

HOW TO USE

# CORONA

*The Personal Writing Machine*



C. L. EICHOLTZ  
Typewriters and Supplies  
NEW YORK, N. Y.

**L C Smith & Corona  
Typewriters Inc.**

Syracuse New York

HOW TO USE  
**CORONA**  
THE PERSONAL WRITING MACHINE

A complete description of  
the various labor saving  
features of Corona with  
instructions as to their  
proper use

*Printed and Published by*

**L C Smith & Corona Typewriters Inc**

(Established 1903)

Factory and Executive Offices Syracuse N Y  
Salesrooms and Service Stations Throughout the World

# Contents

|  | Page  |
|--|-------|
| Foreword .....                           | 3     |
| Removing Corona from case.....           | 3     |
| Getting machine ready to use.....        | 4     |
| Removing shipping screws.....            | 4     |
| Inserting and adjusting paper.....       | 6     |
| Marginal releases.....                   | 7     |
| Marginal stops.....                      | 7     |
| Placement Chart.....                     | 10    |
| Line space lever.....                    | 10    |
| Capital shift keys.....                  | 11    |
| Back spacer.....                         | 11    |
| Space bar.....                           | 11    |
| Ribbon indicator and stencil device..... | 11    |
| How to change or replace ribbon.....     | 12    |
| Replacing Corona in case.....            | 14    |
| Instruction for oiling.....              | 16-17 |
| How to avoid repair calls.....           | 18    |
| Touch typing chart (preceding page)..... | 19    |
| Touch typewriting Lesson 1 .....         | 19    |
| Lesson 2 .....                           | 20    |
| Lesson 3 .....                           | 21    |
| Lesson 4 .....                           | 22    |
| Lesson 5 .....                           | 24    |

---

## Illustrations

|  | Page |
|--|------|
| Fig. 1—Opening carrying case.....                                  | 4    |
| Fig. 2—Showing position of shipping screws.....                    | 5    |
| Fig. 3—Left carriage release and left margin release.....          | 7    |
| Fig. 4—Large cut showing parts, with numbers.....                  | 8    |
| Fig. 5—Back view, showing parts with numbers.....                  | 9    |
| Fig. 6—Right carriage release, paper release and carriage lock.... | 9    |
| Fig. 7—Ribbon indicator and color change lever.....                | 11   |
| Fig. 8—Ribbon spool cover, showing loop and spindle.....           | 12   |
| Fig. 9—Changing ribbon—first position.....                         | 13   |
| Fig. 10—Changing ribbon—second position.....                       | 14   |
| Fig. 11—Replacing cover of carrying case.....                      | 15   |
| Fig. 12—Closing and locking carrying case.....                     | 15   |
| Plate 1—Parts to be oiled—bottom view of machine.....              | 16   |
| Plate 2—Parts to be oiled—top view of machine.....                 | 17   |
| Touch typing chart (preceding page).....                           | 19   |

# HOW TO USE CORONA

## *The Personal Writing Machine*

### Foreword

The present models of CORONA are the latest development of the folding typewriter of over twenty years ago—the pioneer portable and the first practical writing machine light enough to be easily carried.

Corona today is in all essential details the portable equivalent of the large office machines. It has the same standard four-row keyboard; full length self-reversing two-color ribbon; a real variable line spacer; knobs or twirlers at each end of the platen roller; shift keys on both sides of the keyboard; stencil device and complete visibility of the written work.

Students of typewriting who learn to operate Corona have nothing to unlearn when they come to use the larger machines. Consequently it is the ideal small machine on which to learn touch typing.

The purpose of this booklet is to give all owners of Corona clear and complete directions for the use and care of their machines. A brief and simple course in touch typing is included, which should enable anyone to learn Coronatyping in a short time.

### Removing Corona from the Carrying Case

Corona's carrying case is designed to hold the machine gently but very firmly in position. The case is strong enough to withstand anything short of actual smashing, without damage to the machine.

The carrying case of every new machine should contain an instruction book, warranty card, a cleaning brush and a handy oiler.

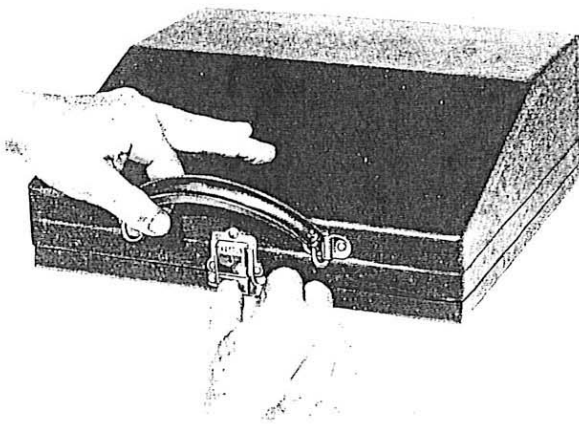


Fig. 1

Open the case by pressing the small button of the lock toward the right with the right thumb, while the first finger is placed behind the hook that forms a part of the latch. Pull the latch open and the cover or upper half of the case can then be lifted up and set aside. If desired the ma-

chine may be left in the bottom part of the case, or it may be instantly removed without the use of tools. To take out the machine, first lift up the back end a couple of inches, then slide toward you a little to free it from cleat in front part of base.

Now put the machine where it will be most convenient to use—on your office desk, table, chair, dresser—in fact, anywhere. You can even hold it on your lap while you write.

However, if you are to have a permanent place for it, you will find that the machine will make less noise if you place under it one of the special felt or sponge rubber pads sold by typewriter dealers.

## Getting the Machine Ready to Use

After taking Corona out of the carrying case, release the Carriage Lock, No. 15, Fig. 4, by pushing it up with the right thumb. Lift up the Carriage Return Lever, No. 5, Fig. 4, and push the Carriage over to the extreme right. This lets the Carriage Lock snap out of the way.

