

Remington Rand

DIVISION OF SPERRY RAND CORPORATION



Remington Rand
**TOUCH
METHOD
TYPING**

**instruction
book**

REMINGTON® PORTABLE

these features contribute to better typing with your new Remington portable typewriter

- 1 Smooth operating rigid carriage.
- 2 Single, double and triple line space selector.
- 3 Variable line spacer.
- 4 Line locating lever permits typing of fractional spacing, allows return to accurate register at original printing position automatically.
- 5 Cylinder knobs (right and left).
- 6 Carriage release (right and left).
- 7 Adjustable paper side guide.
- 8 Paper table with paper scale.
- 9 Visible margins, set directly from front of machine.
- 10 Long convenient line space and carriage return lever.
- 11 Larger size cylinder provides greater paper gripping facility and better print-work as on office typewriters.
- 12 Three-position paper bail smooths out the paper, quieting your typing and insuring good registration.
- 13 Patented simplified ribbon changer.

- 14 Featherlight locked segment shift for faster, positive shifting to capital letters and upper case characters as on office typewriters.
- 15 Synchronized scales for margin, setting, centering paper and locating writing line.
- 16 Paper bail lever.
- 17 Paper release lever.
- 18 Carriage centering lever.
- 19 Single stroke automatic ribbon reverse (reverses instantly).
- 20 Positive two-color ribbon and stencil control mechanism.
- 21 Margin release permits typing beyond right or left margin stops.
- 22 Personal touch regulator permits adjustments of key action to personal preference.
- 23 Tabulator key.
- 24 Shift lock (right and left).
- 25 Shift key (right and left).
- 26 Exclusive scientifically designed finger-speed keys developed especially for your finger comfort.
- 27 Standard 4-row, 44-key, 88-character keyboard with operating controls as on office typewriters.
- 28 Standard space bar as on office typewriters.
- 29 Positive action back spacer.

30 Exclusive MIRACLE TAB (QUIET-RITER only). Sets, clears tabulator stops right from the keyboard with one lever operation.

31 Auxiliary manual ribbon reverse.

32 Full 12 yard ribbon as on office typewriters.

33 Hinged top cover for easy access to ribbon spools and routine type cleaning.

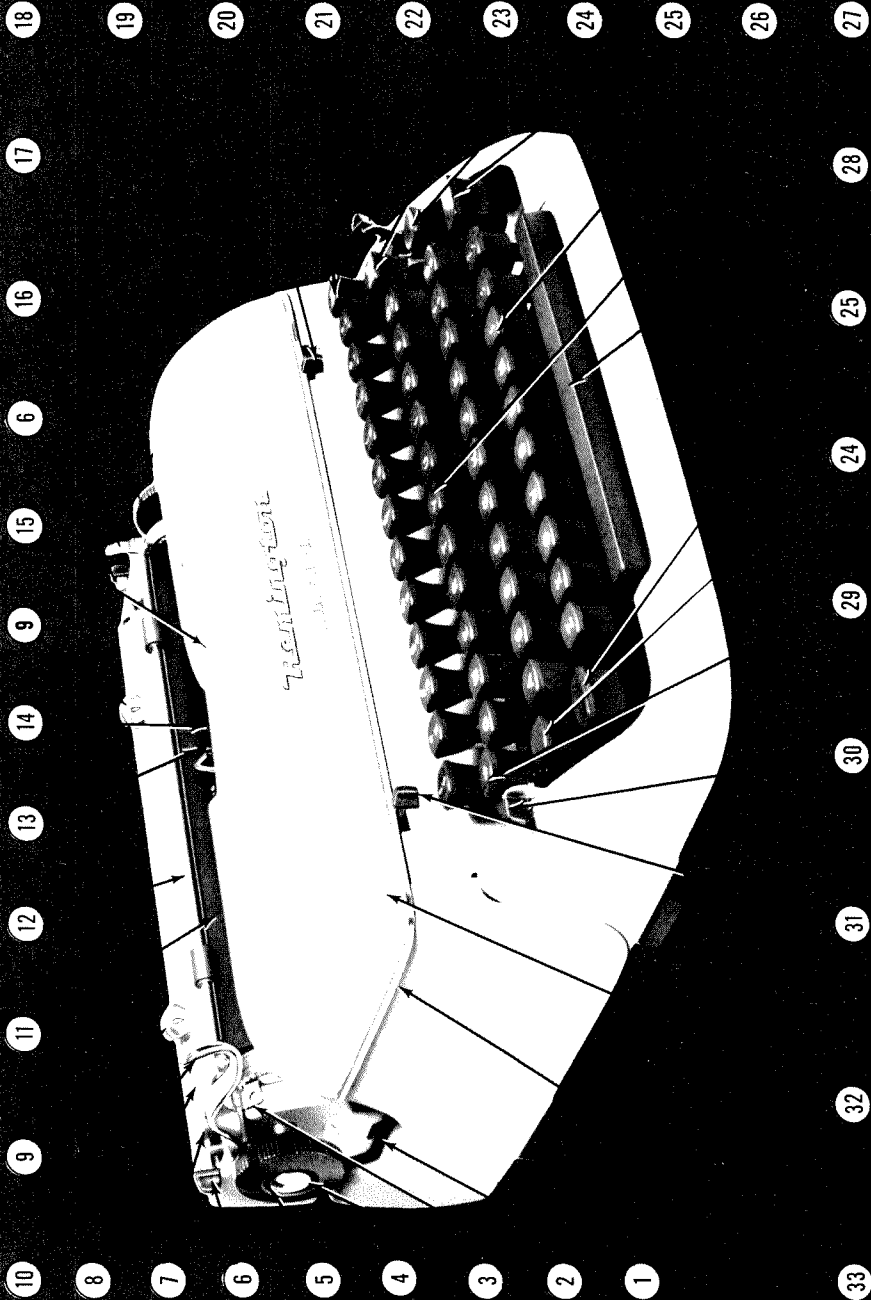
GENERAL CARE—Reasonable care on your part will insure added years of satisfactory performance from your typewriter. A typewriter's principal enemy is dust. Keep your typewriter covered when not in use. Clean the typefaces occasionally with a brush to remove accumulated lint and ink.

