

Remington

TOUCH METHOD TYPING

INSTRUCTION BOOK



... with operating instructions for

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THIS BOOKLET is published by the Portable Typewriter Division of Remington Rand Inc. and is furnished gratis to purchasers of Remington Portable Typewriters.

While it is not intended to take the place of the more complete instruction courses of commercial schools, it may be used as a supplement and contains sufficient material for acquiring a fair degree of skill in "Touch Typewriting."

Portable Typewriter Division

Remington Rand Inc.

BUFFALO

NEW YORK

Easy

Touch Method Typing **for Remington Portable Typewriters**

IT'S easy to learn to type on a Remington Portable Typewriter. In a few hours you can memorize the position of the keys and learn the function of the various operating parts sufficiently well to enable you to write with a reasonable degree of speed. With a few days' practice you should be able to write faster than with pen and ink.

And you will find the time you spend in learning well worth while. If you are a business man or woman, your Remington Portable will lighten the burden of preparing business correspondence, reports and other papers, at home or away from home. If you are a student, it will help you make faster progress, get better marks in school.

Professional men and women find their Portables useful in the preparation of papers and reports, for professional and personal correspondence. In the home, every member of the family, from the youngest child in school to the head of the house, soon learns how much easier it is to think and write and get things done on a Remington.

There are two methods of typewriting—the sight method and the touch method. In the sight method, one or two fingers of each hand are used as desired by the operator, who quickly develops familiarity with the location of the keys. This method is used by most non-professional typists and generally suffices the average man or woman.

In the touch method, all the fingers of both hands are used. The aid of the sight is abandoned entirely and the sense of the proper position of each character on the keyboard is acquired purely by touch. The most expert operators follow this method and

unquestionably the best results are obtained by the touch system, though it usually takes somewhat longer to learn by this method than by sight.

The principal advantages of the touch method are greater accuracy, a greater evenness of stroke, which insures better work, and far greater speed, because the eyes of the operator remain continually on the copy. Consequently, there are no "breaks" in the writing.

This manual is designed especially for the student or typist who desires to become familiar quickly with the touch method with the least amount of effort. It does not presume to make you a professional typist but it does contain the fundamentals of the touch method on which professional speed and accuracy are based. The degree to which you develop mastery of the typewriter depends largely on the strength of your own desire.

GETTING READY TO WRITE

Place the typewriter on a desk or table preferably of such a height that, when you are seated before it with fingers resting lightly on the keys, your forearms will be in a horizontal position approximately parallel to the floor.

Take a sheet of paper in your left hand and insert between the roller of the typewriter, which is called the platen, and the paper table. Insert the paper upside down and with the back of the sheet toward you. With your right hand, turn the right platen knob away from you so that the paper rolls down into the typewriter and comes up in front of the platen with the letterhead facing you.

If your paper has not come out straight and is not parallel with the writing line as shown by the aligning scale, push the paper release lever (located beside the right platen knob) back. This action releases the tension on the paper so that you can straighten it. After the paper is straightened, a slight touch on the paper release lever will return it to its normal position.

We are now ready to begin our practice, but, before we start, we want to point out that real efficiency in typewriting is based

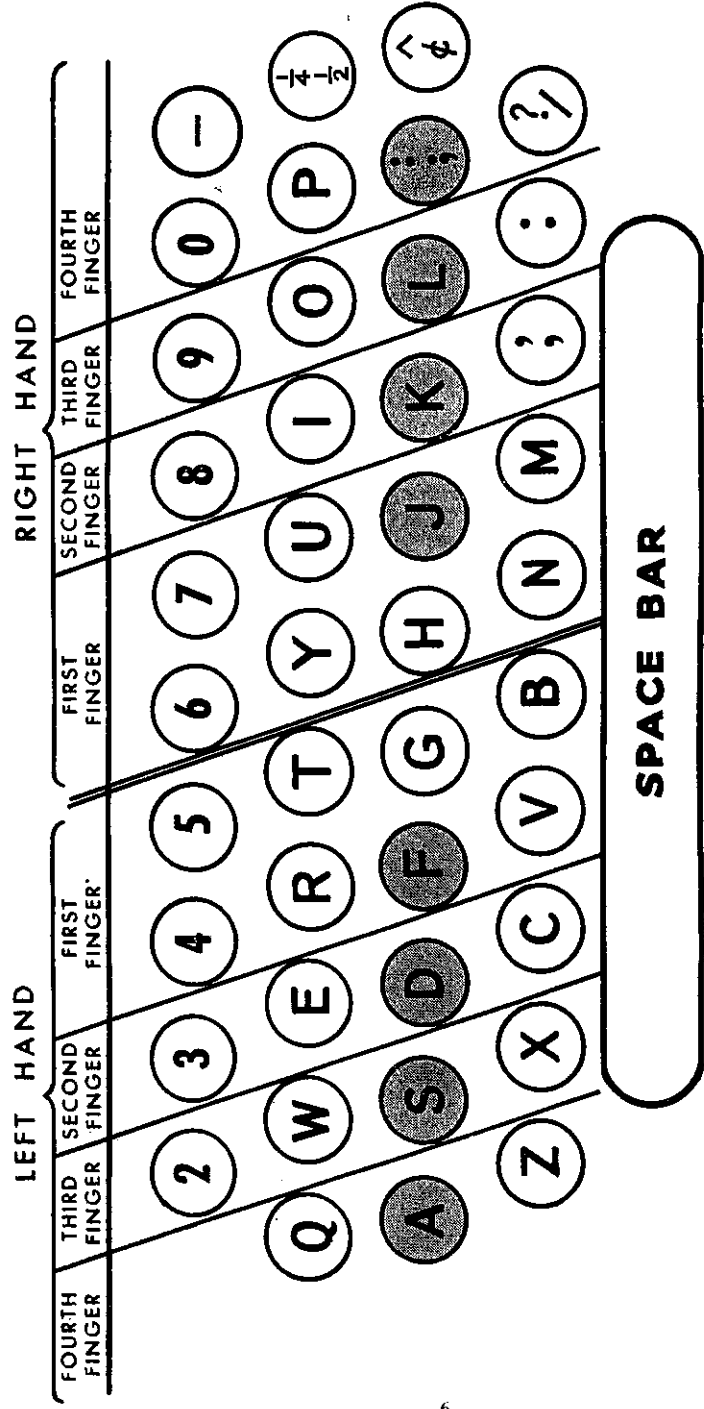
very largely on two qualities: 1. *ACCURACY*, 2. *SPEED*. The second quality loses its value if not accompanied by the first, so, in typewriting, let us start with and always keep in mind the idea that without accuracy there is no speed. Those who follow the touch method must proceed slowly at first until they acquire the "feel" of the keyboard. Always keep in mind the injunction "EYES OFF THE KEYS"!

THE TOUCH—Do not hammer the keys—strike them quickly with the tips of the fingers. To save energy and increase speed, do not allow the finger to hang on to the key at the finish of the stroke. Do not raise the hands higher than is necessary to prevent interference with the return of the key. Do not shift the hands about the keyboard, but keep them always in their proper position. Endeavor persistently to acquire a quick, natural, even stroke of sufficient force to make a clear impression without blurring or indenting the paper. This rule applies particularly to the period and other punctuation marks.

A Few Don'ts

- DON'T** punch the keys; practise a quick, even stroke. Keep the fingers close to the keys.
- DON'T** pound with the forearm. Use the finger-and-wrist action, keeping the forearm steady.
- DON'T** tense the muscles of the arms and shoulders. *Relax!*
- DON'T** make exceptions. Always the same way—the right way. Any other method of operation produces confusion.
- DON'T** acquire bad habits at the beginning. Start right, keep right, and soon the details of *Correct Position and Style of Operation* will become automatic.

Remington Standard 4-Row Keyboard



This is the new, revised keyboard for Remington Portable Typewriters, improved with the double comma and the caret, according to latest typing principles recommended by leading educators.

NOTE: The shaded keys are the "guide keys" and mark the "at home" position of the fingers. As soon as a different key is struck the finger returns to its "home position." As the Tabulator, Shift Lock and Back Spacer Keys occupy different positions and are not always included on the keyboard, they have been omitted in the above chart. The

characters shown are standard on most typewriters, although the extreme right-hand and lower three right-hand characters differ on some models. Keep this chart before you as a guide in learning "touch typewriting." Learn to type without looking at the keyboard of the typewriter.

Getting the Right Start

THE next step is perhaps the most important step in learning to typewrite. It is, therefore, important to be absolutely certain that you follow instructions carefully. These instructions are not at all difficult. As a matter of fact, they are very simple. The danger, if any, lies in their very simplicity. This is particularly true if you are inclined to make small exceptions in going through the exercises.

This typing instruction method is one used by experts. It is also one in which practice in a few simple fundamentals eventually leads to accuracy and speed. There is no need to complicate, and thus make difficult for yourself, a job that would otherwise be very easy.

If at this point, you feel that perhaps you have let yourself in for a great deal more work than you had anticipated, we should like to dispel this notion. As we have mentioned, the work is NOT difficult. It is merely a matter of practice. All else will follow in due course.

Place the little fingers on the guide keys, "a" and ";". The index finger of the left hand will cover naturally R T F G V B, and the right hand index finger will cover Y U H J N M. We will begin practice with words in which only the index fingers of each hand are required. After each word make one space, operating the space bar with the thumb of the right hand. Make five exact copies of each of the lines in Lesson 1 without errors and without erasures. If an error of any kind is made, even if it be the last word on the last line, begin again, and rewrite the whole exercise until absolute accuracy is attained. Do not try for speed—Accuracy first—always. Speed will be acquired.

Begin with Lesson No. 1 on Page 8, keeping in mind these instructions. Soon you should be well satisfied that you are on the way to becoming proficient in the use of the typewriter.