## Removing Shipping Screws and Pins

Every new Corona, when being packed for shipment, is fitted with what are called "shipping screws". These screws keep the carriage from moving up and down and until they

are removed it is impossible to use the Shift Keys, 2L-2R, Fig. 4.

The typewriter dealer from whom you buy your Corona usually takes these screws out when he unpacks the machine, and if your new Corona shifts properly when you get it, you need pay no further attention to these directions for removing them. But if your Corona is shipped to you direct from the factory, you will probably have to take the screws out yourself.

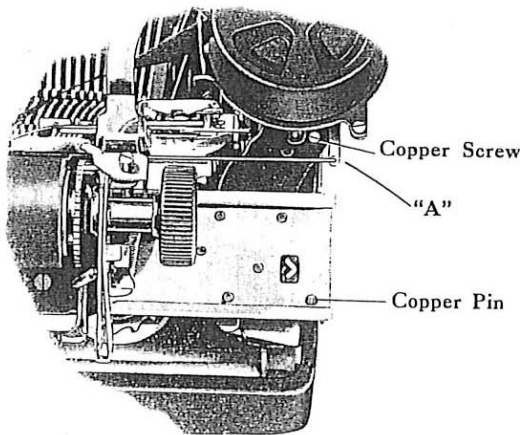


Fig. 2

There is one shipping screw and one pin under each end of carriage — as shown above.

*First* — Remove copper screws and washers, pushing lever "A" to one side if it covers head of screw.

*Second* — Press shift lock key and take out copper pins.

## Inserting and Adjusting the Paper

Pull out the Paper Guide, No. 8, Fig. 4, so that it projects about three-eighths of an inch beyond the extreme left edge of the Paper Table, No. 13, Fig. 4. Pull up the Paper Supports, No. 9, Fig. 4. Slide the Paper Fingers, No. 13, Fig. 4, toward the center so that each one is about an inch from the end of the Platen Roller, No. 10, Fig. 4. This is about right for letter size paper. Slide them further toward the center for narrower paper.

Holding the sheet of paper with both hands, drop it down *behind* the platen roller and *in front* of the paper table, as far as it will go, taking care to have the left edge touching the paper guide. Then, holding the paper with one hand, push the sheet gently down into the machine while with the other hand you turn the Platen Knob, 6R, Fig. 4, in the direction away from you, until the top edge of the paper comes up in front of the platen roller.

If your paper happens to be a ruled sheet or a printed letterhead, keep on turning the platen knob until the proper place for the date line or the first line to be written comes up even with the Line Indicator, No. 12, Fig. 4.

If the writing must be exactly on the ruled line, you may have to use the Variable Line Spacer (Left Hand Platen Knob), No. 6L, Fig. 4. Pull out this knob until it snaps. Then, using either one of the platen knobs, turn the paper up or down until the ruled line is exactly even with the line indicator. Now push the left platen knob in again. Don't forget to do this, as the line space lever does not work when the knob is pulled out.

If the spacing of the machine does not correspond with the ruling on your paper, it will be necessary to space by turning one of the platen knobs. To do this leave the variable line spacer "out".

If the paper does not seem to be entered straight, pull back on the Paper Release Lever, No. 16, Fig. 4, adjust the paper as desired, and push the paper release lever back to its normal position.

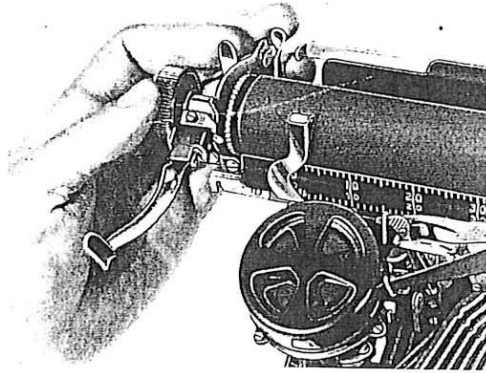


Fig. 3

## Marginal Releases

Marginal stops and marginal releases are so closely connected in the actual operation of the machine that when mention is made of one, the other must be mentioned also. (See "Marginal Stops.")

When the carriage reaches the end of the line of writing (that is, when it comes to the Right Marginal Stop), No. 21R, Fig. 5, a touch of the Marginal Release Key, Right, No. 18, Fig. 4, permits you to finish writing that line to its extreme limit.

If you wish to run the carriage over to the extreme left (write in the left margin), you must press the Left Marginal Release Lever, Fig. 3, with the second finger of your left hand, at the same time pressing the Left Carriage Release Lever, and controlling the carriage by the left platen knob, (see Fig. 3 for correct position of hand), while you push the carriage along to the desired point. The carriage may be moved to the right by pressing the margin release lever alone, but if both levers are pressed at the same time, it can be moved freely in either direction, to the extreme limit of the line.

## Marginal Stops

Marginal stops make it possible to have each line of writing begin at a uniform distance from the left edge of the paper and end at practically the same distance from the right edge. The travel of the carriage back and forth is limited to the space between these two stops, wherever they may be set, unless you make use of the marginal releases, described above.



To set the stop for the left margin, press the left carriage release lever and left Marginal release lever (as explained under the heading of "Marginal Releases") and move the carriage to the point where you wish the line of writing to begin. Let us suppose, for example, that this is at "20".