Do not clean your typewriter's surface with alcohol as it is injurious to the finish. Once in a while you may put a drop of oil on each of the two rails on which the carriage moves and then rub it off again. Never attempt to oil the typebars or any other part of the mechanism as this may have a tendency to gum and clog the working parts.

Your REMINGTON Portable was carefully inspected before it was delivered to you. If it ever does need adjustment or repair, take it to the nearest Remington Rand Typewriter Service Station or to an authorized Remington Rand dealer where trained servicemen will give it expert attention.

Take good care of your REMINGTON Portable and it will repay you with many years of faithful service.

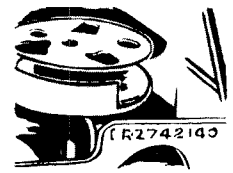
NOTE—The Letter-riter has the same features as the Quiet-riter except **Miracle Tab** and **44-key, 88-character keyboard (Letter-riter has 42-key, 84-character keyboard).**



HOW TO USE YOUR REMINGTON LETTER-RITER

You'll have a pride in ownership and pleasure in typing you never experienced before when you begin to use your new REMINGTON Portable Typewriter. It has been designed and built to give you the utmost in fine writing performance and ease of operation.

The first thing you should do is fill out and mail your Warranty Card. To locate the serial number on your REMINGTON Portable, lift top cover and look on the right side of frame, just below the right ribbon spool.



This booklet has been planned to show you how to get the most from this superb typewriter. To do this you will want to familiarize yourself with the operation of your REMINGTON Portable's many convenient features. These features, explained on Pages 4 to 10, will make your typing easier and better. To find the exact location of each, refer to the chart on page 22. Number in parentheses after each feature corresponds with chart. If you wish to practice the touch method of typing, turn to the typing instruction section which begins on Page 11.

NOTE—The Letter-riter has the same features as the Quiet-riter except it has no *Miracle Tab* and has a 42-key, 84-character keyboard.

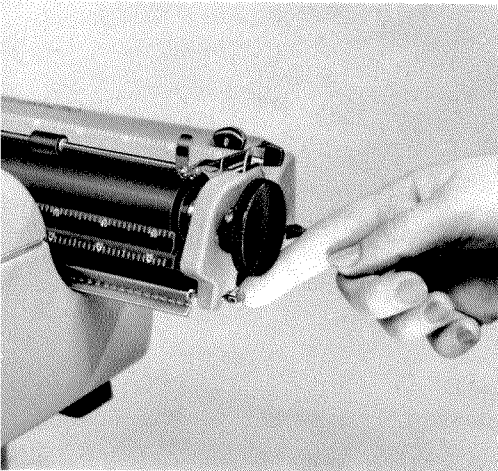
OPERATING INSTRUCTIONS

CENTERING LEVER

The Carriage Centering Lever (18) is located under the right Cylinder Knob. This device disengages and centers the carriage (1) so when the machine is put into the case the cover can be closed.

To engage Carriage for operating after case is opened, the Centering Lever is moved horizontally toward you by the tip of the finger.

To disengage Carriage for centering preparatory to closing case, the Centering Lever is moved with the thumb horizontally away from you.