LESSON 1

Remember to keep your eyes on the chart and strike the keys lightly and quickly, always returning your fingers to the "Home Position."

fff jjj ggg hhh fff jjj ggg hhh fff jjj ggg hhh fff jjj
frf juj frf juj frf juj frf juj frf juj frf juj frf juj
fvf jmj fvf jmj fvf jmj fvf jmj fvf jmj fvf jmj fvf jmj
frfvfgf jujmjhj frfvfgf jujmjhj frfvfgf jujmjhj frfvfgf
fur rug hug mug fur rug hug mug fur rug hug mug fur rug

LESSON 2

This lesson takes in the remaining letters controlled by the first fingers of both hands. Proceed carefully—ten copies of each line.

fff frf ftf jjj juj jyj fff frf ftf jjj juj jyj fff frf
fff fgf fbf jjj jhj jnj fff fgf fbf jjj jhj jnj fff fgf
fun jug jut rut but buy funny jug fun jug jut rut but buy
buy my bunny burn my buggy buy my bunny burn my buggy buy

LESSON 3

Capital Letters

To make capital letters, use the little finger on the Shift Key. Stretch the little finger to the Shift Key, keeping the other fingers over THE HOME KEY POSITION. Hold the Shift Key down until the key has been struck and released.

Two shifts are provided; the left to be used while striking right-hand keys, and the right shift when striking left-hand keys.

fff F rrr R ggg G jjj J uuu U hhh H fff F rrr R ggg G jjj J
fgf jHj dDd kKk jJj fFf fGf jHj dDd kKk jJj fFf jJj fGf
fvf jMj fBf jNj fVf jMj fBf jNj fGf jHj fVf jMj fGf jHj

LESSON 4

This lesson controls the letters struck with the second finger of each hand.

fff ddd ded jjj kkk kik fff ddd ded jjj kkk kik fff ddd
fff ded dcd jjj kik k,k fff ded dcd jjj kik k,k fff ded
much junk dike, cider much junk dike, cider much junk
dire direct directed dire direct directed dire direct
They directed the big meeting, They directed the big

REVIEW

Write ten lines of each of the following as a review of the first four lessons.

fff fgf frf fvf ftf fbf fdf fef fcf fgf frf ftf fvf fbf
jjj jhj juj jyj jmj jnj jkj jlj j,j jhj juj jyj j,j jnj

LESSON 5

If you have followed instructions carefully you are nearly master of your keyboard. The following lesson takes in the second last group, the letters "s", "w", "x", "q", "o", and ".", all struck with the third fingers. Use a light, quick stroke and return fingers to Home Position after each key is struck. Make ten copies of each line.

sss sws sxs sss sws sxs sss sws sxs sss sws sxs sss sws
lll lol l.l lll lol l.l lll lol l.l lll lol l.l lll lol
sws lol sxs l.l sws lol sxs l.l sws lol sxs l.l sws lol
slows lows soldier young slow lows soldier young slow
young soldier exile young soldier exile young soldier
The young soldier is now in exile. The young soldier is

LESSON 6

With the exception of the numerals, the following lesson completes your instruction on the keyboard itself, and covers the characters struck with the little fingers. The words and sentences in the exercises offer a review of all the letters and afford practise in the use of the shift key. Make ten copies of each line.

fdsa fdsaqa fdsaza fdsa fdsaqa fdsaza fdsa fdsaqa fdsaza
jky; jkl;p; jkl;/; jkl; jkl;p; jkl;/; jkl;p; jky;/;
aqa; ;p; aza ;/; aqa ;p; aza ;/; aqa ;p; aza ;/; aqa
equip equip equip equip hotel hotel hotel hotel Plaza
Noiseless Noiseless Noiseless equip equip equip hotel
Plaza Plaza Plaza Noiseless Noiseless Noiseless equip
hotel hotel hotel Plaza Plaza Plaza Noiseless Noiseless
The office of the Plaza Hotel is equipped with Remington
Typewriters. The office of the Plaza Hotel is equipped

CONTROL OF NUMERALS

The following exercises involve relatively small change in the position of the hands. To reach the numerals, a slightly extended reach is involved. Strike the key lightly and quickly and return the finger immediately to its Home Position. Write each of the following lines ten times.

fr4f ju7j ft5f jy6j fr4f ju7j ft5f jy6j fr4f ju7j ft5f
de3d ki8k sw2s lo9l de3d ki8k sw2s lo9l de3d ki8k sw2s
;p0; ;p0; ;p0; ;p0; ;p0; ;p0; ;p0; ;p0; ;p0; ;p0;

REVIEW

fr4f ju7j de3d ki8k sw2s lo9l ;p0; fr4f ju7j de3d ki8k
ft5f jy6j fr5f jy6j fr5f jy6j fr5f jy6j fr5f jy6j fr5f
fds2s jkl9l fds2s jkl9l fds2s jkl9l fds2s jkl9l fds2s

Half Way Mark

AT this point, you have completed one-half of the route of learning the touch method of typing. If you have heeded our suggestions on Page 7, and also the instructions at the beginning of each lesson, you have become thoroughly familiar with the keyboard of your typewriter. You are able to satisfactorily use all ten fingers in striking all keys properly.

You are now ready to advance into the last half of your work. Your results will be more pleasant and much more satisfying to you. You will have an opportunity to type words, phrases, and sentences, that will bring into play all ten fingers. Your muscle coordination should thereby improve. And the tenseness experienced in the earlier stages should be entirely eliminated. You are actually embarking on the most pleasant part of learning to type.

You may be tempted to feel that your progress thus far is good enough to warrant your leaving this text book and typing from other books, or extemporaneously. While your advancement has been undoubtedly commendable, do not give way to this desire. You still need the practice that has been outlined in the following pages. When this has been covered, you then will recognize that you are even better equipped to proceed along these lines than you would have been otherwise. And so it is through the experience of having helped teach countless thousands to use Remington Portable Typewriters through this touch method, that we say you are now about to reach that stage of typing proficiency that will give you pleasure as long as you live.

Please turn to the next page and start Exercise No. 1, following instructions as you go along.

EXERCISE 1

The following words constitute nearly one-half of all ordinary printed matter. The ability to write them rapidly will add much to the speed of an operator. They can, with profit, be practised frequently. Write each line five times.

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

Write each of the following sentences ten times.

We will do our utmost to find the cause of the delay.
They bought most of the stock in August and paid cash for it.
Our stock has not risen above par since the first of the month.
It is possible we shall find all the alfalfa we need right here.
The goods are now for sale at a price far below the original cost.
If possible I will pay the balance on the note when it falls due
in November.

EXERCISE 2

This lesson is essentially a speed lesson, consisting of ten sentences, each occupying the entire length of the line. Every other sentence contains the entire alphabet, and much time can be spent upon such sentences to great advantage.

The black jury fixed up the question of prizes with the government.
Nature formed us for ourselves, not for others; to be, not to seem.
We dislike to exchange job lots of sizes varying from a quarter up.
Try to be as good as you would have your neighbors believe you are.
Probably my oxen will haul a dozen loads of gravel just as quickly.
I have considered the pension list of the republic a roll of honor.
The job requires extra pluck and zeal from every young wage earner.
I have seen the day of wrong through the little hole of discretion.
Whenever the black fox jumped the squirrel gazed very suspiciously.
Liberty and Union, now and forever, one and inseparable.--Webster.

EXERCISE 3

The exercises provided in this lesson are designed to bring about a balanced hand-action, and to strengthen the weak fingers. Copy the following exercises at least five times:

Left-Hand Exercise

adverse wasted create arrears water caterer sassafras effect
vacate sacred estate vegetate degraded excavate vest deeded
referred baggage fear regret

Right-Hand Exercise

hominy lily pulp hymn you pull holly upon plump million limp
noon jump imply null kill ink milk knoll opinion only minimum
look pupil monopoly

Exercise for Third and Fourth Fingers

was spool swoop plaza saw laws wall wax wasp pool lasso
swap plows sloop allow slow loss pass lap swallow appall
low pall wool polo squall squaw lax was spool swoop plaza
laws wall wax wasp pool sap lasso swap plows sloop allow
loss pass lap swallow appall paws low pall wool polo

A Final Word

If you have applied yourself with reasonable diligence to the lessons and exercises preceding, by this time you should be able to get along fairly well on your new Remington Portable. You are hardly, or could hardly expect to be, an expert typist in this length of time, but you have at least made a sound beginning and your further development is now merely a matter of practice.

As in nearly every other activity of life, we learn by doing. Get in the habit of using your Remington Portable for *all* your writing. Forget your pen and pencil. Soon you will develop "typewriter sense" and as typing gradually becomes "second nature" to you, you will be amazed to see how it facilitates and speeds your thinking processes, enabling you to do more work in less time and to do it far more effectively.

And here's a thought in this connection that may prove valuable. When "thinking on the typewriter," don't try to make finished "copy" at the first writing. Let your thoughts flow—your Remington will put them down just as fast as your mind will work. "X" out your mistakes. Don't stop to erase. Smooth out and correct your grammar later. Then rewrite your "copy." You can do the whole job on your Remington Portable in less time than you could make the rough draft with pen or pencil.

Operating Instructions

YOUR new Remington Portable is equipped with many mechanical features designed to add to the convenience of your typewriter—to enable you to operate it with the least expenditure of time and effort and to help you turn out your work with neatness and dispatch.

The carriage return lever is the part you will use oftener than any other, for it is used to bring the carriage back to start each new line. You will find that it is cleverly curved to fit the second finger of your left hand and that in the same motion that returns the carriage, it also moves the paper up into position for writing the next line.

Sometimes you will want more space between lines, sometimes less. There is an adjustment which regulates the line space lever so that it will move the paper either one space or two spaces, as desired. If you're writing on ruled paper or filling in forms, you can disconnect the ratchet line spacing control on the "Streamline" Portable (Model 5) or Junior Deluxe and put each line just where you want it. There is no variable line adjustment on the Remette.

