for manipulation. The tables supplied by the Yost Typewriter Company generally measure 27ins. from the floor. To get the greatest benefit and comfort from the writing machine, it should be placed at such a height that the key-board is level with the elbows of the operator. The fingers should rest lightly on the keys, the right hand covering the right of the machine and the left hand resting above the keys at the left side.

THE space key is manipulated by the thumb of the right hand.

The elbows should be set firmly by the side, and not thrust out at an angle with the body. Many typists jerk their elbows at each movement of a finger, and when viewed from behind they present anything but an elegant appearance. The arms should be moved as little as possible, and the motion of the hand should be regulated from the wrist. Do not lift your fingers too far from the surface of the keys, and do not close the hand after a key has been struck. Let your stroke be firm, but quick and elastic.

The first, second, and third fingers of each hand should be used, the outer keys being struck by the third finger, the keys contiguous to these by the middle finger, and the forefinger of each hand used for
the keys in the centre of the machine. It is not proposed in this book to give what are termed “fingering” exercises. If the above simple rule is followed, the three fingers will be used to the best advantage, and little more is necessary. It may be mentioned that it is often desirable even to strike some of the keys at the left by the fingers of the right hand. For instance, if we had the words “a reward,” most expert typists would write “a” with the third left finger, the space with the right thumb, the “rewa” with the left hand, and then bring forward the right hand and strike the next “r” leaving the “d” to be written by the left hand. This instance is quoted to show that it is difficult to lay down absolutely hard and fast rules in regard to fingering. The principal rule is, as far as possible, to keep the right hand to the right side of the keyboard, the left hand to the left side of the keyboard, and the outer fingers to the outer keys.

The operator should be careful not to strike the full stops and commas with quite as heavy a stroke as the other letters; the printing surface of these characters being very small and sharp, when struck with a hard blow they are apt to penetrate the paper.

As the vast majority of typists are engaged in commercial offices as correspondence clerks, it is only proposed to give here a short description (with several examples) of the setting out of letters and invoices, which the typist, who desires to do his work efficiently and neatly, should carefully follow.

**Margin.**

Although usage varies, the margin stop is generally set to give five spaces at the left of the paper.

**The Date**

Should be placed on the right hand side of the paper commencing at about 45 on the scale. The date of the month should be separated from the year by the name of the month. This gives greater distinctness than if the two sets of figures were side by side. The month is also followed by a comma and a space.

**Figure 1 and the Cypher.**

It will be noticed in letter A that the small “1” is used to represent the figure “one,” and that the capital “O” is utilised for the cypher.

To secure uniformity two double line spaces should always be made before writing the address.
Address.

The display of the address is often the criterion of the typist's skill. Nothing looks worse than to see an address set out in this fashion:

Messrs. Tomlinson & Co., Ltd.,
19, Eastcheap,
London, E.C.

We should set out the address by rule, indenting the second and third lines eight spaces, as illustrated in letter A.

The name of the firm must be kept on one line, the name of the street on the second, and the town on the third. If the name of the town is not very long, a single space should be made between each letter. If followed by the initials of a district, two spaces are allowed between the comma after the name of the town, and the writing in of the initials. **DO NOT PUT THE INITIALS ON A LINE BY THEMSELVES.**

Heading.

If the whole of any particular letter relates to one subject, a suggestive heading should be made as in letter A.

Centering.

The proper centering of any particular heading is a matter of importance, if the neatness and effectiveness of typewritten matter is taken into consideration. If we have our margin arranged at five, we must recollect that the available writing space is reduced to 65 characters. Let us take the words at the head of our letter, “Re Machine.” We note that they contain nine letters and one space. To centre these words correctly, we require, therefore, to place five letters on each side of the central figure of our available writing space, which, in the instance named, is No. 38. If we begin our heading at 33, therefore, “Re Machine” will be placed exactly in the middle of our writing space. If we do not use a margin, we should select 35 as the central point, and then commence the words mentioned at 30, ending at 40. **THIS IS THE METHOD ADOPTED IN WORK, WHERE IT IS DESIRABLE TO DISPLAY CERTAIN LINES.** If it is desired to open out the words, “Re Machine,” the spaces must then be counted as letters.
28th July, 1896.