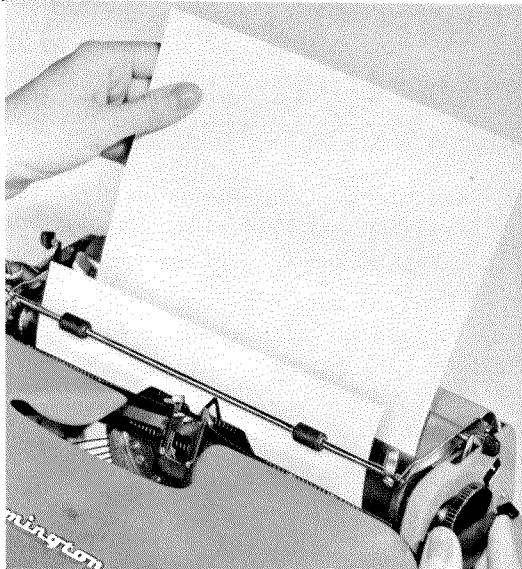


INSERTING PAPER

To insert paper into the machine, pull the Three-Position Paper Bail (12) forward and drop paper behind the Cylinder (11).

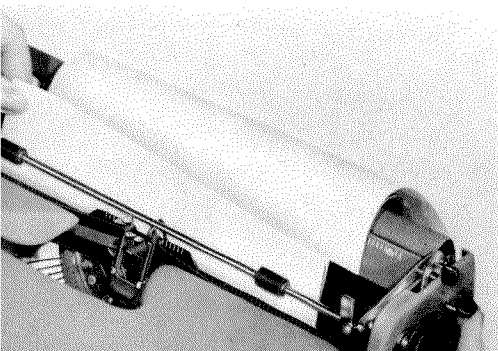
(Note: Your REMINGTON Portable is equipped with a single wide rear feed roll which acts as a straight edge—your paper should feed in straight.)

Rest left edge of paper against Paper Guide (7). Turn either of the Cylinder Knobs (5) (preferably right hand knob) away from you until paper comes up under Three-Position Paper Bail.



ADJUSTING PAPER

If necessary, the paper may be adjusted by raising the Paper Release Lever (17) which is located to right of Paper Bail into its upright position. When paper is adjusted, return Paper Release Lever to original position. Flip Paper Bail into position on Cylinder with right thumb.



Remington Rand

DIVISION OF SPERRY RAND CORPORATION

SPRING 7-8000

315 FOURTH AVENUE,
NEW YORK 10, N. Y.

April 1, 1957

Miss Jane Smith
33 Jones Street
New York 17, N. Y.

Dear Miss Smith:

Thank you for your kind letter and your complimentary comments about the Remington Portable Typewriter. We are proud to tell you that people from all over the nation have written us in praise of the values of this superb writing machine.

About Ribbons and Carbon Paper, you may purchase our famous brands "quality by Remington Rand" at any of the better stationery, office equipment or department stores.

You will find that you may rely on the brand name "Remington Rand" as your guarantee of quality products whatever your office equipment, typewriter or supplies needs may be.

Very truly yours,

REMINGTON RAND

J.M. Actively
Sales Manager, Typewriters
Dealer Sales Division

8 speed practice

Now that you are becoming accustomed to the "feel" of touch-typing try the following paragraphs to increase your typing speed. Follow this procedure for each paragraph.

first take: Type at regular speed.

speed take: Push for speed; forget about errors; see how many words you can complete in 1 minute. (Each of the paragraphs below consists of approximately 50 words). Take about 5 to 10 one-minute speed timings on the same paragraph, typing faster and faster.

control take: Relax a few moments then type the same paragraph once strictly for *control*.

Some members of that company would like to have a man from this department come to their office and make a study of the method they use in doing their work, for they know what we have done for others and feel that a study of their own methods would help.

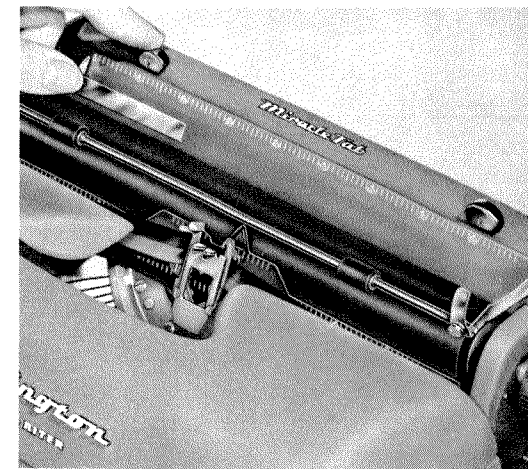
Their manager wants to know when our man could make the study and how much time we think he would require to finish the work and have a report ready for the consideration of their chairman of the board and the other eight members. Their meeting is tomorrow.