Find "20" on the scale just below the platen roller. Move the carriage so that the "20" is exactly under the little square opening in the frame of the type guide at the center of the machine, and for the moment, leave it there. Now turn the machine around so that the back is toward you (see Fig. 5, page 9). You will see a small square steel bar with notches cut into one side of it and a scale stamped on the side opposite the notches (No. 23, Fig. 5). This scale corresponds to the scale in front. The small square bar carries two mar-

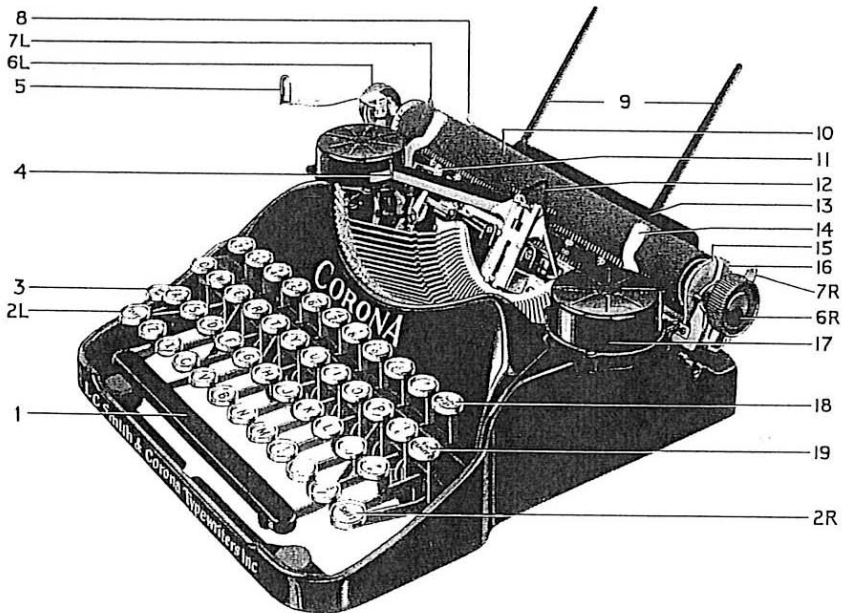


Fig. 4

- |  |  |
|--|--|
| 1 Space Bar                                    | 10 Platen                              |
| 2L-2R Shift Keys—Left and Right                | 11 Ribbon Indicator and Stencil Cutout |
| 3 Shift Lock                                   | 12 Line Indicator                      |
| 4 Manual Ribbon Reverse                        | 13 Paper Table                         |
| 5 Carriage Return—Line Spacer                  | 14 Paper Finger—Right                  |
| 6L Platen Knob (left) and Variable Line Spacer | 15 Carriage Lock                       |
| 6R Platen Knob (right)                         | 16 Paper Release Lever                 |
| 7L-7R Carriage Release—Left and Right          | 17 Ribbon Spool Cover—Right            |
| 8 Paper Guide                                  | 18 Right Margin Release                |
| 9 Paper Supports                               | 19 Back Space Key                      |

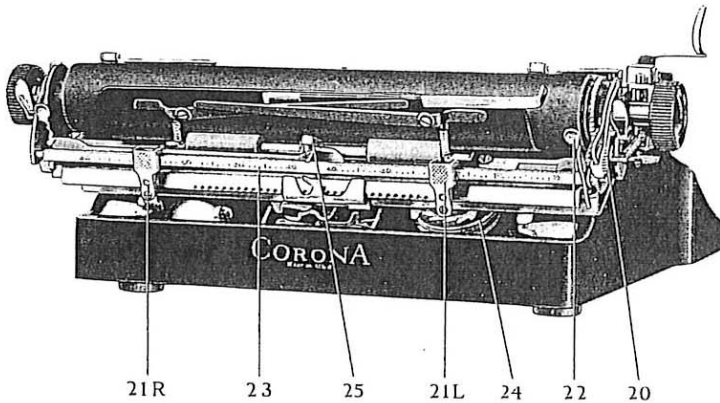


Fig. 5

- 20 Line Space Adjuster
- 21 Marginal Stops—Left and Right
- 22 Marginal Release Lever
- 23 Marginal Stop Rod
- 24 Spring Drum

ginal stops (Nos. 21R-21L on the diagram). Now press against the knurled surface of the left stop (No. 21L) and slide it toward the center of the machine as far as it will go. You will find that when you move the carriage toward the left, it will always stop at "20" (or wherever you set the left marginal stop) until you change the position of the stop again. (After you have used Corona for a while and have learned how to operate the various levers and keys, it will not be necessary to turn the machine around each time you want to set the marginal stops. Your fingers will easily find and move them where you want them.

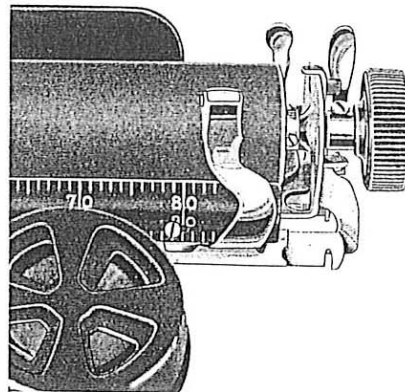


Fig. 6

Now fix upon the distance from the right edge of the paper where you want your right margin; move the carriage to that point and leave it there while you move the Right Margin Stop, No. 21R, toward the center as far as it will go, the same as you did with the left stop. If you have set the right hand stop, let us say at "70", the last space you can write will be at "69", as the line locks firmly at "70", unless you press the Margin Release, Right, No. 18, Fig. 4, at the upper right corner of the keyboard.

On the latest model Coronas with pica spacing (ten spaces to the inch) you can write a line eighty-three spaces long and the bell rings eight to ten spaces before the end of the line, no matter how long or short the line may be. If the machine has Elite type and Elite spacing (twelve spaces to the inch), you can write a line ninety-three spaces long and the bell will ring eight to thirteen spaces before the end of the line. Individual machines may vary, but the bell on your own particular machine will always ring the same number of spaces before the end of the line.