The Yost Typewriter Co., Ltd.,
50, Holborn Viaduct,
London, E.C.

Dear Sirs,

S.S. TRURO. We regret to inform you that this ship has not yet arrived, and therefore we are unable to deliver the consignment of goods mentioned in your letter.

Insurance. We are not prepared to effect insurance on the shipment to Australia on the terms quoted by our rivals. We consider that the risk is far too great.

Customs Dues. We have ascertained that the information given you on a former occasion is perfectly correct.

Your Claim for Damages. We are going into this matter and will communicate with you further in the course of a few days.

We are, dear Sirs, yours faithfully,

Goldenstein Brothers,

Manager.
Paragraph Headings.

Numerous subjects are commonly dealt with in the same letter, in which case paragraph headings should be resorted to in accordance with the method given in letter B.

Paragraphs.

There seems to be a great want of uniformity amongst typists relative to the point at which paragraphs should commence. If a margin of five spaces is used, “15” on the scale is the natural commencement for a paragraph. “Dear Sir,” “Dear Sirs,” and “Gentlemen,” the first, when followed by a colon and a dash, and the second and third when followed by a comma, bring the carriage to the point “15,” and if the paragraphs all commence at 15, the effect is good.

Spaces after Punctuation Marks.

The typist cannot be too strongly recommended to cultivate a correct method of punctuation. Full information on this subject will be found in a useful book entitled “The Writing Desk Book.” The most generally adopted rule for spaces after punctuation marks is as follows: after a comma, one space; after a colon, two spaces; after a semi-colon, two spaces; after marks of exclamation, points of interrogation, and periods, three spaces.

At the end of the letter proper, the words, “We are, dear Sir,” or others similar thereto, begin at 25 on the scale, the “Yours faithfully,” eight spaces to the right, (33) and the name of the firm from whom the letter is sent at 41.

Uniformity in this, as well as the address, is very desirable.

Do not write

"We are, Dear Sir,"

but

"We are, dear Sir,"

We use the capital “S” for the sake of courtesy, as “Sir” represents the person we are addressing. The “dear” is merely an adjective, and, as it does not commence a line, it is unnecessary to write capital “D.” In the same way do not write capital “F” for “faithfully.” The small “f” is quite as efficient.
Title.

If the title of the writer is required, such as "Managing Director," "Secretary," &c., this should be inserted two double line spaces after the name of the firm in order to leave room for the insertion of the name, as below:

We are, dear Sir,

Yours faithfully,

Johnstone & Co.,

Manager.

Indentation.

If we want to make a quotation from a letter, it is best to indent it, as by this method it is quite easy to see the quotation. Small orders, &c., embodied in a letter, should also be indented. See letter C.

Underscore.

The Underscore, which lies to the left of the fraction "1/4," is used for underlining any important word or number of words. To make use of it, the carriage should be returned to the beginning of the word or words to be underlined, and the underscore struck a sufficient number of times.

Invoices.

Strange to say, there is a prevalent misconception that the Typewriter is not useful for making out invoices. A few seconds’ consideration will, however, show the great advantage possessed by the Typewriter over the pen for this particular class of work. It is not easy to make a wrong figure with the Typewriter and certainly a column of figures is more distinct and easily read, when type-written, than when done by the pen. When an Invoice is properly typed and carefully copied into a book as described in the paragraph on "Press Copying," an indelible record is obtained which, of course, is a fac-simile of the original. (See illustration D.)
Additional Signs.

It has been found almost impossible to construct a Typewriter containing the whole of the characters which may be required by different users. The scientist requires many curious signs and abbreviations which are not used by commercial people, while, again, the litterateur, although needing all punctuation marks, does not generally require the fractions. Special types are manufactured for the Yost machine to suit the requirements of almost any language or particular branch of business. These may be fitted in the manner described on page 16.