The invoice which was mailed to you on the first of this month was due at that time but has not yet been paid, and, therefore, we are enclosing another one. This invoice includes only those items which you bought before the first, but nothing bought after that time.

Our records show that you have usually paid your account on the date it is due, and we are at a loss to know what may have caused the present delay in your payment of this invoice. Perhaps, you did not get the first one we mailed to you.

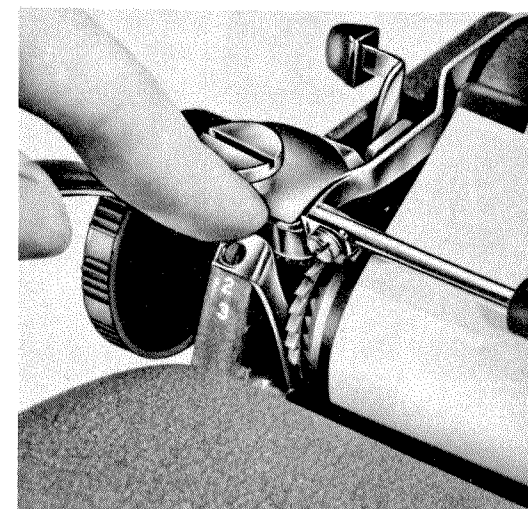
VISIBLE MARGINS

To set your margins, press down the left hand Visible Margin (9) and move to the point on the Paper Table Scale (8) where the writing line is to begin. Then press down the right hand Visible Margin and move to the point where the writing line is to end. Your margins are set. To change, repeat operation.



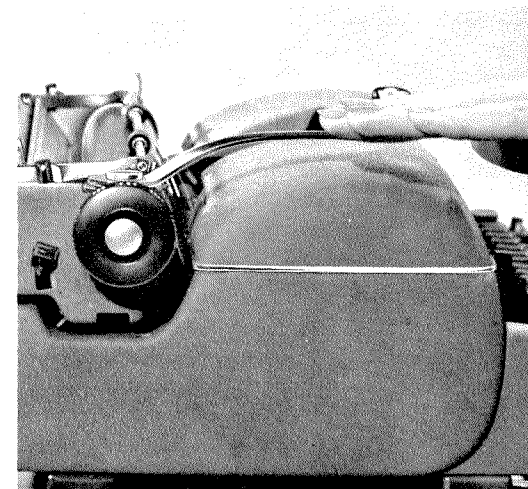
LINE SPACE SELECTOR

Your REMINGTON Portable is equipped with single, double and triple spacing between lines. The plainly visible numbers below the Line Space Selector (2) permit you to select your spacing.



LINE SPACE AND CARRIAGE RETURN LEVER

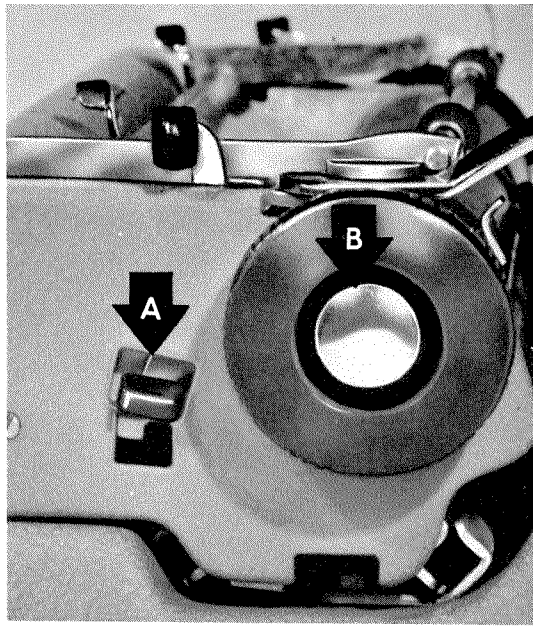
The Line Space and Carriage Return Lever (10) is a feature of the machine that comes into use every time the carriage is returned to begin a new line of typing. It is properly curved to fit the index finger of your left hand, and the same motion which returns the carriage also moves the paper up into position for writing the next line.



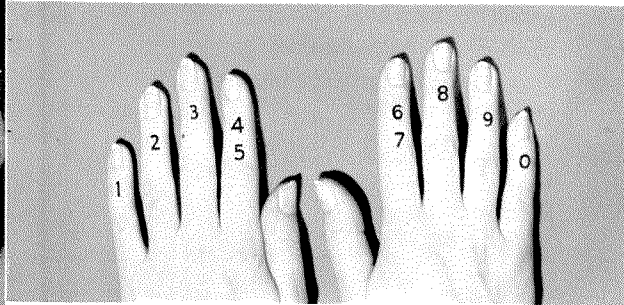
LINE LOCATING LEVER & VARIABLE LINE SPACER

A. To change the line spacing to a fraction of a line temporarily (as in typing a chemical or mathematical formula such as H₂O), move the Line Locating Lever (4) downward as far as it will go and rotate the Cylinder to the desired position. Then, to return to the exact original alignment, return the Line Locating Lever to its upward position.