Indenting names, addresses and paragraphs used to be done largely by guess, and ragged indentations were the hall-mark of the beginner. On your Remington "Streamline" Portable, you can turn out work that shows professional finish in this respect, the very first time you try, by using the little red "Self Starter" key. Tap this key once for five spaces, twice for ten. It indents paragraphs uniformly without bother of counting and with lightning speed. This exclusive Remington feature is found only on the "Streamline" Portable, not on the Junior Deluxe or Remette or even on high priced models.

Learn the names and locations of these and other "Operating Conveniences". Actually find, on the machine itself, all the features shown in the following diagrams. Refer to these diagrams frequently until every part is memorized. It will take but little time to do this and you will be repaid by knowing where every part is and how to use it efficiently.

Geared Type Bar Mechanism

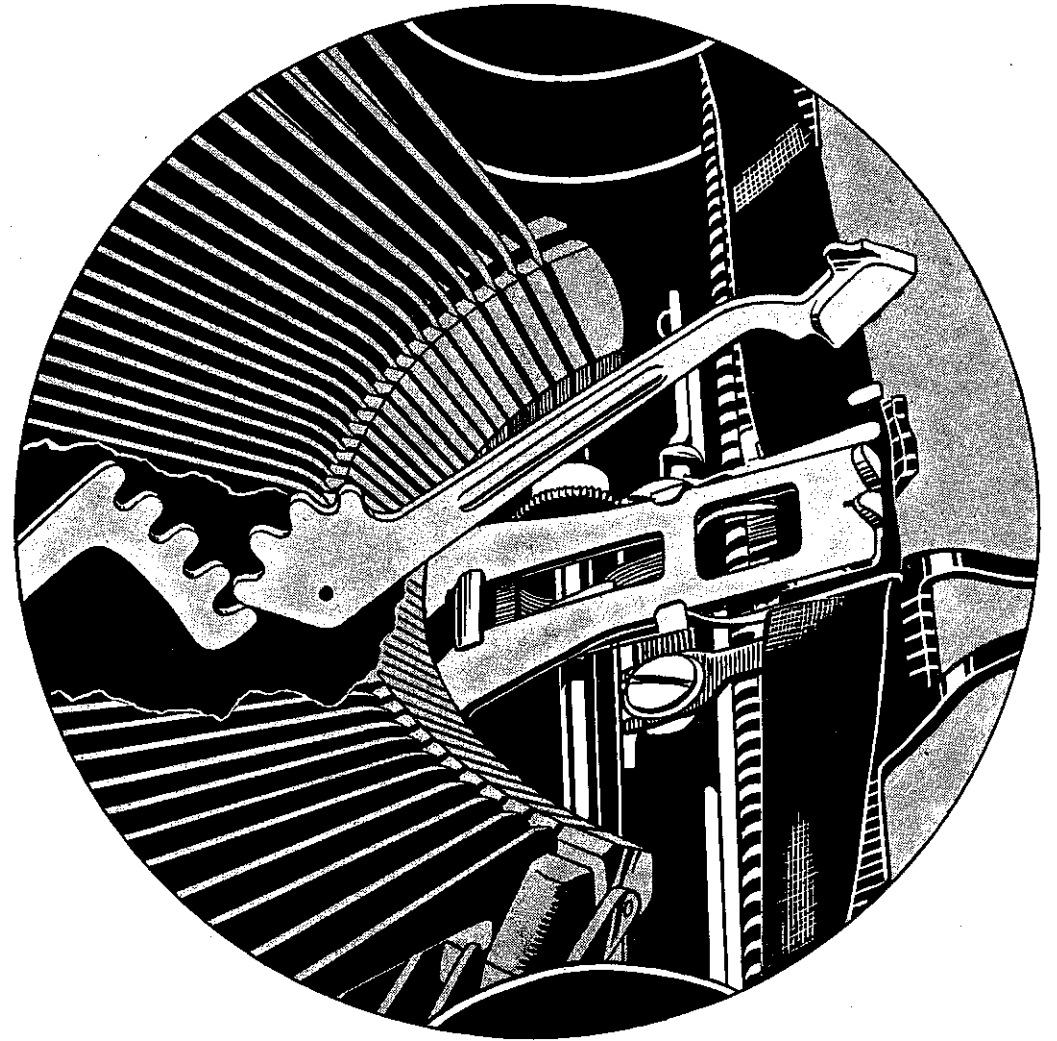
ENGINEERED—DEVELOPED

PIONEERED

by **REMINGTON**

Geared Type Bar Mechanism is another triumph in Remington Engineering, Development, and Pioneering. It was designed to overcome the inadequacy of old fashioned type bar mechanisms. Thus, beautiful printwork positively aligned becomes a reality.

Geared Type Bar Mechanism provides absolute control of the type bar from the beginning to the end of the key stroke, resulting in fewer working parts and thus greater strength — longer life. This is a very important consideration in a Portable Typewriter — for you are assured clean, perfectly aligned printwork. Only Remington Portable Typewriters boast Geared Type Bar Mechanism.



TO RELEASE AND LOCK CARRIAGE

(Applies to Model 5 only—
Junior carriage does not lock)

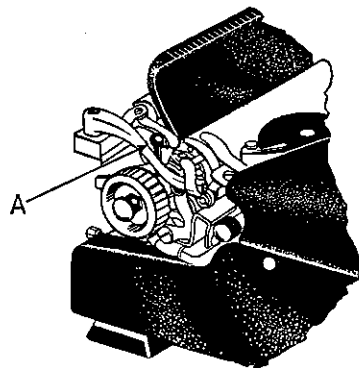


Fig. 1

To release carriage—move lever (A) slightly to the left.

To lock carriage pull lever (A) forward and to the right, hooking it under small projection which holds it forward. Then move carriage to 42 on the scale where it locks with a click. Machine may then be covered with top part of case, ready for carrying.

TO CASE THE JUNIOR PORTABLE: Move carriage to right or left until the red mark on the paper finger slide is directly under the pointer below the type guide. Press in the platen knob after which the top of the case will easily drop into place.

SPACING BETWEEN LINES

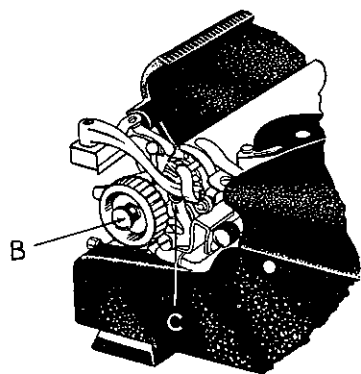


Fig. 2

For single spacing, pull out knob indicated by (C) and turn it forward as far as it will go.

For double spacing, pull knob (C) out and turn it back as far as it will go.

For fill in work or for adjustment to ruled lines, press in the button (B) in left platen knob (Model 5 only—Junior Model does not have variable line space adjustment), adjusting paper to writing position. Writing line is directly on a line with the top of the aligning scale.

INSERTING THE PAPER

Holding paper in left hand while turning the right platen knob with the right hand, drop paper evenly behind platen with left edge on a line with the left edge of the paper table and it will feed through machine accurately. This will enable feeding of balance of work in the same position, permitting use of margin stops and other features without readjustment.

Lever (D) shown in Fig. 3, when pushed back, releases paper so it can be adjusted to any position or straightened without being removed from machine.

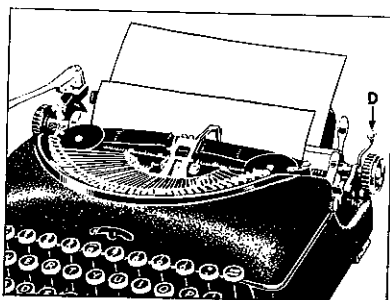


Fig. 3

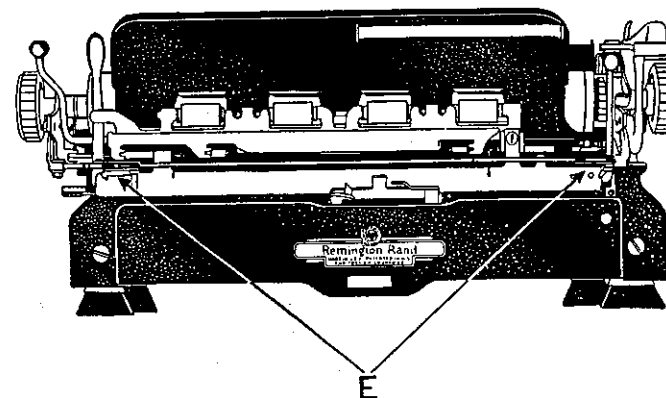


Fig. 4 (Rear View Model 5)

TO SET MARGIN STOPS

(Streamline Model 5 and Remette)

Marginal stops (E) are mounted on a rack numbered to correspond with numbers on the cylinder scale. To set the marginal stops, press the little corrugated knob at the end of each stop, move to desired position on the scale and release.

The marginal bell rings on the 6th space before reaching the right margin stop, permitting the writing of five characters after the bell rings. To pass either the right or left margin stops, press the margin release key. The Remette is not equipped with bell.

NOTE: An easy way to set the margin stops on the Streamline Model 5 and Remette without reference to numbers on the rack or scale is to insert paper in the machine, determine where you want the left margin, setting the carriage at that point. Then reach back and move the left margin stop to the right as far as it will go. To set the right hand margin, reverse the procedure.

To use the margin stop on the Junior Deluxe Model, insert the paper so that the left edge of the sheet lines up with extreme left edge of the paper table where it meets the roller. Then with the margin stop engaged, the carriage will stop ten spaces from the left side of the sheet, providing a margin ten spaces wide. Releasing the margin stop will permit you to write all the way to the left edge of the paper.

TO SET MARGIN STOPS

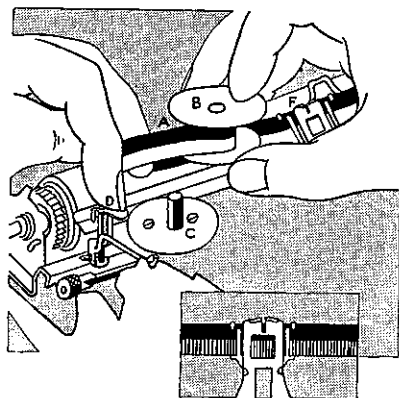
(Junior Deluxe Model)

The Junior Deluxe Portable has a left marginal stop only, mounted on a rack at the rear of the machine. It may be disengaged by pressing the little lever which is a part of the stop itself. In the engaged position it stops the carriage fifteen spaces from the left end of the platen. In the open position it permits the carriage to move ten additional spaces to the right.