There are, however, letters common to all Typewriters which, in combination, may be utilised to represent other signs. For instance, if the dollar sign is required, this may readily be made by pressing down the space-bar and striking the capital “S” and the shilling mark “/”

In the same way the pound mark (“£”) may be made by a combination of the “f” and “t.” The cedilla may be written by holding down the space-bar and striking the “c” and comma—“c.” One type may be economised, and devoted to some special sign, by putting in straight quotation marks, which can be used both at the beginning and end of a quotation, thus: "Daily News." If the apostrophe is made straight, it may then be used at the beginning or at the end of a quotation as a single quotation mark, thus:

"With dying hand, above his head,
He shook the fragment of his blade,
And shouted 'Victory.'"

The single and double quotation signs can be used to indicate inches and feet, as 3' 9" meaning 3ft. 9ins.

The mark of exclamation may be represented by the straight single quotation mark and the period—thus !

The hyphen and the colon, when combined, form the division mark \( \div \); while the multiplication sign is represented by the letter “x.”

When the hyphen and the underscore are struck without the movement of the carriage, we have “-” to indicate equals to.
30th April, 1896.

Mr. A.W. Watts,
25, Lismore Road,
Poole. (Dorset.)

Dear Sir:-

We shall be obliged if you will forward us by to-morrow certain:

12 doz. brushes at 6d. each,
2 : Oil Cans : 3d. :
6 Gallons Oil : 8d. per gallon.

We are urgently in need of the Oil.

We are returning the goods despatched to us in error, as they are absolutely useless to us.

We are, dear Sir,

Yours faithfully,

Thompson & Co.

P.S. Kindly give us a quotation for the supply of Oil in Casks for Shipping.
Fractions.

Fractions are easily manufactured by slightly turning the roller towards the operator with the left hand and striking the top figure; when this is done, let the roller rest in its normal position, print in the shilling mark "/" and then, to complete the fraction, move the platen a little upward, afterwards striking in the desired figures—thus 99/16.

The Roman figures are easily made by the capital letters, as follows:—IV, X, LXV, etc., etc.

The degree mark can be made by slightly turning the roller by the left hand towards the operator, and striking in the small letter "o" as "59°."

The semi-colon may be made by striking the colon and comma and keeping down the space-key.

The capital "Q" in like manner may be made from the capital "O" and the comma.

When the letters "lbs." are affixed to figures to represent pounds weight, a single space should be allowed between the sign and the figures—thus 14 lbs.
General Hints.

To Print a Letter beyond the Ordinary Line of Writing.

There is just sufficient space to the right of the line of writing for another character, and as it is sometimes necessary, in order to complete a word, to insert another letter, the operator should proceed as follows. Turn back the left carriage stop-latch, and slide the carriage along until the index points about one space beyond 70 on the scale. Then, holding the carriage in place by the left hand, strike the required letter; pull back the carriage and return the stop-latch to its proper position.

To Add Two or Three Letters to the Line.

If an operator has written part of a long word, which admits of no division, and finds that he is at the end of his writing line with two or more letters to write, it is not necessary to erase the partially-written word. When the letter is finished, the paper should be taken out of the machine, and then re-inserted between the rollers, care being taken that the paper is shifted about half-an-inch to the left of its original position. When the writing line is brought into its proper position, the missing letters can be printed in.

The writing line is a single space above the paper blade. To reach any particular line, therefore, the paper should be turned backwards or forwards, as the case may be, until the line on which it is desired to print is level with the top of the paper blade; a single line space will then bring it to the proper printing point. The pointer does not (as some operators think) indicate the exact position occupied by the bottom of the printed character.

Space between Paragraphs.

When a machine is adjusted for single spacing between the lines, a double space should always be allowed between the paragraphs. This is to prevent the work looking crowded.
Erasing.

Special erasers, suitable for typewriting corrections, are made by the Yost Co., and can be obtained at all their depots, at 3d. and 6d. each. These, combined with the Erasure Shields (3d. each), render easy the path of the operator who has to make corrections. With the Yost Eraser and Shield, the paper can be kept clean and the alteration effected easily and quickly.