B. To change the line spacing to a fraction of a line and then proceed with regular spacing from the new position, press in the Variable Line Space Button (3) on the Left Cylinder Knob, and rotate the Cylinder to the desired line.



7 typing numbers



The small letter before each series of numbers in the drill below indicates what finger is used to strike each number. As shown in the second portion of the drill, always space once after the comma

following the day of the month before proceeding with the year. Follow the groups as shown on the keyboard above, then type the exercise.

a111 s222 d333 f444 f555
a111 s222 d333 f444 f555

j666 j777 k888 1999 ;000
j666 j777 k888 1999 ;000

s222 May 2, 1922 d333 May 3, 1933 f444 May 4, 1944
f555 May 5, 1945 j666 May 6, 1946 j777 May 7, 1947

k888 May 8, 1948 1999 May 9, 1949 ;000 May 10, 1950
On May 6 you will receive your invoice.

I am enclosing Tax statements for June 15, 1928,
September 25, 1936, December 30, 1942 and March 10,
1951.

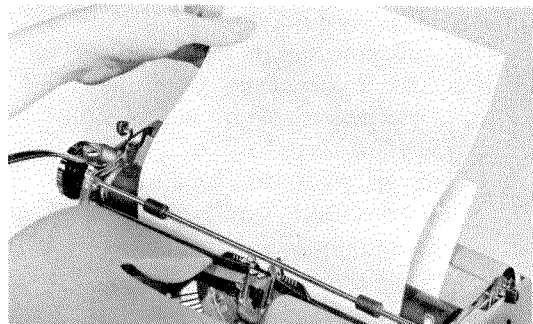
Men's suits are on sale on the 12th floor, sections
15-18.

Sherry is 4 years old and Barbara is 27 months.

Remington Rand is located at 315 Fourth Avenue,
New York 10, N. Y.

WARNING BELL AND MARGIN RELEASE

When in typing you approach the right margin, a Warning Bell will ring, after which there is allowed five spaces before reaching the right margin stop when the Line Lock will take effect. This locks the Type Bars to prevent you from typing one character over another. To type past the Line Lock or in left margin press the Margin Release Key (21).



REMOVING PAPER

To remove paper, raise Paper Release Lever to free paper, and move forward Three-Position Paper Bail. Then remove paper from machine. Paper may also be rolled out by means of either Cylinder Knob. (Suggestion: When rolling paper out by means of the Cylinder Knobs disengage the Line Locating Lever.)

6 sentence practice

Type each of the following 2-line sentence exercises several times, first slowly, then faster and faster until you have acquired a maximum skill with a minimum of errors.

We received the initial shipment last Tuesday. Please render your bill so that we may remit payment.

Learning on a REMINGTON actually makes touch-typing easier. That is because of faster, smoother action.

If you will send a salesman we may place an order. Discounts, we feel, should be discussed in person.

My daughter has tried all makes. She says that no other typewriter has the "feel" of the REMINGTON.

Unless we hear to the contrary, we shall ship all open orders. Bills will be rendered next month.

All makes and models are now available. However, your decision to buy another REMINGTON is wise.

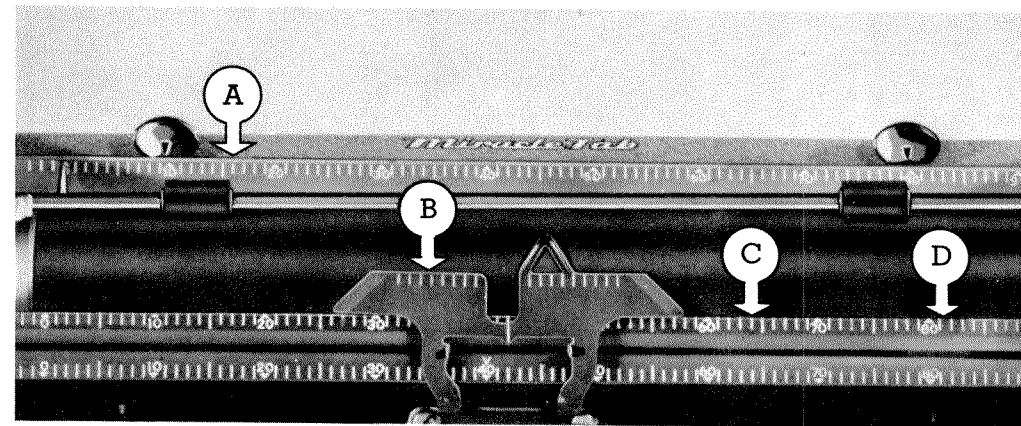
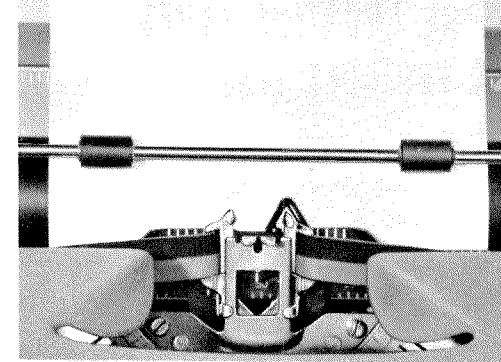
Your reminder about the new price has been received. We have decided to place our order at once.