#### PLACEMENT CHART FOR MARGINS FOR MANUSCRIPTS WITH DOUBLE SPACING

| <i>Number of Words</i>               | <i>Set Left Margin Stop at</i> | <i>Set Right Margin Stop at</i> | <i>Top Margin</i> |
|--------------------------------------|--------------------------------|---------------------------------|-------------------|
| Less than 75                         | 15                             | 60                              | 3 to 3½ in.       |
| 75 to 150                            | 15                             | 60                              | 2 to 3 in.        |
| 150 to 250                           | 10                             | 65                              | 1½ to 2½ in.      |
| 250 to 325                           | 5                              | 70                              | 1 to 2 in.        |
| More than 325<br>(two or more pages) | 5                              | 70                              | 2 in.             |

### Line Space Lever

After a line has been written and you wish to begin another one, press against the hook of the Carriage Return Lever, No. 5, Fig. 4, with the side of the first finger of your left hand, giving it a smart push to the right. This not only returns the carriage but also spaces up the paper, ready for the new line.

You can make the lines either one or two spaces apart by moving the Line Space Adjuster, No. 20, Fig. 5, up or down. When it is in the up position, the lines will be two spaces apart, and when in the down position, one space apart.

## Capital Shift Keys

Most modern typewriters have two letters or characters for each typebar and with the carriage and shift keys in normal position the machine writes only the small or "lower case" letters. In order to write capital letters and some of the special characters, the Shift Keys must be used, holding either one of them down with the little finger of one hand while striking the key for the desired letter with the proper finger of the other hand.

If you want to write all capitals, press down on the Shift Lock Key, No. 3, Fig. 4. To release the Shift Lock, touch the left Shift Key, No. 2L, Fig. 4.

## Back Spacer

If for any reason, such as having left out a letter or made a mistake, you want to move the carriage back (to the right) just a few spaces, press down the Back Space Key, No. 19, Fig. 4, one time for each space that you want the carriage to go back.

## Space Bar

Each time you touch the Space Bar, No. 1, Fig. 4, the carriage moves along one space to the left. The space bar should always be struck with the thumbs.

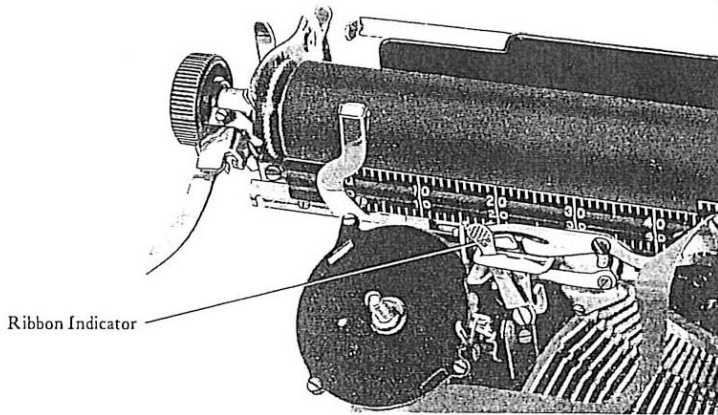


Fig. 7

## Ribbon Indicator, and Stencil Device

This device controls the color and position of the ribbon. When the Indicator lever (see arrow, Fig. 7) is at the left, as in the picture, the ribbon is raised at each key stroke so that the type strike on its upper half, which, if it is a two-color

ribbon, is usually blue, black or purple. When the lever is pushed over to the right, the ribbon rises so that the type strike the bottom half—usually red. If the ribbon is all one color, the device thus permits using the whole surface of the ribbon and insures much longer wear.

When you want to cut a stencil sheet for a mimeograph letter, put the lever in the middle position—straight up and down. When it is in this position, the ribbon does not move and consequently the type do not strike it. Be sure to set the ribbon indicator lever back to its usual position after cutting the stencil, or you will wonder why the ribbon does not print when you try to write another letter.

Be sure to have the type thoroughly clean before you try to cut a stencil. We recommend the use of gasoline and the brush supplied with your Corona. Some of the ready prepared type cleaners are good, but gasoline is always easy to obtain. If necessary, use a common pin to pick the hardened dirt and ink from such letters as e, g, s, o, etc.

Never under any circumstances use alcohol for cleaning the type or any other parts on colored Coronas, as alcohol is very detrimental to special finishes.

## How to Change or Replace the Ribbon on the Corona Four

The ribbon on Corona is standard (12 yards long by  $\frac{1}{2}$  inch wide) and is sold ready wound on a Corona spool. No other spool can be used.

First remove both ribbon spool covers by grasping between the thumb and first two fingers and then pressing firmly with the thumb against the side of the cover near the place where the ribbon comes through, until the cover comes loose and can be taken off. (Use the right hand to remove the right spool and the left hand for the left spool. See Fig. 8).

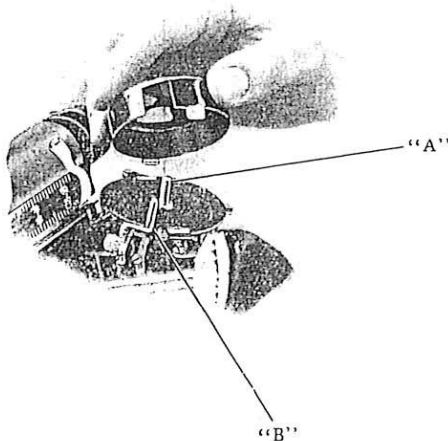


Fig. 8

Before removing the ribbon, note very carefully how it is threaded through the ribbon vibrator at the center.

If the ribbon is to be thrown away, cut or tear it in two. Take off both ribbon spools by lifting them up. Since new ribbons are wound on right hand spools, the left spool must be saved. Throw away the right hand one. Pull off the old ribbon from the left spool, but save the U-shaped clip that holds the end of the ribbon on the spool.

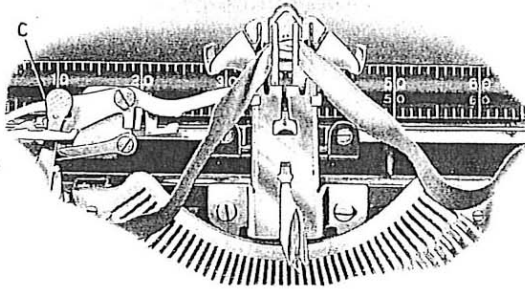


Fig. 9

Unwind some of the ribbon from the new spool; lay the end of the ribbon in place on the empty left hand spool, force the clip down over it and wind on a few turns until the eyelet is covered. If the new ribbon is in two colors, be sure to have the blue or black come on the upper side. This is easy to tell, as the top side of each spool is plainly marked with an "R" or an "L" and an arrow.