A very common fault of typists, when erasing a misplaced letter with the paper in the machine, is to move the rubber in a perpendicular direction, thus causing a smudge both above and below the line of writing. A much better plan is to clean out the wrong letter by rubbing from left to right of the paper, viz., in the direction of the line of writing. Any slight appearance of ink on the surface will then be covered by the characters immediately following the erased one. If skilfully done, there should be nothing to show that a letter had been erased.

Do not eraser over the cavity in which the type-bars play, but move the carriage either to the right or left, as may be most convenient, so that the part of the paper on which the erasure is to be made is clear of the basket. To make a clean and effective erasure, the Yost Transparent Erasure Shield should be used.

If your pad prints faintly, or when you are writing on thin flimsy paper, "back" your letter with a sheet of soft paper, as a better impression is thus secured.

To Clean the Type.

The ink contained in the Yost Pad being in a liquid state, it does not tend to clog up the face of the type, as is the case with the old-fashioned ribbon. When it is necessary to clean the type, the relative key should be depressed and the face of the type (projecting through the centre guide) should be rubbed briskly with the small brush provided for that purpose.
50, Holborn Viaduct,
(Telegrams—"Writers, London")

London, E.C.
11th September, 1896.

Messrs. Johnston & Maraden,
Baker Street,
London, W.

THE YOST TYPEWRITER Co., Ltd.

Folio 49.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
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<tr>
<td>2 No. 4 YOST Typewriters at £2 3/4 each</td>
<td>2</td>
<td>£46.00</td>
</tr>
<tr>
<td>2 Leather travelling Cases at £2. 10. 0. each</td>
<td>2</td>
<td>£5.00</td>
</tr>
<tr>
<td>6 Purple Pads at 8/- each</td>
<td>6</td>
<td>£2.80</td>
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<tr>
<td>2 No. 220 Cabinets at £10. 7. 6. each</td>
<td>20</td>
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</tr>
<tr>
<td>2 Simplex Copyholders at 5/- each</td>
<td>2</td>
<td>£10.00</td>
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<tr>
<td>1 Simplicity Cloth Bath. (White Enamel) 12 x 10</td>
<td>1</td>
<td>£15.00</td>
</tr>
<tr>
<td>1 YOST Duplicator and accessories, f’cap size</td>
<td>2</td>
<td>£2.00</td>
</tr>
<tr>
<td>3 Quires Stencil Paper at 5/6 per quire</td>
<td>16</td>
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</tr>
<tr>
<td>12 Reams No. 90 'YOST' Paper, 8 x 10</td>
<td>1</td>
<td>£1.19</td>
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<tr>
<td>3 Japanese Copying Books, 500 leaves, at 5/- each</td>
<td>15</td>
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</tr>
</tbody>
</table>

Less 5%

£76.19.6.
Chapter D.

Reproduction Processes.

Press Copying.

One of the great advantages of typewritten work is that letters can be press-copied in a letter-book in such a manner as to give perfect, indelible fac-similes of the original. The best copying books are those made of Japanese hand-made paper, but as the paper is very thin, and not quite so tough as the white paper, the latter is sometimes preferred. Never use thick buff paper for copying purposes if a moderately thick white paper or Japanese copying paper is available. The thick buff paper requires much moisture to obtain good copies, and much better work can always be secured from typewritten matter by using either of the other papers named. If it is desirable that buff paper should be used, the thinnest, consistent with the required strength, will be found to give the best copies.

In copying typewritten matter the old water well and brush are seldom used, although, if carefully done, copies may be taken by this method, and in the absence of anything better, even blotting sheets saturated with moisture may be employed. The only perfect way, however, is to proceed as follows:—

Take a few cotton sheets of the requisite size, soak them in water, and wring them as dry as possible. Open the copying book, place a stiff oil sheet on the left-hand side, on the top of this put one of the damp sheets, then turn over the leaf of the book, and on the top of this the letter which is to be copied, backing the whole with another oil sheet. The book is then closed and placed in the press for a few seconds, the pressure and time varying in accordance with the amount of moisture in the cotton sheets. After a few seconds, take out the book,
remove the letter, oil sheets and cloth, when, if the operation has been carefully performed, a perfect fac-simile will be seen impressed on the leaf of the copying book. As many as twenty letters may be copied at the one operation. When the oil sheets and cloths are removed, the operator should place between each leaf a sheet of drying paper (specially made paper is supplied for this purpose) in order to absorb the moisture left in the leaves of the letter book.