Typing skill, like most others is largely a matter of practice. Your proficiency will depend on you.

HANDLING CARDS AND ENVELOPES

To write on cards and envelopes, you will note that there is a permanent Card Finger on the Card and Writing Line Scale. You can write in perfect alignment to the extreme top, from edge to edge or to the bottom of cards.

(When writing at bottom of cards use the Three-Position Paper Bail.)



SYNCHRONIZED SCALES

Your REMINGTON is equipped with Synchronized Scales (15) which are in effect a set of corresponding synchronized rulers. All read from left to right, are identically calibrated with "0" in the same place, and are invaluable for margin setting, centering paper and locating the writing line.

A. Paper Guide Scale on Paper Table. Is used in setting the Paper Guide. Ordinarily, the Paper Guide is set at "0". Another value of this Scale is for centering paper.

B. Card and Writing Line Scale. Is used to align characters with work already on page or card. Top edge of Scale denotes base of writing line.

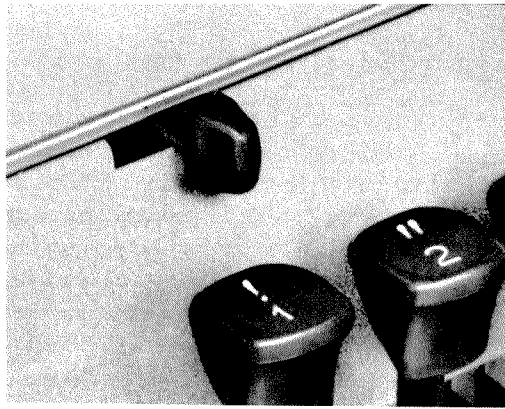
C. Cylinder Scale. Is used to compute measurements on the paper and for aligning full lines of writing. The top edge of the Cylinder Scale denotes the base of the writing line. It is also used for centering paper.

D. Carriage Scale. To determine margin or tabulator settings use the Carriage Scale Pointer to locate the Carriage at a specific printing point.

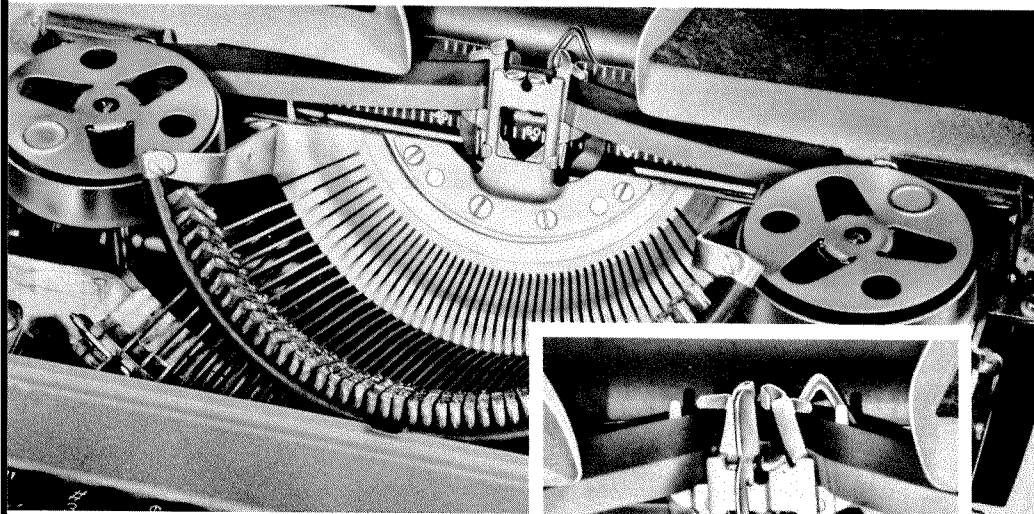
Note: To find the center of a page, insert the paper with the left edge at "0" on the Cylinder Scale. Then read the measurement at the right edge and divide by two, thus locating on the Carriage Scale the printing point which is the center of the page. To center a heading after locating the center of the page, backspace once for each two letters and spaces in the heading.