Holding a section of the ribbon between the thumb and forefinger of each hand, lay it down flat on the bottom of one of the L-shaped wire loops (see "B" Fig. 8), having the black or upper side of the ribbon toward you. Pull forward and up and the ribbon will enter the loop easily; then do the same thing with the other loop. Replace right spool on its spindle (see "A", Fig. 8) first pushing loop "B", which also serves as a manual ribbon reverse, toward rear of machine. Then turn the spool in a clockwise direction, at the same time pressing down gently on it, until it drops down into place. On the inside of the ribbon spool hub there is a little projection which must enter one of the slots in the spindle. This will be damaged if you *force* the spool on the spindle.

Now replace the spool covers. You will note that on the bottom of each and nearly opposite the opening for the ribbon, a little curved "ear" sticks out about an eighth of an inch. This fits into a slot in the plate on which the spool rests. Put that side of the cover on first, making sure that the curved ear

enters the slot. Then press down and in with the thumb against the opposite side (where the ribbon comes through) until the cover snaps down into place.

The next step is to thread the ribbon through the Ribbon Vibrator, Fig. 10 (sometimes called ribbon guide) at the center. Press down the Shift Lock Key, No. 3, Fig. 4, and push the Ribbon Indicator Lever, Fig. 7, to the right (red). Fold up a small piece of paper so that it is slightly less than an inch wide; pull up the ribbon Vibrator with your fingers as far as it will come and push the folded strip of paper into the slot at the bottom part of the type guide. This helps to hold the guide up where you can get at it easily.

Holding the ribbon between the thumb and first finger of each hand, slip it in behind the two tiny fingers in the middle of the vibrator at the top. (See Fig. 9, page 13). Raise the ribbon up a little at one side of the vibrator and slip the bottom edge down into the slanting slot. This brings it behind the wing of the vibrator on that side; then do the same thing on the other side. Again taking the ribbon between the thumb and finger of each hand, pull downward until its upper edge comes below the points of the "V's". Now pull it gently back and forth until the upper edge slides in behind the "V's" and comes up to place. See that the bottom edge rests in front of the hooks at each side of the vibrator; remove the piece of paper, set the ribbon indicator lever back to the left and release the shift lock key.

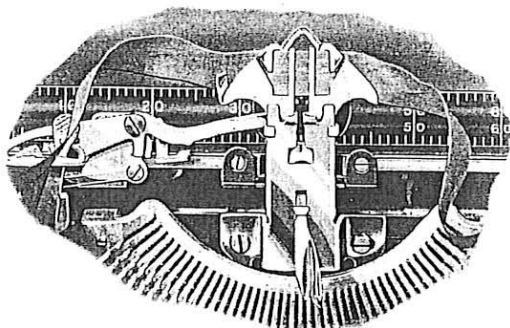


Fig. 10

### Replacing Corona in the Carrying Case

Lay the bottom part (base) of the carrying case flat on some convenient desk, table or chair, with the lock toward you. Pick up Corona with both hands—keyboard toward you. Holding the back part of the machine two or three inches higher than the front, set it down on to the base, making sure that the cleat which sticks up from the base near the front and just behind the lock, enters the square notch in

the front part of the frame of the machine. Then push the machine toward the back of the base and press it down over the centering cleats at the rear.

Push carriage to right and pull forward Carriage Lock, No. 15, Fig. 4. Let carriage move left until it stops. Carriage is now centered.

Now stand up the lid or cover of the carrying case behind the machine, open side toward you. Pull it forward by the handle until it registers with the base (see Fig. 11). Keep on pulling it forward and at the same time let it down over the typewriter until the two halves of the case come together. Raise the square bail of the lock slightly so that it will slip over the button of the lock, then hold the case together

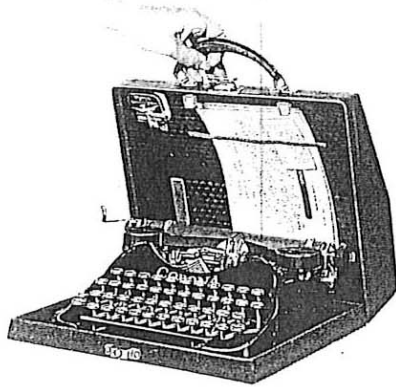


Fig. 11

with the left hand while you press down on the bail with your right hand, until it snaps (see Fig. 12). Be sure that the little latch below the button on the lock can be seen, so there is no chance of the case coming open while you are carrying it.

The case should go together easily, and if it does not do so, do not try to force it, but examine the machine to make sure that you have it properly centered over the cleats, front and back, that all four feet are touching the base, and that you have centered the carriage by pulling the carriage lock forward

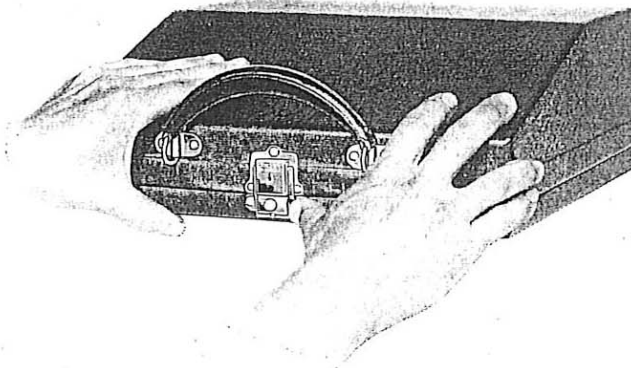


Fig. 12



## Instructions for Oiling

Too much oil collects dust. Apply oil very sparingly by touching part with tip of wire applicator enclosed with machine.