The only difficulty lies in obtaining the requisite amount of moisture, and to obviate any danger of spoiling letters, a Yost Simplicity Cloth Bath should be used. The bath consists of an enamelled tin receptacle, fitted with a special water reservoir, the office of which is to keep the metal bound cotton sheets evenly saturated. With the smallest amount of care with this apparatus, press copies of great beauty and clearness may be always obtained quickly and easily.

So clear are the copies made by this method that many firms using the simplicity bath now copy by this method all invoices in an invoice book instead of writing up a day book, thus avoiding errors in copying, and giving for reference a fac-simile of every invoice sent out. Full instructions are given with each bath.

**Carbon Copies.**

If it is required to make as many as 5, 6, 7, or 8 copies of any particular letter, it would be rather tedious to do each one singly. By the aid of specially prepared carbon paper and suitable thin paper, as many as 10 or 12 copies may be made at one operation. The method is as follows:—

Lay a sheet of paper with the writing side downward; on the top of this place a sheet of carbon paper (the best qualities of which may be purchased at the Yost Company’s depots) with the prepared side upwards; upon this lay another sheet of paper face downward, then another carbon sheet face upward, and continue until you have sufficient layers of carbon paper and letter paper to make the required number of copies. Remember the pigment side of the carbon paper should lie against the side of the paper on which it is desired that the copy should appear.

After this has been done, carefully take up the sheets, without undue handling, and place them between the rollers of the carriage.
The prepared side of the paper will then be facing the operator. On turning the rollers the blackened side of the paper will, of course, be towards the roller. When a key is sharply depressed the pigment from each carbon sheet is forced on to the surface of the clean, white writing paper immediately behind it, and consequently leaves an impression of the type.

Care should be taken in the line spacing when a large number of sheets are between the rollers. In fact, it is as well for the operator to slightly assist the leaves through the carriage by slight pulling with the left fingers while spacing with the right.

To make Alterations.

If a mistake is made do not attempt to erase it whilst the sheets are between the rollers. When the whole of the work has been finished take out the sheets and erase each mistake by means of the rubber eraser. Afterwards place the sheets singly in the machine and make the alteration required. When an alteration is being made in the carbon copies, see that the paper is in the proper position; then cut a strip of carbon paper, move the paper blade by means of the paper clips at the side and insert the strip in front of the paper where the writing is to appear, afterwards striking the necessary keys; the alteration, like the rest of the writing will thus be in carbon pigment. Do not print direct on to the paper when making alterations in carbon copies.
STENCIL PROCESS.

The Yost Duplicator.

One of the most important accessories to the Yost Typewriter is the Duplicator, a stencil process by means of which hundreds of type or handwritten copies of any particular document may be produced in an incredibly short space of time. At the same time while it is one of the most useful devices that has ever been invented in connection with the Typewriter, many typists look upon the working of a stencil apparatus as very difficult. There is, however, no ground for the feeling of apprehension evinced by many an operator, when asked to do stencil work. If the typist possesses a modicum of intelligence, and a moderate amount of carefulness, the stencil process will present but little difficulty if the instructions given below be carefully followed.

Assuming that the operator has acquired a Yost Duplicator, let us, first of all, examine the apparatus. It consists of a wooden-hinged printing frame, a slate for mixing ink, a roll of waxed stencil paper interspersed with sheets of thin porous Japanese paper, an ink roller, a perforated silk sheet, two or three oil sheets, a bottle of benzine for cleaning purposes, a camel's hair brush, a tube of ink, a sponge, and a small bottle of varnish.

To make a Stencil.