The marginal stop may be released from the front of the machine by lifting the finger piece attached to the left end of the margin stop rack.

CHANGING THE RIBBON

Models 5 and Junior Portable



NOTE: Both right and left ribbon spool mechanisms are referred to in the accompanying instructions, but for simplification only the left is shown in these illustrations.

Study the position of the old ribbon carefully before you begin, then proceed as follows:

1. Pull the ribbon thumb knob to the right, and wind the old ribbon as far as it will go onto the right spool. (For Streamline Model 5 see pages 22-23, No. 20. For Junior Deluxe see pages 24-25, No. 20. For Remette see pages 26-27, No. 18.)
2. Hold back the left ribbon trailer finger piece (A in above cut) and lift off the left spool.
3. Hold the left spool with the left hand, and pull the ribbon with the right hand, grasping it close to the left spool; this will release the clip that attaches the end of the ribbon to the spool.
4. Hold back right ribbon trailer finger piece (A), and lift off the right spool with the old ribbon on it.
5. Put the new spool with ribbon on the right spool-shaft (B), and thread the ribbon around the trailer post (C), but under the ribbon trailer (D).
6. Push the ribbon thumb knob to the left.
7. Pull about 8 inches off the right spool, and attach new ribbon to left spool by putting ribbon under the clip, and snapping clip over the hub of the spool—be sure ribbon isn't twisted.
8. Hold back the left ribbon trailer finger piece (A), and put the spool on its shaft.
9. Thread the ribbon around the left trailer post (C), but under the ribbon trailer (D), as on the right.
10. Hold the ribbon between thumb and first finger of each hand, turn the bottom of the ribbon toward you and thread it through the ribbon-carrier in the center where the type prints so that it looks as it does in the first illustration above.

NOTE: Ribbon reverses automatically on the Model 5 but must be reversed on the Junior Deluxe Model and Remette by pushing the ribbon reverse (No. 18) either to right or left when end of the spool is reached.

General Care

THE Remington Portable Typewriter is world-famous for its ability to take punishment, to "stand the gaff" of constant heavy service. A little care on your part will insure added years of troublefree performance and money saved in cleaning and adjustment.

Its principal enemy is dirt. Brush the type faces occasionally with the brush that comes with the typewriter to remove accumulated lint and ink. Go over the type faces thoroughly, especially such letters as o, e, a, s and others which have enclosed spaces. Keep your machine covered when not in use. It will repay you for this service by demanding cleaning less frequently.

Do not clean your machine with alcohol, as it is injurious to the high grade lacquer finish.

Remington Portables have travelled all over the world and have operated efficiently in tropic heat and Arctic cold, but it will not do your portable any good to leave it on or near a steam radiator, subject it to sudden changes of temperature or expose it to dampness.

Once in a while you may put a drop of fine oil on each of the two rails on which the carriage moves—and then rub it off again. Never attempt to oil the type bars or any other part of the mechanism as this may have a tendency to gum and clog the working parts.

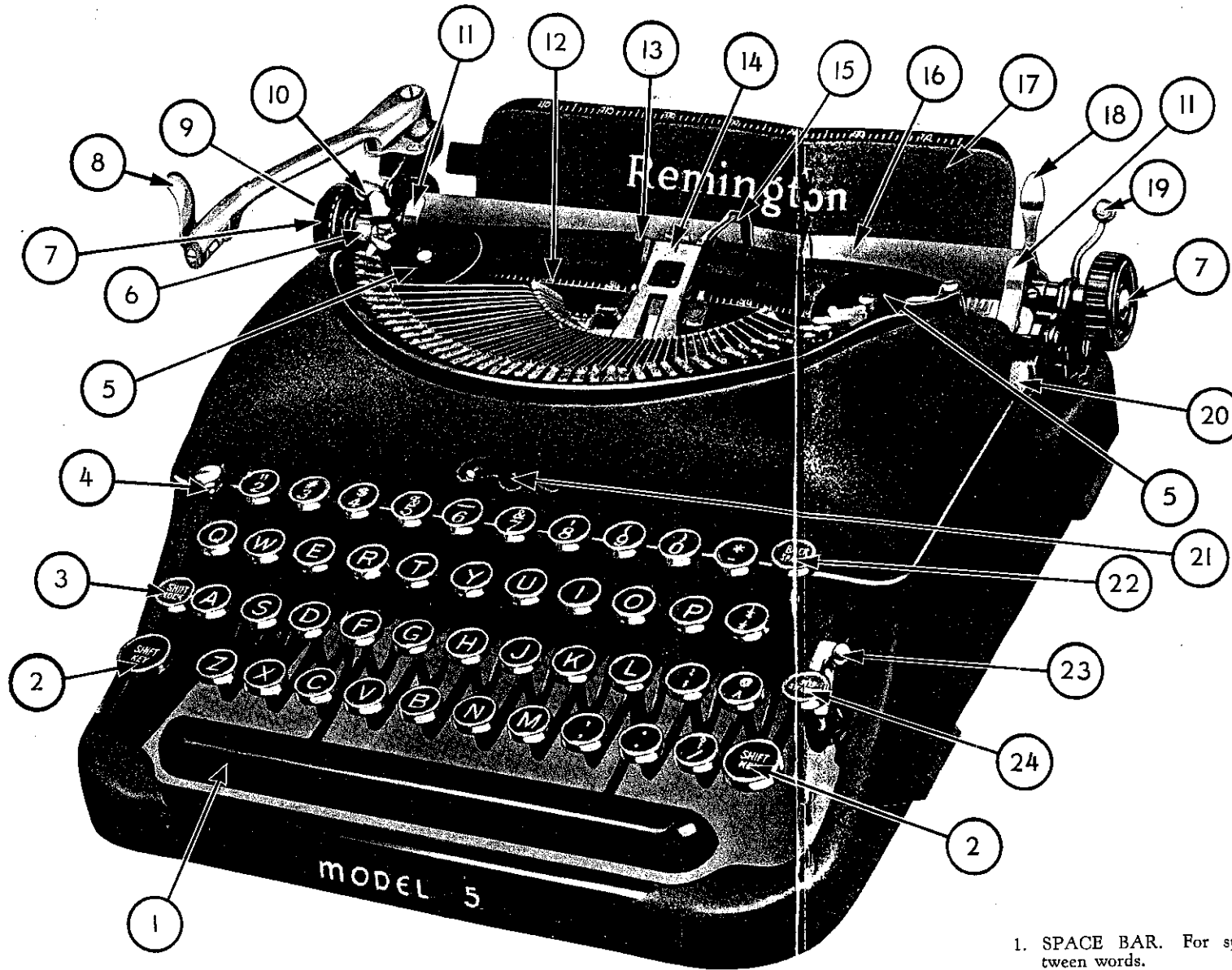
DO NOT ATTEMPT TO ADJUST YOUR MACHINE at any time. It was carefully adjusted at the factory. But if it ever does need adjustment or repair, take it to the nearest Remington Rand branch office where factory trained service men will give it expert attention.

Finally, treat your typewriter with respect. Take good care of it. It will repay you in many years of faithful service.