Oil the following places every 3 or 4 months. To get at points shown in Plate I, tip machine up so that it rests on back of frame and carriage.

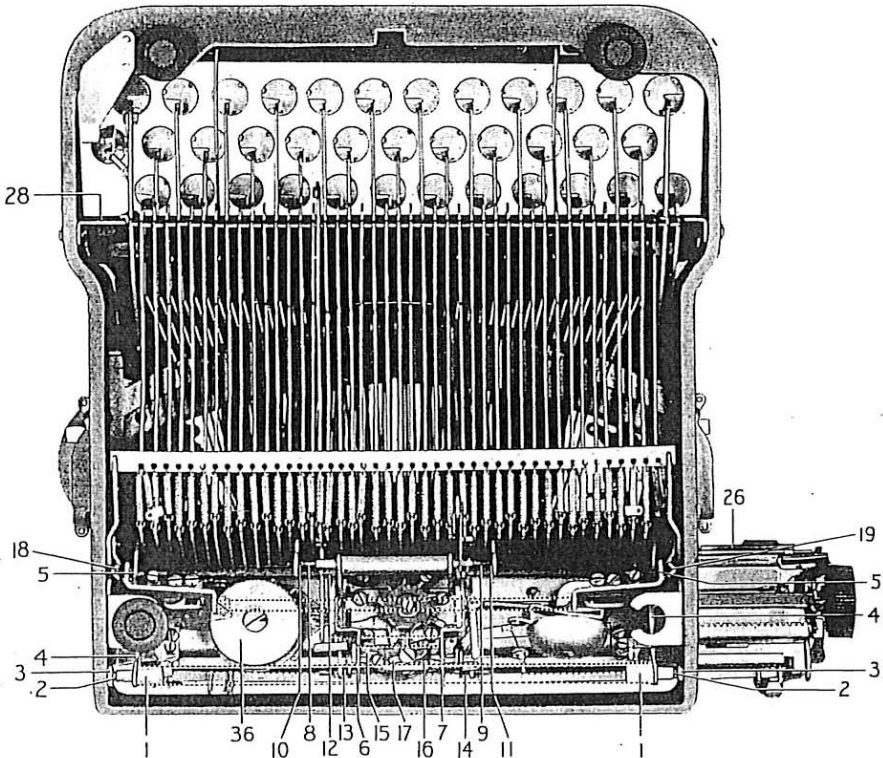


PLATE I

No. 2—Right and left. One drop of oil on each.

No. 5—Right and left. Trace down levers and put one drop of oil on bearings at end of each lever.

Nos. 6 and 7—One drop of oil at each point of contact, top and bottom of rod.

Nos. 8 and 9—One or two drops on each, so that oil will work down into rod.

No. 12—One drop.

Nos. 13 and 14—One drop at each point.

Nos. 15 and 16—One drop of oil must be placed under each lever.

No. 17—One drop under lever.

Nos. 18 and 19—One drop on the inside of the point of each "V".

No. 28—Key lever comb. Small drop of oil in each slot.

No. 36—Main spring drum. Point of oiling may be seen better in Fig. 5 (No. 24), page 9. Put several drops on top of spring drum and immediately move carriage back and forth a few times, to work oil down into spring.

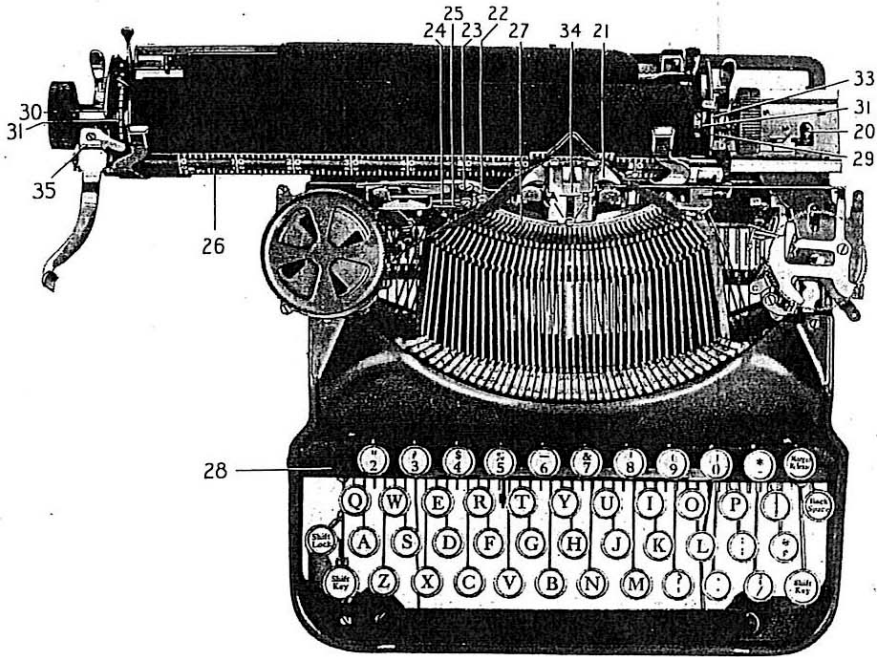


PLATE II

- No. 20—One drop of oil on the inside of the point of each "V". Locate similar V-shaped part at other end of carriage by moving carriage over to the extreme right, and oil with one drop.
- No. 21—(A-B-C) One drop under each cleat.
- No. 23—One drop behind screw head and another drop behind arm (lever).
- No. 25—One drop behind screw head and behind lever.
- No. 27—Typebar segment. One small drop at upper end of each slot.
- Nos. 31, 32 and 33—(Platen shaft bearings). Two or three drops at each point. Oil between end of platen roll (cylinder) No. 31, and end of carriage, No. 29; between right end of carriage and platen knob at point No. 33; and between left carriage end and ratchet, No. 31.
- No. 35—Several drops of oil on black pin (screw) at this point, so oil will work down.