AUTOMATIC RIBBON REVERSE

The ribbon reverses itself automatically (it is a single stroke automatic reverse (19).) When the end of the ribbon is reached, it reverses instantly. It may be reversed manually at any time by moving the Manual Ribbon Reverse (31) found on left side just below Hinged Top Cover (33), to opposite position.



PATENTED SIMPLIFIED RIBBON CHANGER



Makes ribbon changing a simple operation. To change the ribbon:

- A. Lift Hinged Top Cover.
- B. Move the Manual Ribbon Reverse to its left position.
- C. Wind all the old ribbon onto Right Spool.
- D. Press down on either Shift Lock Key (24). *Press together prongs of the Simplified Ribbon Changer (13), and lift ribbon from changer.*
- E. Remove the tops from the Spools, then lift the ribbon from the slot in the Left Spool and discard old ribbon and

Metal Core from Right Spool. Place the new ribbon on Right Spool, making certain the ribbon unwinds from the back of the Spool. Place the end of the ribbon with metal tip into slot on Left Spool. Place the ribbon behind the Simplified Ribbon Changer. Replace Spool Covers and strike any character key. Release Shift Lock, put Hinged Top Cover down and you are ready to type.

5 typing capital letters

To type capital letters, depress the "Shift Key" with the little finger of the hand opposite the one which is to be used for striking the letter to be capitalized. Example: "A" is struck with the little finger of the left hand, therefore to type a capital "A" depress the shift key on the right hand side of the typewriter with the little finger of the right hand. Starting from and returning to the home position, operate alternately the left and right shift keys to get the "feel" of them.

capital and sentence exercise

I mailed the check to cover the cost of the suit.

The time to start that saving account is now.

Handkerchiefs are on sale in the linen shop.

Answer all questions on the form if you please.

Now, you too, can learn to touch-type quickly.

Be sure to remember to strike the keys sharply.

When your salesman calls here have him bring a catalog.

Order samples from the enclosed descriptive sheet.

4 typing a sentence

Review your finger groups by placing your hands over your last tracings, and reciting to yourself the letters struck by each finger. Now type the words and phrases below. First get the "feel" of the keys before you type each new word, spelling to yourself. With eyes on the exercise, type each word slowly, then faster and faster. **STRIKE KEYS SHARPLY!**

if if if it it it is is is time time time
if if if it it it is is is time time time
if it is time if it is time if it is time

for for for for the the the the bill bill bill
for for for for the the the the bill bill bill
for the bill for the bill for the bill

if it is time if it is time if it is time
for the bill for the bill for the bill
if it is time for the bill if it is time for the bill

we we we we can can can can pay pay pay you you you
we we we we can can can can pay pay pay you you you
we can pay you we can pay you we can pay you

Type the following sentence slowly, spelling to yourself. Then retype any mis-typed word three times. Keep your eyes on the exercise. Type the sentence faster and faster until you can do it in less than a minute. Spell to yourself. Keep wrists level. **STRIKE KEYS SHARPLY!**

if it is time for the bill we can pay you

RIBBON COLOR CONTROL

Your REMINGTON takes a full twelve yard ribbon as on office typewriters. The Ribbon Color Control (20), found on the right of the machine just below the Hinged Top Cover, permits you to use both the upper and lower halves of any ribbon. To use the upper half of the ribbon, move the Color Control Lever to the blue dot. To use the lower half of the ribbon, move the Color Control Lever to the red dot. To make the rib-



bon inoperative for stencil cutting move Lever to white dot.

STANDARD KEYBOARD AS ON OFFICE TYPEWRITERS

Your REMINGTON Portable is equipped with Finger Speed Keys (26). If you place your finger on one of the keytops, it will appear as though the keytop was really moulded to *fit your finger*—which it was. These Finger Speed Keytops are *non-inflammable, dirt proof and snag proof* because they have *no rings* to

catch fingernails. The position of the keys, the arrangement of the Keyboard (27), as well as of the Standard Space Bar (28), Shift Keys (25), Margin Release (21), Positive Action Backspacer (29), is exactly standard and permits you to switch to or from the office size typewriter with ease and familiarity.