On examining the stencil paper, we note that the side to be printed upon is marked. Take a sheet, together with the accompanying sheet of porous paper, and place it writing side down. On the top
of this place the silk gauze, and then an oil or "backing" sheet. When this is done, there will be a margin of about 1\(\frac{1}{4}\) inches of stencil paper all round the backing sheet. This should be neatly doubled back. Then, taking up the whole of the sheets, place them in the Typewriter with the backing sheet facing the operator, so that when the combined sheets are carried between the rollers, the stencil sheet will be facing the operator. We must perform this operation carefully, noting that the sheets do not catch against the paper clips in any way, as scratches on the surface of the wax paper will be reproduced when inking up the stencil.

Some operators do not use the porous paper when typing. It is useful in the case of ribbon machines to prevent the type filling with wax, but, inasmuch as the Yost type are constantly lubricated by the ink in the pad, it is not necessary to place this porous sheet in front of the waxed paper. Do NOT REMOVE THE INK-PAD. The ink does no harm to the stencil, and makes the typewriting more easily seen.

Having placed our waxed sheet in position, we are now ready to make the stencil. Strike the keys with a firm but elastic motion; the force applied should be greater than in ordinary Typewriting. Equality of depression, although largely advocated by many people, is not an absolute rule when stencil-making. For instance, such letters as W, M, G, and A, whose outlines are not so sharp and distinct as f, l, i, &c., should be struck with a stronger blow than the latter; otherwise the inner portions of those letters will not come out distinctly.

Spacing.

If the line spacing gear does not act properly, the sheets should be assisted by a gentle pull with the left hand, whilst spacing with the right. This will cause the platen and the sheets to move the regular distance.

Errors.

If an error is made, the carriage must be raised, and the wrong characters obliterated by means of the brush and varnish. After a few seconds, the surface will be hard and dry, and the right letter may be inserted.

Having completed the stencil, we must remove the silk and "backing" sheets, and if we have not already used a porous sheet, one should be placed in front of the waxed stencil, which is thereby strengthened. The porous sheet also helps to maintain and equalize the supply of ink.
Take out the iron rim from the printing frame, and put it on one side. Place the wax sheet (face down) on the wooden frame, and then insert the iron rim into the groove, being careful that the stencil is drawn tight in every direction without any wrinkles. Then turn the clasps so that they clamp the rim into place. Be careful that the centre punch-mark in the iron rim is opposite the punchmark in the wooden frame. When the printing frame is closed, the characters will appear in their correct positions.

Should any creases or pin holes appear in the stencil, they should be carefully covered by the varnish. Some operators use the varnish between the lines of writing to strengthen the stencil, but this is not necessary.

**To Ink the Stencil.**

We have now obtained our stencil and put it into position for producing copies. The next operation is that of inking up the stencil. Remove the metal cap of the ink tube, and squeeze out a little ink on to the slate. Distribute this evenly, moving the printing roller in every direction. Place a sheet of clean blotting paper underneath the clasps on the back board of the Duplicator, and commence to ink up the stencil. Move the roller in one direction only, and do not use too much ink at the commencement. Gradually work up the stencil until a good copy is seen on the blotting paper. When this result has been achieved, the apparatus is ready for striking off the required number of copies.

The Yost Typewriter Co., Ltd., wish to warn their friends against using other Duplicators and duplicating processes not specially manufactured for use with the Yost Typewriter. An immense amount of care is bestowed upon the manufacture of Yost Duplicators, and particularly on the stencil paper. The stencils sold for use with other Typewriters and Duplicators are practically useless for the Yost, although the beautiful Yost stencil paper can be used on all Typewriters that do this kind of work. The Yost stencil paper, although greatly superior to much that is manufactured, is no dearer, but costs less than many other kinds now on the market.

**Hints.**

When the paper is highly calendered, and does not rapidly absorb the ink, the copies as they are printed should be placed between layers of blotting paper, and afterwards put into a copying press for a few minutes. With the printing paper specially manufactured for this purpose by the Yost Typewriter Co., this will be unnecessary.
To Clean the Silk.—It should be placed on a flat surface and rubbed briskly with the sponge saturated with benzine.

If the exigencies of the business require much stencil work, you should see that a hard platen is placed in your machine.