Remington Streamline

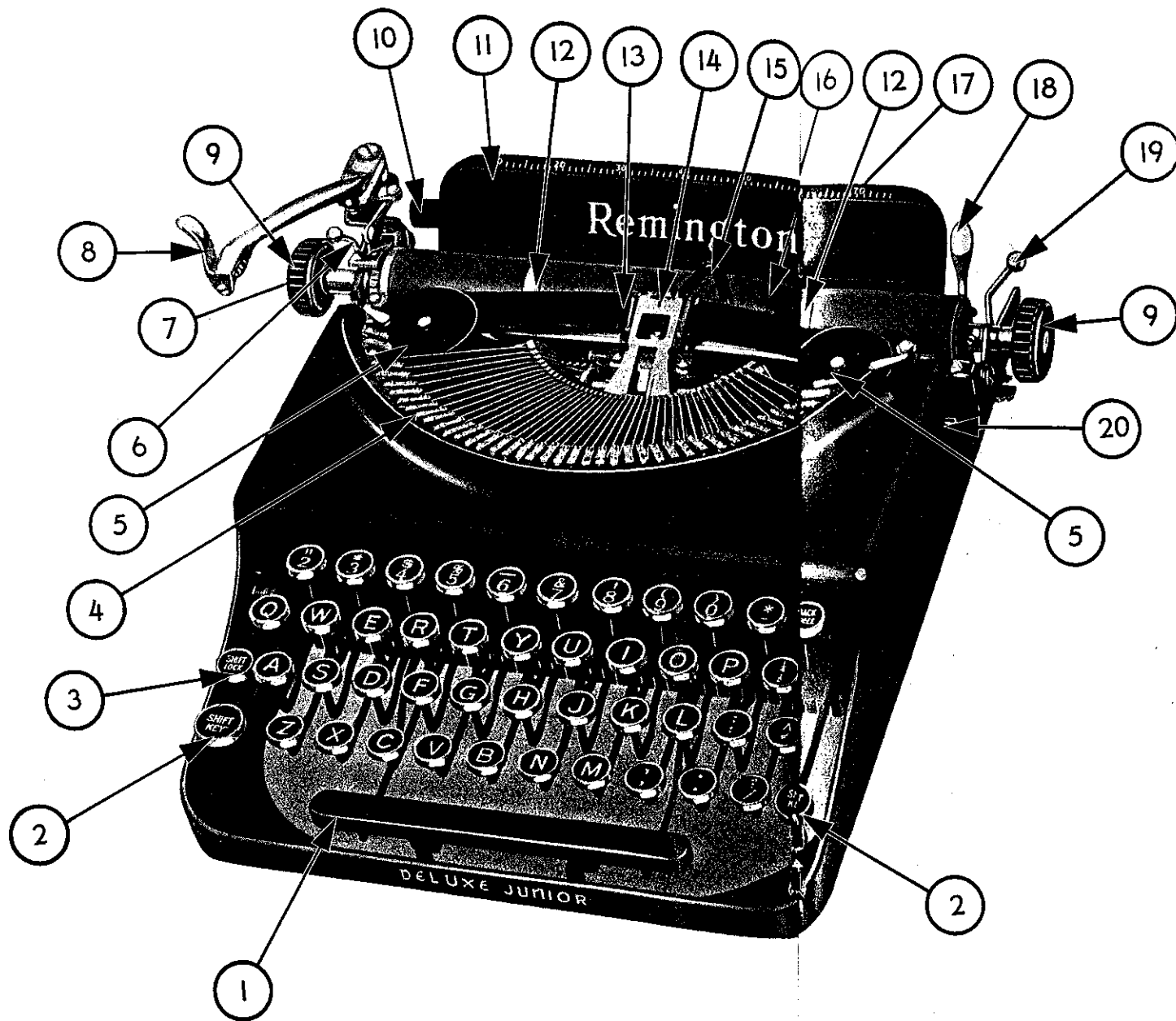
Model 5



Principal Operating Parts

4. MARGIN RELEASE. Pressing down permits writing outside of marginal lines.
 5. RIBBON SPOOL (left and right). To change ribbons see Fig. 5.
 6. LINE SPACING REGULATOR. To set for single or double spacing between lines.
 7. PLATEN KNOB (left and right). To turn platen in either direction.
 8. LINE SPACE LEVER AND CARRIAGE RETURN. Returns carriage at same time spacing to next writing line.
 9. VARIABLE LINE SPACER. To permit variations in line spacing. Located in center of left platen knob.
 10. LOCK LEVER. See Fig. 1 for instructions.
 11. PAPER FINGER (left and right).
 12. CYLINDER SCALE. For locating positions in the writing line.
 13. RIBBON CARRIER. Holds ribbon in place between type and paper.
 14. TYPE GUIDE. Insures perfect alignment of type, vertically and laterally.
 15. ALIGNING SCALE. Indicates bottom edge of writing.
 16. CYLINDER. Rubber roller or platen.
 17. PAPER TABLE.
 18. CARRIAGE RELEASE LEVER (right).
 19. PAPER RELEASE LEVER. Used in straightening the paper.
 20. AUTOMATIC RIBBON REVERSE.
 21. TOUCH REGULATOR.
 22. BACK SPACE KEY. Used when carriage is to be moved back one or more spaces.
 23. RIBBON INDICATOR. For selecting the upper or lower half of the ribbon and for stencil cutting.
 24. "SELF STARTER" PARAGRAPH KEY. For indenting paragraphs, lining up headings, listing, etc.
1. SPACE BAR. For spacing between words.
 2. SHIFT KEY. For writing capital letters and upper case characters.
 3. SHIFT LOCK. To lock shift down for writing only upper case characters.

Remington Junior Deluxe



Principal Operating Parts

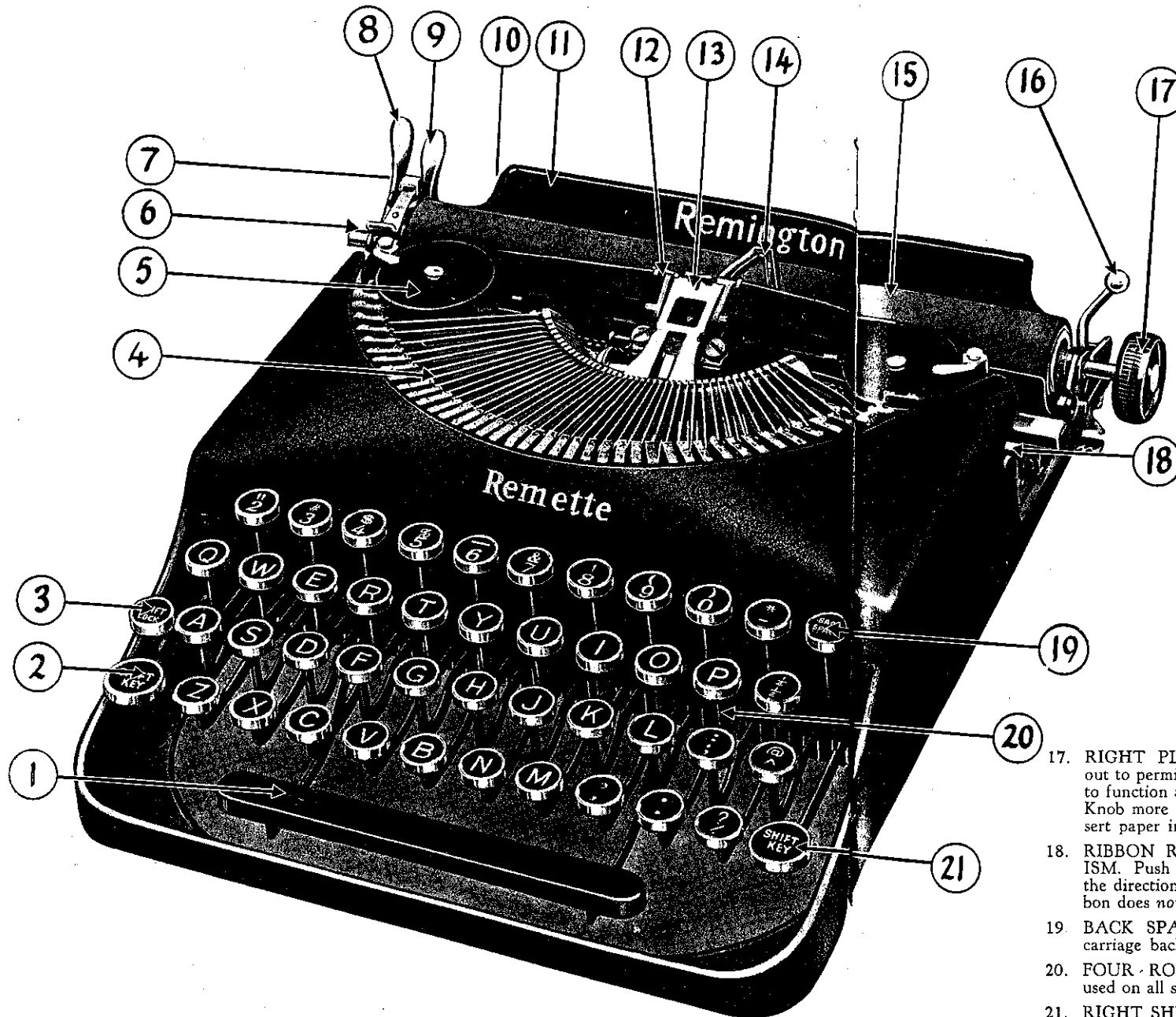
1. SPACE BAR. For spacing between words.
2. SHIFT KEY. For writing capital letters and upper case characters.
3. SHIFT LOCK. To lock shift down when writing all upper case characters.
4. TYPE BARS. Carry the type to the printing point.
5. RIBBON SPOOL (left and right). To change ribbons see Fig. 5.
6. LINE SPACE ADJUSTER. May be set for either single or double spacing between lines.
7. VARIABLE LINE SPACER. For spacing between lines.
8. LINE SPACE AND CARRIAGE RETURN LEVER. Returns carriage at same time spacing to next writing line.
9. PLATEN KNOBS (left and right).
10. PAPER SIDE GUIDE.
11. PAPER TABLE. Guides paper into writing position.
12. PAPER FINGER (left and right).
13. RIBBON CARRIER. Keeps ribbon in place between type and paper.
14. TYPE GUIDE. Insures perfect alignment of type vertically and laterally.
15. LINE GAUGE. Enables operator to find and write on proper line.
16. PLATEN. Cylinder around which paper is fed to writing position.
17. MARGINAL STOP. Not visible in this picture. (See Fig. 4.) Used to regulate the width of left margin.
18. CARRIAGE RELEASE. Enables operator to move carriage to right or left.
19. PAPER FEED RELEASE LEVER. Push back to adjust or straighten paper.
20. RIBBON REVERSE. Push right or left to reverse ribbon.

TO REPLACE MACHINE IN CASE
 The carriage must be centered. In the center of the rail on which the paper fingers slide, there is a small red mark. Move carriage to right or left until red mark is directly under pointer below the type guide. Press in platen knob. When in position, cover will easily drop into place.

Remington

Remette

Principal Operating Parts



Before inserting paper pull out platen knob (17) as far as it will go.

1. SPACE BAR. For spacing between words.
2. LEFT AND RIGHT SHIFT KEY. For writing capital letters and upper case characters.
3. SHIFT LOCK. For writing all capitals or all upper case characters.
4. TYPE BARS. Carry the type to the printing point.
5. RIBBON SPOOL COVER (left and right). Protects ribbon from dust.
6. LINE SPACE ADJUSTER. To set for either single or double spacing between lines.
7. MARGIN RELEASE LEVER. Not visible in picture. Raise bar to permit the carriage to pass the left marginal stop without changing the position of stop.
8. LINE SPACE AND CARRIAGE RETURN LEVER. Returns carriage at same time spacing to next writing line.
9. CARRIAGE RELEASE LEVER. To move carriage to right or left.
10. LEFT MARGINAL STOP. Not visible in picture. To regulate the width of margin on left side of paper. (Can be released and position changed by pressing the knurled knob at right end of stop.)
11. PAPER TABLE. Holds paper upright to permit proper feeding to cylinder.
12. RIBBON CARRIER. Keeps ribbon in place between type and paper.
13. TYPE GUIDE. Insures perfect alignment of type vertically and laterally.
14. ALIGNING SCALE. Not visible in picture, lower part being covered by ribbon. Indicates bottom edge of writing line.
15. PLATEN OR CYLINDER. Provides the printing base for the type.
16. PAPER FEED RELEASE LEVER. Takes the feed roll pressure off paper to adjust paper.
17. RIGHT PLATEN KNOB. Pull out to permit the Line Space Lever to function and to make the Platen Knob more accessible. Used to insert paper in machine.
18. RIBBON REVERSE MECHANISM. Push right or left to change the direction of ribbon travel. Ribbon does not reverse automatically.
19. BACK SPACE KEY. To move carriage back one or more spaces.
20. FOUR-ROW KEYBOARD. As used on all standard typewriters.
21. RIGHT SHIFT KEY. For writing capitals or upper case characters.