### OIL THIS PART EVERY MONTH

(Front feed roll bearings). Oiling points can not be seen in illustrations, but oiling holes in brackets are located immediately behind the platen scale (No. 26). On pica machines (with 83 spaces on the scale), left oiling point is exactly under 19 on the scale and right oiling point is under 63 on the scale. On Elite machines (with 100 spaces), left point is under 23 and right point is under 74 on scale. Oiling holes can be seen by tipping machine nearly bottom side up and moving carriage to extreme right and left.

(Paper release lever cam—shown in Fig. 5 as No. 25, page 9. Two drops of oil at top and bottom of small black part.

## How to Avoid Repair Calls and Correct Minor Difficulties That Frequently Annoy New Operators

If the machine does not space, look for an obstruction of some kind under the keyboard or front part of the machine. The rubber feet on which Corona rests are purposely made short and a ball of paper, an eraser, or even a soft mat may prevent the space lever from going all the way down.

If the carriage does not move at all, or only slightly from one side to the other, you may have forgotten to release the carriage lock, No. 15, Fig. 4. Push up into place.

An accidental blow may have knocked down the line space lever, No. 5, Fig. 4, so that it hits against the left ribbon spool cover. Raise it again to normal position.

If the ribbon does not print properly, look first for a wrinkle or fold. See if the ribbon is properly entered and threaded through the forks of the vibrator at the center and through the guides at the side of each ribbon spool.

Make sure that the ribbon indicator, Fig. 7, is not in its central or "stencil" position. If it is, change it.

If the paper slips, see if you have not used the paper release lever and forgotten to push it back into normal position.

If carriage return lever does not space up the paper, see if you have not been using the variable line spacer, No. 6L, Fig. 4, and forgotten to push it back into regular position.

If the paper wrinkles while being inserted, a touch on the paper release lever (No. 16, Fig. 4) will usually let the paper straighten itself.

If the ribbon seems to stick and does not run freely, see if the ribbon spool may not have become bent. The plates forming the top and bottom of the spools are thin and can be easily bent back in shape with the fingers.

## TOUCH TYPEWRITING

Learn to use your Corona by the touch method. It will save you a great many hours' time. It gives you control of all your fingers. It means more speed, better accuracy and easier writing. Do not expect to make any speed at first. Write the first exercise over and over, trying to write slowly and carefully, until your fingers begin to go where you want them to. *Do not watch the keys.*

Sit up straight, but not stiffly. Place your hands on the keyboard in an easy, natural position, having your fingers partly curved, but not bent at a right angle. Strike the keys just hard enough to make a good clear imprint and lift your fingers quickly, to allow the type to fall back again. Keep your hands on the keyboard, with your little fingers resting lightly on the "a" and the semicolon (;). These are the guide keys and give your fingers the starting control for finding all the other letters.

The keyboard chart is printed on a separate card. Keep this chart in front of you every time you practice. Watch the chart—not your fingers.

The heavy black line across the middle of the chart means that the fingers of your left hand must write all the letters to the left of the line; the fingers of your right hand have to write those to the right of the line. Strike the space bar with your thumbs.

The figures above each letter on the chart mean that you should strike that key with the finger to which the number corresponds: the index finger is No. 1, the middle finger No. 2, ring finger No. 3, and little finger No. 4.

### LESSON 1

Insert a sheet of paper in the machine and push the carriage over to the right. Place the chart in front of you, where you can easily read the letters and watch the small numbers just above them. The following exercise is made up of letters in the second row of keys. The small numbers above the letters will show you that finger No. 1—your index finger—has to strike the two letters next to the heavy black line in the middle without taking your little fingers away from the guide keys or changing the position of your hands. Now place your little fingers on the two guide keys—the "a" and the semicolon.

To learn the location of the keys, write with your left hand a s d f g (space with the right thumb); then with the right hand write h j k l; (space with the left thumb). Always space with the thumb opposite the hand with which the last preceding stroke was made. Write ten lines or more, repeating these letters and spacing. Return the carriage for a new line by a quick stroke with the first or second finger of the left hand against the line space lever.

For these exercises the line space adjuster should be set in its down position, making the lines one space apart.

### EXERCISE I

Write four full lines of each word in the exercise below. Strike each key with a quick blow and take your finger away instantly. Try to think each letter as you strike it and to remember which finger to use. Keep your eyes on the chart, not on your fingers.

|      |      |       |         |      |       |       |
|------|------|-------|---------|------|-------|-------|
| as   | gash | has   | flash   | had  | slash | flag  |
| all  | add  | sash  | lag     | lash | glass | flask |
| sad  | ah   | shad  | hash    | jag  | ash   | fad   |
| gall | sag  | hall  | alfalfa | ask  | slag  | shall |
| gas  | dash | salad | fall    | half | shah  | glad  |

### LESSON 2

The words in the following exercise bring into use the letters in the third row of keys. Keep your little fingers on the same guide keys as in the previous lesson, until you have to write "q" or "p". Then the little finger reaches up to the next row of keys, strikes the letter, and comes back at once to the guide-key. The other fingers do not stay on the middle row of keys any more but are held in an easy position, ready to strike any key.

The chart shows you that r-t and y-u are No. 1 (index) finger letters in this row, the same as f-g and h-j are in the middle row. Fix in mind the location of all the letters in this row by writing ten lines of them, beginning at the left and spacing after "t" with the right thumb, and after "p" with the left thumb.