Do not meddle with the centre guide. Many operators think the guide should be removed, but this is entirely a mistake.

Be careful not to place any varnish over the correctly written characters.

Gelatine Process.

If we require as many as 30 or 40 copies of any particular document, the gelatine process may be employed. The apparatus consists simply of a zinc-lined tray, filled with a gelatinous composition, upon which is placed the copy written with the ordinary violet pad supplied with the machine. When more than 40 copies are required (say up to 80) a special “Hectograph” pad should be inserted in the machine. The copying quality of this latter is considerably greater than that of the ordinary pad.

Before typing the letter to be copied, the operator should back the paper with another sheet, as by this means more ink will be retained than if placed in the machine in the ordinary way.

The letter should then be transferred to the soft gelatinous surface, which, having been previously moistened with a damp sponge, will absorb the ink. Gently smooth the back of the document with the palm of the hand for a few minutes, and then remove the paper.

Place a sheet of clean paper on the impression thus obtained, and pass the hand or a soft cloth lightly over the back, pressing the paper into close contact with the gelatine. On removing the paper a perfect copy will be found impressed upon it. This process may be repeated until the impressions become too faint.
The Phonograph.

ALTHOUGH the phonograph has not quite justified the elaborate disquisitions which have appeared relative to its utility, yet it is now considered a practical factor of commercial life, and it is as well that the shorthand writer and the typist should equip himself or herself with a knowledge of this most wonderful instrument.

The phonograph is an instrument by which human speech is recorded and reproduced. Its construction is based upon the well-known principle of sound being but a vibratory motion of the atmosphere. When the air is rapidly set in motion, sound is created. When we speak into the tube affixed to the machine, a vibratory motion is given to a diaphragm bearing two minute points, one being sharp and the other blunted. Immediately below the diaphragm is a revolving cylinder of specially prepared composition, upon which the sharp point of the diaphragm rests. When the diaphragm is vibrated, the sharp point records such vibrations, so that after a few words have been spoken into the tube, a line will be seen on the revolving cylinder. On examination by a microscope, this line will be found to consist of a series of irregular depressions corresponding in depth to the motion given to the diaphragm by the various sounds of the voice. As these little depressions are due primarily to the sound, it follows that, if we can revolve the cylinder and allow the small blunt point to trail in the track made by the sharp point, the diaphragm will be caused to vibrate in exactly the same way as when we spoke in the tube. Therefore, the air is again put in motion and sound corresponding to that which caused the indentations in the cylinder is emitted. This is the broad principle upon which the phonograph is constructed. For an explanation of the working parts, and how to thoroughly manipulate the phonograph, we would refer the reader to the book published by the Phonograph Company, from whom any information may be obtained.
The Yóst Duplicator.

The Yóst Duplicator is a perfect Stencil Copying Machine, for making a large number of copies either in Typewriter fac-simile or in handwriting.

Anything from the simplest memoranda to an elaborate concert programme can be reproduced expeditiously and economically. Even sketches, drawings, music, etc., can be reproduced in the same way as handwriting, provided the user has the skill necessary to enable him to prepare the stencil with the stylus.

A Great Time Saver!

To Business and Professional Men, to Secretaries of Clubs and Companies, and to Educationalists, the Yóst Duplicator is invaluable. It saves time; there is no delay such as results from putting small orders in the printer's hands and waiting for proofs. As many as 500 copies may be made from one stencil.

It will be found useful for making copies of the following, among other kinds of work:—

CIRCULARS, REPORTS,
SPECIFICATIONS, DRAWINGS,
EXAMINATION PAPERS, PRICE LISTS,
PROSPECTUSES, PLANS,

SKETCHES,
MARKET REPORTS,
TESTIMONIALS,
MENUS, &c., &c., &c.

Prices and Full Particulars Post Free.
THE YOST
Shorthand Note Book,
Consisting of 200 PAGES, 8in. x 5in., of Fine
Cream Laid Paper, bound in Stiff Covers, is the best
value in Note Books ever offered to Stenographers.

It represents in value, by comparison with other Note
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