TO REPLACE MACHINE IN CASE

The carriage *must* be centered. Depress Cylinder Release Lever (9) and slide carriage to center. Press in Platen Knob (17). In the back of the Cover are two slots into which two protruding lugs on the baseboard of machine must fit. When lugs and slots are in position, simply drop case over machine until latch in front catches.

To RELEASE and LOCK CARRIAGE

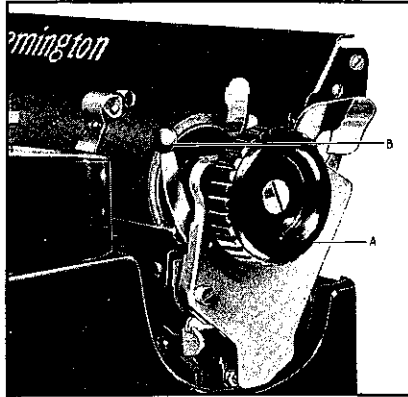


Fig. 1
Right Platen Knob and
Carriage Lock Lever

When carried in its case, the carriage of your Remington is locked. To unlock the carriage, merely pull out the right hand Platen Knob (A). This frees the carriage for writing.

To lock the carriage, pull Carriage Lock Lever (B) toward you, at the same time pressing inward on the right Platen Knob (A). Hold them thus and move the carriage to the right or left toward the center of the machine. The carriage will lock automatically when it reaches the exact center.

IMPORTANT: The carriage should always be locked when the typewriter is cased for carrying. All strain from the escapement mechanism is thus relieved, and damage to case or machine is prevented.

SPACING BETWEEN LINES

The adjustment for spacing between lines is controlled by both the Variable Line Space Button (A) and the Line Space Regulator (B). By moving the Line Space Regulator (B) to positions 1, 2 or 3, single, double or triple spacing between the writing lines results.

When writing on ruled paper or filling-in previously written material, it is convenient and often necessary to free the platen from the limits of the Line Space Regulator. This may be done by merely pressing the Variable Line Space Button (A) and holding it in while you turn the platen knob to place the paper at exactly the point where you want the type to strike.

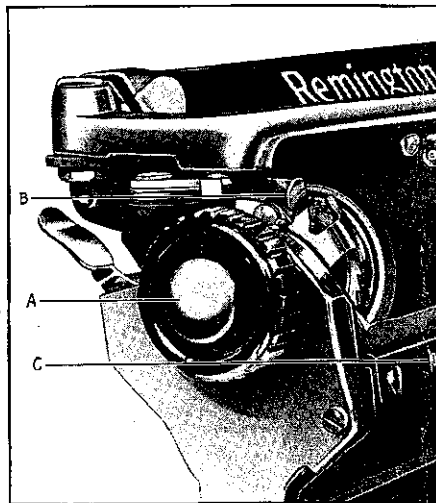


Fig. 2
Line Space Regulator and
Variable Line Space Button

MARGINS and TABULATING

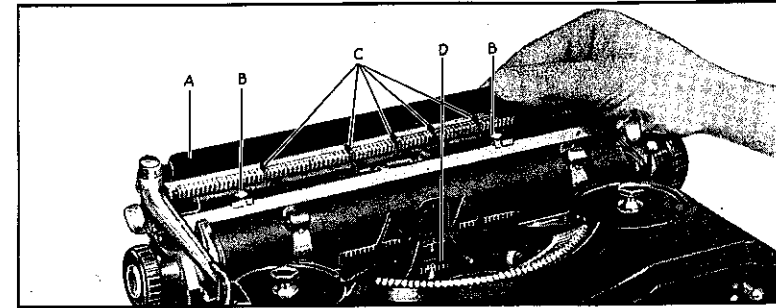


Fig. 3. Paper Table tilted to expose Margin and Tabulator Stops

MARGIN STOPS

There are two Margin Stops (B) used for establishing right and left hand margins on the paper. Press the top of each stop and slide to the desired position. Margin widths may be secured in two ways. Either use the scale on the bar on which the stops slide (for example, the left stop at 20 and the right at 70) or insert paper first, move the carriage to the marginal points desired, and then set the stops by moving the left stop to the right and the right stop to the left as far as they will go.

TABULATOR STOPS

Tabulator Stops (C) are mounted on a rack which has a scale corresponding to the Cylinder Scale (D). Lift up the stops and reinsert in the slots at the points determined upon. These stops control the movement of the carriage when the Tabulator Key is pressed. The tabulator is useful for indenting paragraphs and for columnar work.

NOTE: Tabulator stops and key are omitted from the Noiseless Portable as a part of the plan for making this model lighter and more compact, and therefore more portable.

CHANGING RIBBONS

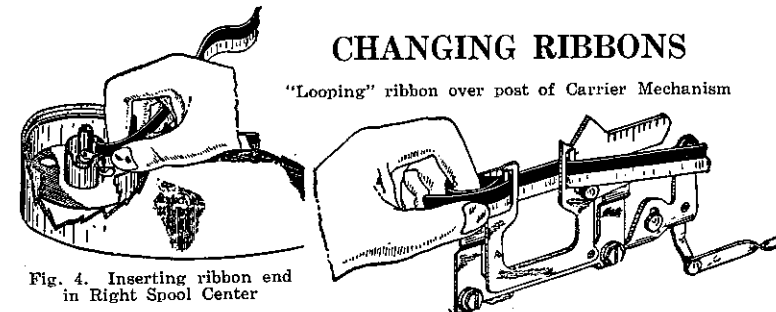


Fig. 4. Inserting ribbon end in Right Spool Center

First, depress the Shift Lock key, which raises the Carrier Mechanism. Next, remove both Spool Covers. Note the position of the ribbon on the Carrier—behind the Carrier and in front of Platen. Also note that on the spools, the ribbon winds and unwinds from the side nearest you.

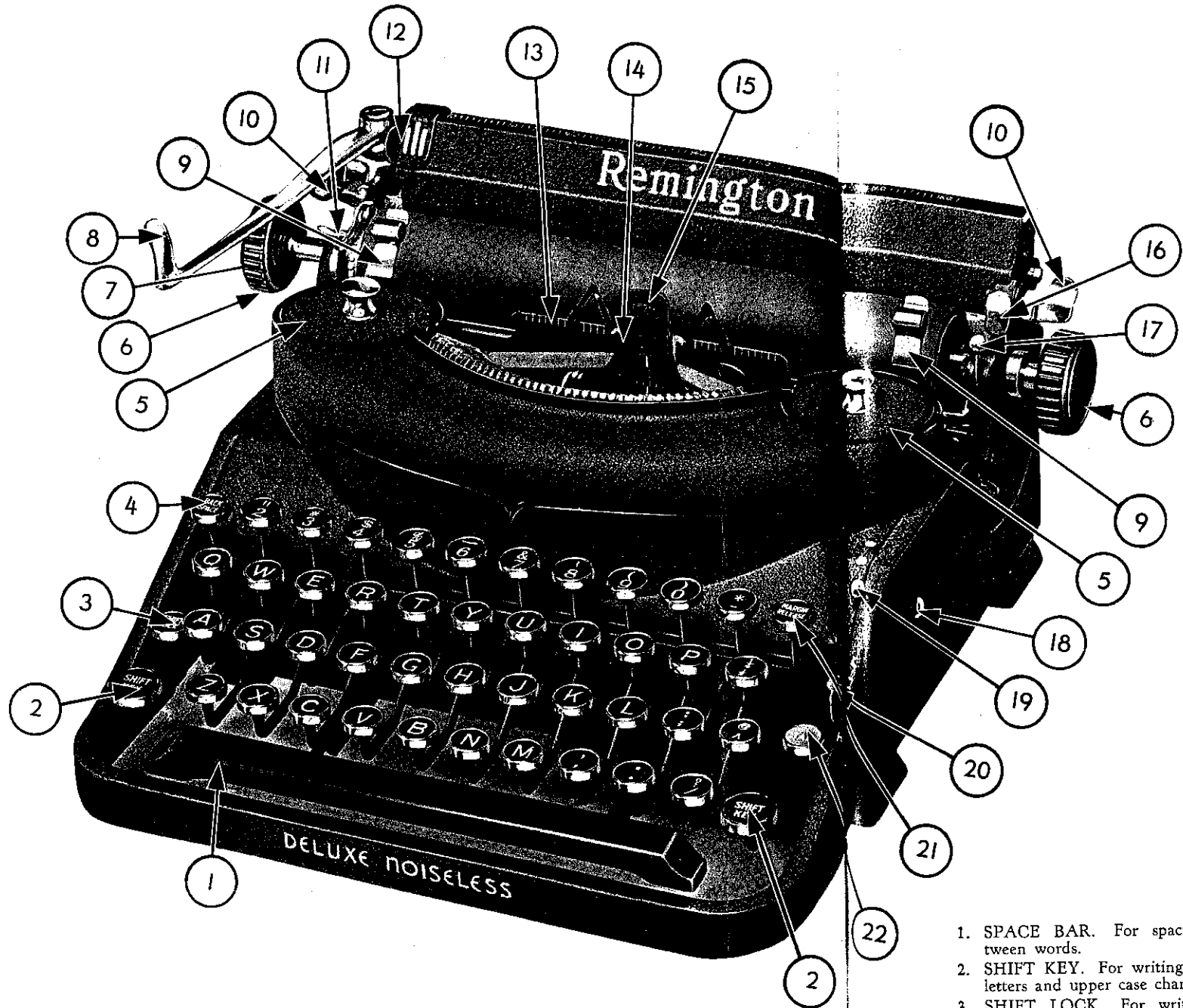
Replace the Left Spool Cover. Wind the old ribbon onto the Left Spool, using Ribbon Reverse to free the end of the ribbon from the slot in the right spool center. Then remove

from Carrier Mechanism. Remove Left Spool Cover and lift old ribbon out of Left Spool.