## EXERCISE II

Write five lines across the page of each word in the exercise below. Space up two spaces with the line space lever between each group of words. Do not watch the keyboard except to place your little fingers on the guide-keys. Write slowly, with an even, steady stroke. Watch the chart and think each letter before you write it.

|       |       |       |        |        |            |
|-------|-------|-------|--------|--------|------------|
| quite | quire | utter | quiet  | pepper | etiquette  |
| pity  | weep  | troop | pry    | too    | propriety  |
| wire  | root  | tree  | proper | rope   | troupe     |
| you   | top   | tyro  | tip    | witty  | territory  |
| queer | write | twit  | type   | wipe   | require    |
| putty | try   | wry   | query  | rip    | property   |
| true  | prow  | power | your   | quit   | typewriter |

## LESSON 3

This lesson will help you to get acquainted with the letters on the lower row of keys. Your two little fingers will still keep to the same guide-keys, the "a" and the semi-colon, in the middle row. This time they drop down to the lower row to write "z" or the "/" (diagonal bar) and go back at once to their guide position after it has been written. For this row of letters, the left index finger has to take v-b and the right finger n-m.

Practice on the letters and punctuation marks in this row by writing fifteen lines of them. Begin with z and space with the right thumb after b; then write n m , . / spacing with the left thumb after the /. Try to make each stroke steady and even. If certain letters seem to print light, strike those keys a little harder until your fingers gain strength.

Exercise III will give you practice on all the letters in the keyboard. Try to write a whole page without any errors and keep practicing until you can do it.

### EXERCISE III

Write ten lines across the page of each word in the list below. Space up two line-spaces between each group by setting adjuster in its down position. Watch the chart.

|        |          |          |         |         |           |
|--------|----------|----------|---------|---------|-----------|
| cheer  | bring    | excite   | current | perplex | exercises |
| track  | ability  | taxation | quick   | waxen   | variation |
| active | business | expanse  | revenue | pretext | numerous  |
| cash   | cabin    | foxy     | verily  | blazon  | journal   |
| favor  | above    | fixture  | both    | breeze  | opening   |
| lavish | watchman | zero     | bunch   | camera  | women     |
| having | meaning  | zone     | manner  | touch   | believe   |
| very   | hammock  | frozen   | lamp    | complex | duration  |

### LESSON 4

If you have faithfully practiced on the first three exercises, your fingers should now be able to find all the letters on the keyboard. The next thing to learn is the top row of keys, which are all figures but one—the hyphen. In writing figures, the “1” is used for the “one”. Watch the chart and pay close attention to the keys marked for the index fingers. For practice, write five lines of figures from one to five, space with the right thumb, then from six to ten and space with the left thumb. Then practice on making various odd groups of figures, three figures to a group, with a comma between every three groups and then three spaces to separate these large groups.

Before you can write general matter, you must learn to make capital letters, punctuation marks and the special signs. Make the capitals and the special signs that show on the upper half of some of the keys by pressing and holding down either one of the shift keys while you strike the letter or sign. Release the shift key as soon as the letter has been struck. Learn to use both shift keys with your little fingers. If the letter to be struck is for the left hand, use the right shift key; if the letter comes under the right hand, use the left shift key.

Practice the alphabet, first writing the capital and then the small letter, with a space between each. Write ten lines, using all the letters.

A a B b C c D d E e F f G g H h I i J j K k L l M m N n O o P p Q q R r

If you want to write all capitals, press the shift lock key down and forward. Release it by touching the left shift key.

Learn to strike the period and comma lightly, so as not to punch holes in the paper and finally make pits in the surface of the platen.

#### EXERCISE IV

Practice exercise for capitals. Write six lines of each word.

|          |             |               |            |            |
|----------|-------------|---------------|------------|------------|
| Galena   | Fort Dix    | San Francisco | Ontario    | Quincy     |
| Hamilton | Interlaken  | Mount Vernon  | Xenia      | Utica      |
| Brooklyn | Jersey City | New York      | El Paso    | Worcester  |
| Trenton  | Los Angeles | Rhode Island  | Kensington | Zanesville |

Practice exercise for alphabetic sentences. Write each ten times.

We quickly extemporized just six rafts to leave the sinking gunboat.

The bank recognizes the claim as valid and quite just, and we expect a full payment.

A few specimens of onyx, jasper and several kinds of quartz crystals have been given to the museum.

A large number of our citizens have signed a petition which makes request for a more just system of taxation.

We place before you Corona in six dainty colors to harmonize with your room. This answers every question of good taste and makes Corona justly worthy of its companion machine, the ball bearing quiet running L C Smith.



## LESSON V

The following 100 words go to make up nearly one-half of all printed matter. The first nine words and the article "a" are used more than four times oftener than other common words. Practice by writing four lines of each word, spacing up two lines between each group. Turn back often to this lesson, as it is fine for keeping up your practice.

### EXERCISE V

|       |        |       |        |       |
|-------|--------|-------|--------|-------|
| the   | on     | them  | then   | make  |
| and   | but    | any   | out    | today |
| of    | we     | so    | very   | leave |
| to    | or     | see   | must   | under |
| in    | had    | upon  | what   | into  |
| that  | they   | great | shall  | can   |
| is    | are    | if    | take   | these |
| for   | this   | our   | such   | my    |
| it    | who    | him   | how    | most  |
| which | were   | more  | ever   | us    |
| as    | been   | an    | no     | now   |
| be    | will   | when  | go     | part  |
| by    | from   | time  | your   | every |
| was   | one    | where | say    | know  |
| not   | all    | other | than   | often |
| he    | at     | some  | though | there |
| have  | would  | said  | do     | after |
| their | use    | those | like   | come  |
| with  | may    | you   | give   | many  |
| his   | should | only  | has    | made  |

### SENTENCES

Dexterity in Coronatyping may be acquired by very judicious work and zealous effort.

The frequently inexplicable verdicts of juries emphasizes the need for more L C Smiths to bring about a marked change in the whole system.

Counsel having duly authorized the purchase of more machines, we expect to make an equitable adjustment.

---

## WARNING

Don't leave your *Corona* where anyone can pick it up. It's a simple matter for a thief to get away with one of these machines and owners should keep this fact in mind.

L C Smith & Corona  
Typewriters Inc

---