Put new ribbon on Left Spool Center. (Be sure winding side is toward you.) Insert free end of ribbon in the vertical slot in the Right Spool Center. Allow enough slack to permit running ribbon between Carrier and Platen, "looping" over front vertical posts of the Carrier as shown in the illustration. Replace spool covers, wind ribbon taut and you are ready to write.

Remington Deluxe

Noiseless Portable *

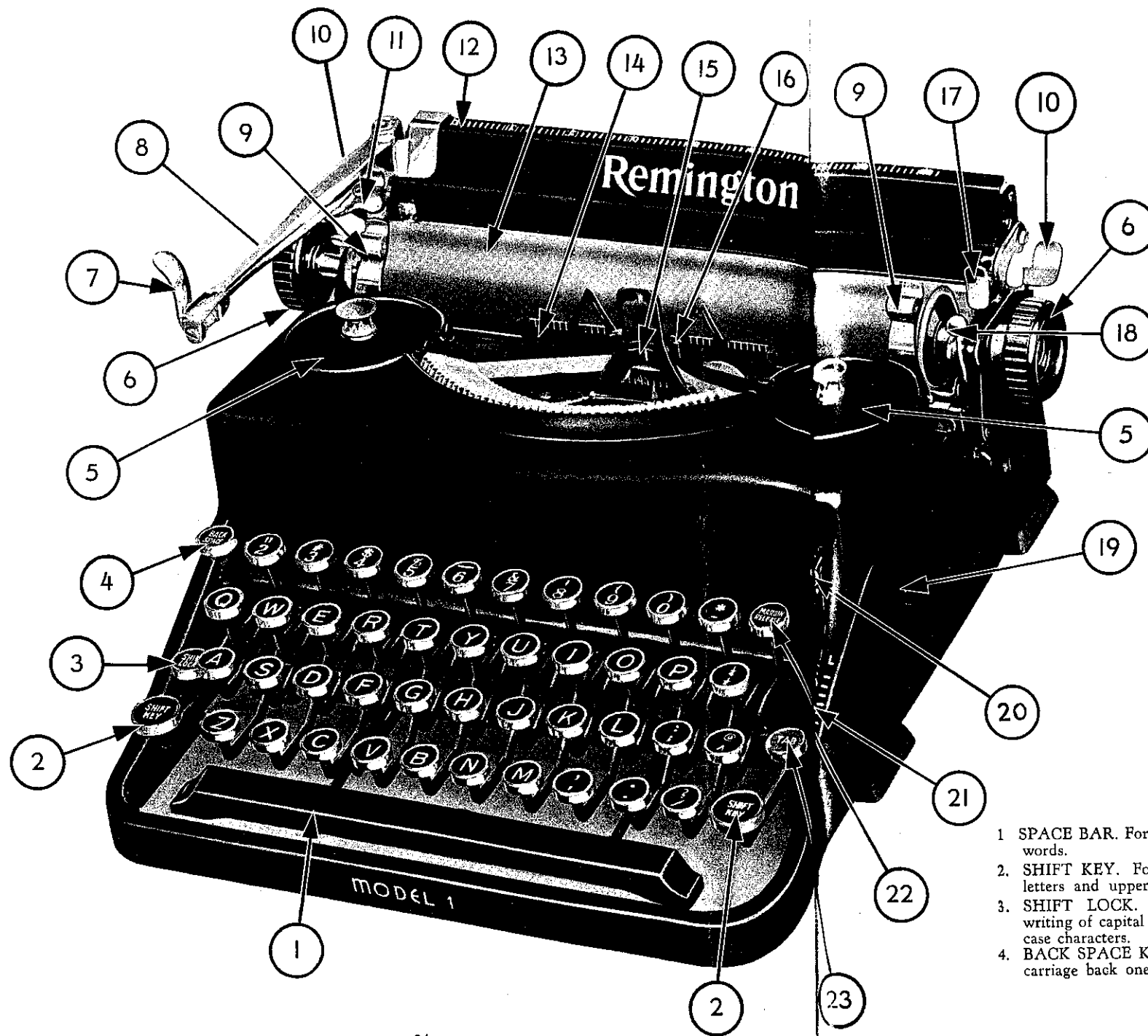


Principal Operating Parts

4. BACK SPACE KEY. Used when carriage is to be moved back one or more spaces.
5. RIBBON SPOOL COVER (left and right). To protect ribbon from dust.
6. PLATEN KNOB (left and right). To revolve platen.
7. VARIABLE LINE SPACER. For writing on ruled paper or when altering or filling in work previously written. Not visible.
8. LINE SPACER LEVER AND CARRIAGE RETURN LEVER. Returns carriage and spaces to next writing line.
9. PAPER FINGER (left and right). To hold paper firmly against cylinder.
10. CARRIAGE RELEASE LEVER (left and right). Releases carriage so it may be moved freely to right or left.
11. LINE SPACE ADJUSTMENT LEVER. To set for single or double spacing between lines.
12. PAPER SIDE GUIDE. Guides the left edge of the paper. Insures proper centering of writing.
13. ALIGNING SCALE. Indicates bottom edge of writing line.
14. RIBBON CARRIER. See explanation of Fig. 4.
15. TYPE GUIDE. Insures perfect alignment of type, vertically and laterally.
16. PAPER RELEASE LEVER. Used in straightening the paper.
17. CARRIAGE LOCK LEVER. Locks carriage to prevent damage when carrying machine. (See Fig. 1.)
18. RIBBON REVERSE. Used to reverse direction of ribbon travel. Ribbon reverses automatically.
19. RIBBON INDICATOR and STENCIL SWITCH. For selecting the upper and lower halves of the ribbon, and for adjusting the machine for cutting stencils.
20. TOUCH REGULATOR.
21. MARGIN RELEASE KEY. For writing outside the marginal lines without readjusting the marginal stops.
22. TABULATOR KEY. For paragraphing, indenting, etc.
1. SPACE BAR. For spacing between words.
2. SHIFT KEY. For writing capital letters and upper case characters.
3. SHIFT LOCK. For writing all capitals or all upper case characters.

Remington Rand Model 1

Deluxe

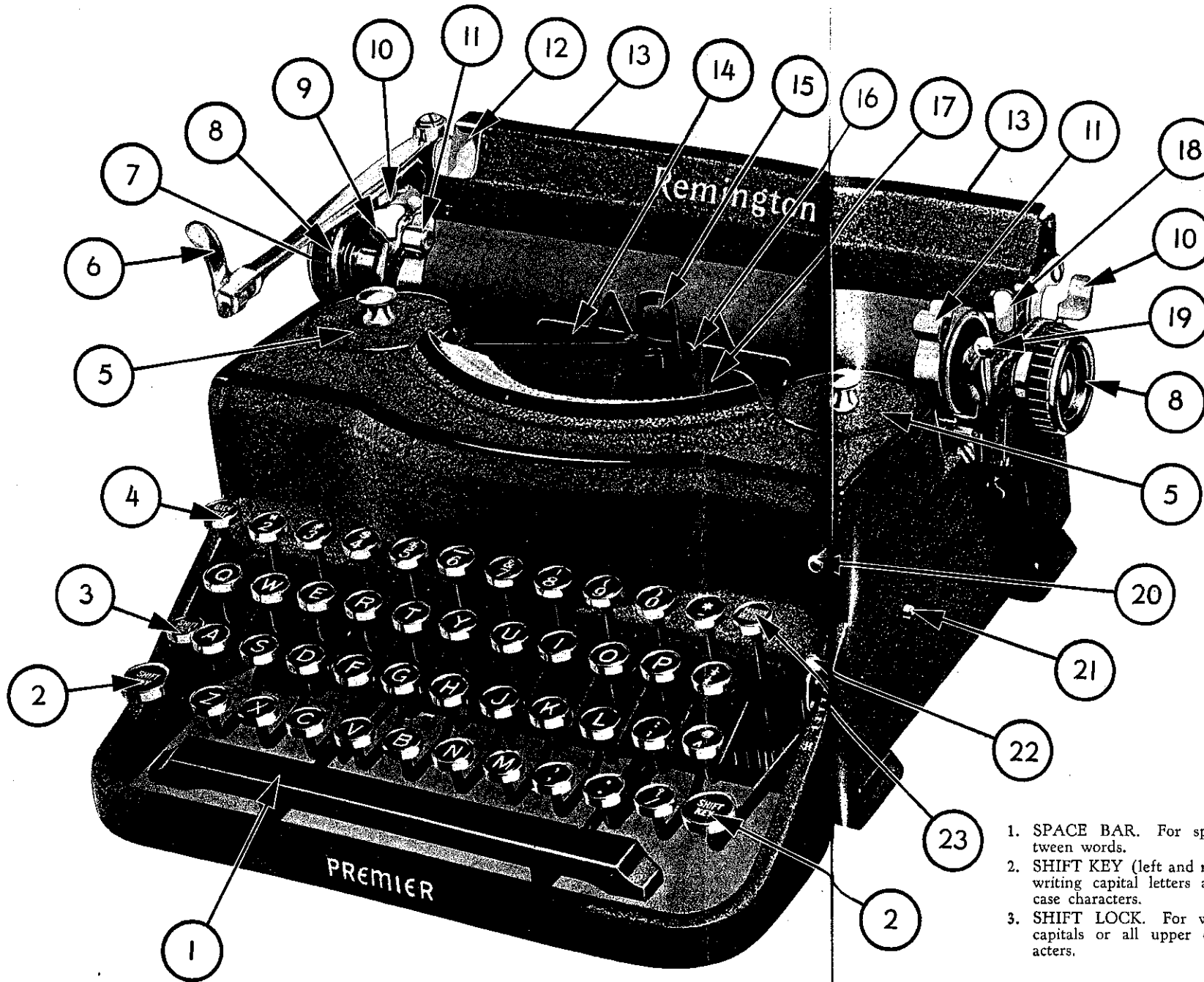


Principal Operating Parts

5. RIBBON SPOOL COVER (left and right). For protecting ribbon from dust and dirt.
6. PLATEN KNOB (left and right). To revolve platen.
7. CARRIAGE RETURN AND LINE SPACE LEVER. Returns carriage and spaces paper to next writing line.
8. VARIABLE LINE SPACE BUTTON. For writing on ruled paper, or when altering or filling-in work previously written. (Not visible.)
9. PAPER FINGER (left and right). For holding paper in position on platen.
10. CARRIAGE RELEASE LEVER (left and right). Permits free movement of the carriage to either side.
11. LINE SPACE REGULATOR. For regulating space between lines of writing. (See Fig. 2.)
12. PAPER TABLE WITH SIDE GUIDE AND SCALE. The Side Guide helps in establishing width of left margin and in centering paper.
13. PLATEN, or CYLINDER. Holds and feeds the writing sheet.
14. ALIGNING SCALE. Indicates bottom edge of writing line.
15. TYPE GUIDE. Insures alignment of type, horizontally and vertically.
16. RIBBON CARRIER. See explanation accompanying Fig. 4.
17. PAPER RELEASE LEVER. Frees paper for removal or adjustment.
18. CARRIAGE LOCK LEVER. Locks carriage in central position to prevent damage when machine is being carried. (See Fig. 1.)
19. RIBBON REVERSE. To reverse the direction of ribbon travel. Ribbon reverses automatically.
20. RIBBON INDICATOR. Permits using upper or lower half of type ribbon as needed. Also neutral position for stencil work.
21. TOUCH REGULATOR.
22. MARGIN RELEASE KEY. Permits writing outside either margin stops without adjusting the stops.
23. TABULATOR KEY. Used for paragraphing, indenting, billing and all columnar work. (See Fig. 3.)
1. SPACE BAR. For spacing between words.
2. SHIFT KEY. For writing capital letters and upper case characters.
3. SHIFT LOCK. For continuous writing of capital letters and upper case characters.
4. BACK SPACE KEY. For moving carriage back one or more spaces.

The Remington

Premier



Principal Operating Parts

4. BACK SPACE KEY. Used when carriage is to be moved back one or more spaces.
5. RIBBON SPOOL COVER (left and right). To protect ribbon from dust.
6. LINE SPACE LEVER AND CARRIAGE RETURN LEVER. Returns carriage and spaces to next writing line.
7. VARIABLE LINE SPACER. To permit variation in line spacing. Located in center of platen knob. Not visible.
8. PLATEN KNOB (left and right). To revolve platen.
9. LINE SPACING REGULATOR. To set for single, double or triple spacing between lines.
10. CARRIAGE RELEASE LEVER (left and right). Releases carriage so it may be moved freely to right or left.
11. PAPER FINGER (left and right). To hold paper firmly against cylinder.
12. PAPER SIDE GUIDE. Guides the left edge of paper. Insures proper centering of writing.
13. MARGINAL STOPS (left and right). Not visible in this picture (See Fig. 3). Used to regulate the width of margin.
14. ALIGNING SCALE. Assists in determining margin and tabulator adjustments.
15. TYPE GUIDE. Insures perfect alignment of type.
16. RIBBON CARRIER. Keeps ribbon in place between type and carrier. (See Fig. 4.)
17. RIBBON.
18. PAPER RELEASE. Used in straightening the paper.
19. CARRIAGE LOCK LEVER. Locks carriage to prevent damage when carrying machine. (See Fig. 1.)
20. RIBBON INDICATOR. For selecting the upper and lower halves of the ribbon, and for adjusting the machine for cutting stencils.
21. RIBBON REVERSE.
22. TOUCH REGULATOR.
23. MARGIN RELEASE KEY. For writing outside the marginal lines without readjusting the marginal stops.
1. SPACE BAR. For spacing between words.
2. SHIFT KEY (left and right). For writing capital letters and upper case characters.
3. SHIFT LOCK. For writing all capitals or all upper case characters.



“By Your Letters They Shall Know You”

The letters you write are your personal emissaries. Just as you judge the business firm by its representative who calls on you, so do business firms receiving your letters about personal business, judge you from the impression they create.

Are your letters neat? Do they make it easy for others to serve you? These are some of the vital factors influencing the net results of your accomplishments through letters.

Are you writing for extended credit? Do you wish to open a new account with some department store? Has some merchant with whom you deal failed to fulfill his promise? Are you applying for a new position—or are you writing to Mrs. Jones accepting or declining an invitation? Have you club or lecture work to prepare? The degree of your success in these various undertakings which are to be taken care of through your letters, depends entirely upon your presentation of clear, concise and easy-to-read information.

Your new Remington Portable Typewriter will help you do all these things better than ever before. In the following pages samples of business and social letters are given. They are not offered as stock or form letters. They merely demonstrate the brevity, conciseness, clearness, and neatness with which your message can be written so as to produce the desired results. Most students find them very useful. Remington Rand Inc. feels certain that you, too, will enjoy the guidance they offer.

Remington Rand Inc.

EXECUTIVE OFFICES

Buffalo, N.Y.



January 2, 1940

Miss Margaret Johnson
33 Congress St.
Buffalo, N. Y.

Dear Miss Johnson:

We appreciate your letter of December 28th and your complimentary comment about the Remington Noiseless portable which you recently purchased.

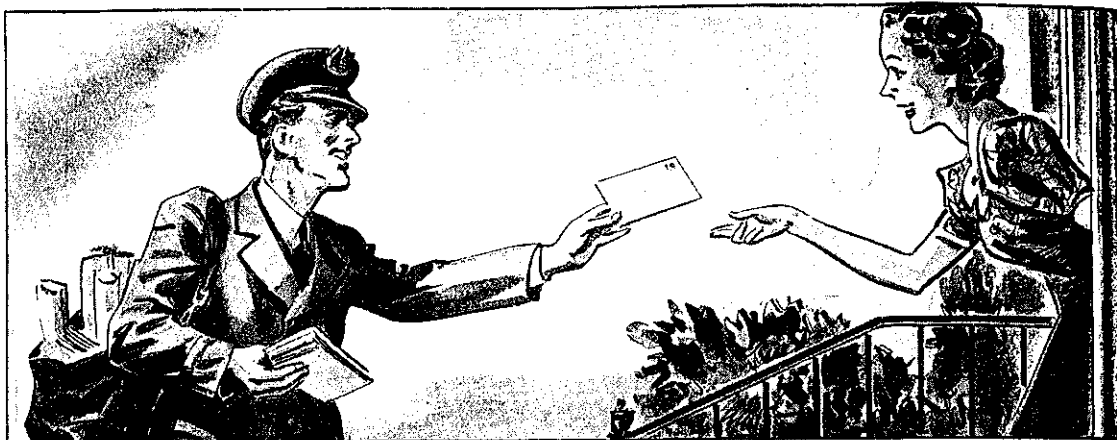
Your remittance to cover a box of Red Seal carbon paper and a new Remington portable typewriter ribbon is also acknowledged. These items will be mailed to you under another cover and we are sure that you will find them of the same high quality as your Remington Portable.

Please call on us whenever we can be of service to you.

Very truly yours

REMINGTON RAND INC.

JLH:m



SOCIAL CORRESPONDENCE

Dinner Invitations

199 Berkeley
January 2, 1940

My dear Mrs. Smyth:

Will you and Mr. Smyth give us the pleasure of your company at Dinner on Monday, the seventh, at eight o'clock?

Sincerely yours,

2430 E. Genesee Street
January 2, 1940

Dear Mr. Harrigan:

We would be very pleased to have you dine with us on Monday, the twelfth, at seven o'clock, if not engaged.

Cordially yours,

A dinner invitation in the form of a note must be answered by a note. It is a sensible custom to repeat the dates given in the hostess' invitation.

15 Berkeley Drive
January 2, 1940

My dear Mrs. Jones:

It gives me great pleasure to accept your kind invitation to Dinner on Monday, the seventh, at eight o'clock.

Sincerely yours,

Breaking Dinner Engagements

15 East 32nd St.
January 2, 1940

My dear Mrs. Smyth:

Mr. Jones and I are extremely sorry that we are not able to accept your invitation for the Sixth. We are pledged for a Dinner and the Theater on that date, and lament that the gods see fit to offer us so many more charming invitations than we are able to accept and profit by. Mr. Jones joins me in kind regards and regrets.

Believe me,

Sincerely yours,

SUPPLIES AND MAINTENANCE

for your

Remington Portable Typewriter

Supplies—From time to time you will find it necessary to purchase carbon paper and typewriter ribbons. Remington Rand Inc., in anticipating your needs along these lines, has created just the right carbon paper and typewriter ribbon for your precise needs.

Your nearest Remington Rand Inc. Branch Office or Dealer will be glad to explain to you which of these products is best suited for the purpose you wish to accomplish. You will find Remtico products will give you cleaner, better and more impressions.

Maintenance—Remington Rand Inc. maintains nearly 300 service stations throughout the world. Each man is trained by factory specialists. He knows just what to do when servicing your machine. He will do it with the least amount of cost and in less time than would otherwise be possible. These points of service have been established for your convenience. Use them, and your Remington Portable Typewriter will give you added years of faithful service.

W^E WISH to express our deep appreciation for the courtesy you have extended us through our sales representative. At the same time we want to congratulate you on your purchase of a personal writing machine. As we have said elsewhere in this book, we are sure you have made available to yourself and your family the most valuable, educational and cultural tool, the benefits of which will be yours as long as you live.

REMINGTON RAND INC.