CAPITALS OR UPPER CASE CHARACTERS

To type Capitals or Upper Case Characters, press either the Right or Left Shift Key down. Hold it down while you type the desired character. To type Capitals or Upper Case Characters in

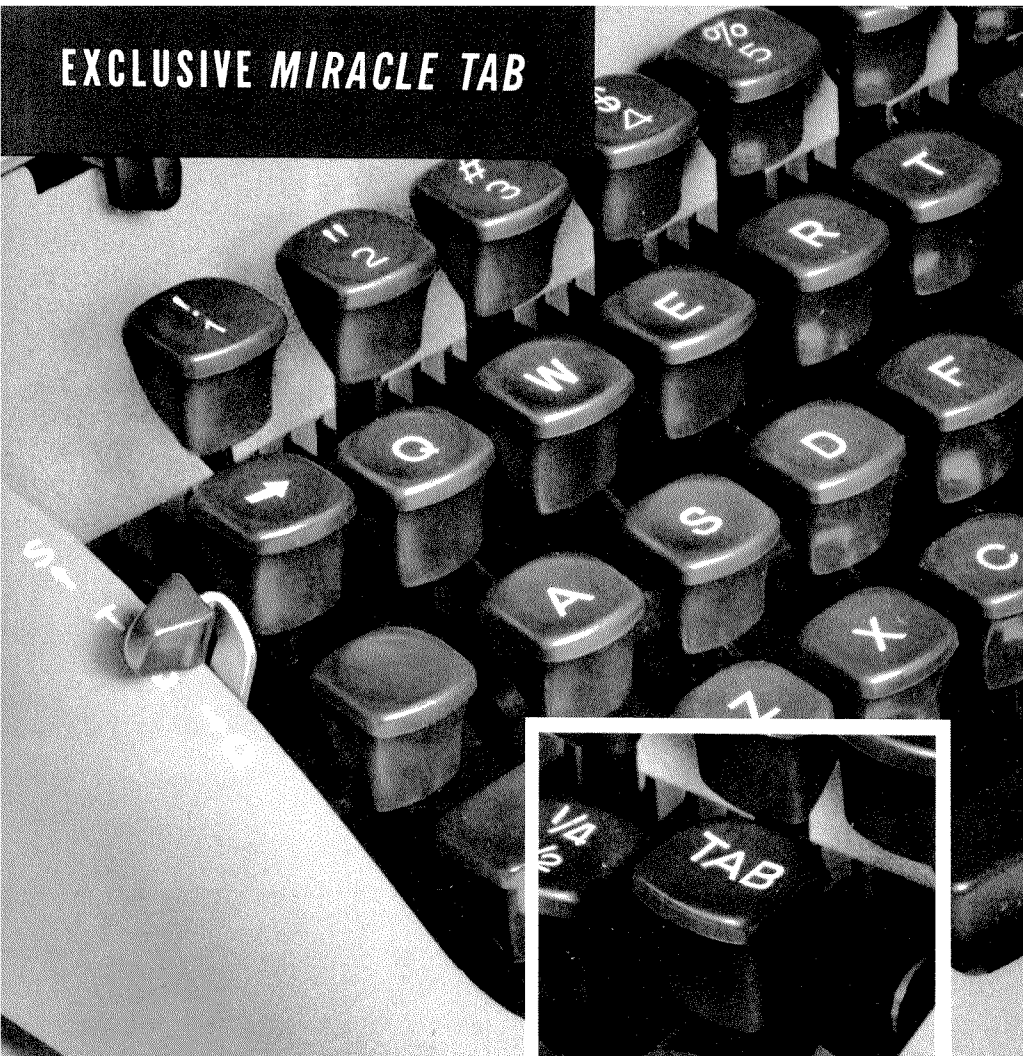
sequence, use the Shift Key Lock (either right or left) which holds the Featherlight Locked Segment (14) in Upper Case position until you release it by pressing down on either Shift Key.

PERSONAL TOUCH REGULATOR

The Personal Touch Regulator (22), located on the right side of the keyboard, makes it possible to adjust the touch of the keys to the preference of the individual operator. The Personal Touch Regulator has three positions for — light, medium and firm touch.



EXCLUSIVE MIRACLE TAB



The MIRACLE TAB (30) on the left of the keyboard sets and clear Tabulator Stops right from the keyboard.

To set Tab Stops, move the Carriage to the desired position, then merely move the Double Action Lever up to the "S" or set position and the Tab Stop is set. You may repeat this process as often as desired for there is a Tab Stop for every space on the carriage.

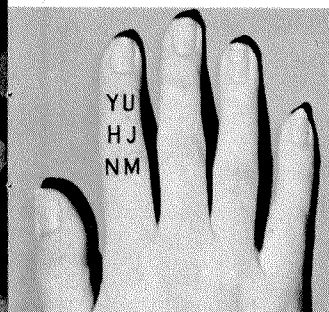
To tabulate after Tab Stops are set, merely press the Tab Key down (23)

which is found on the right side of the keyboard below the Margin Release Key.

To clear a single stop merely tabulate to the stop you wish to eliminate, press the Double Action Lever down to "C" or clear position, and that stop is removed. If you wish to remove all the Tab Stops, just press the Double Action Lever down to the "C" position and hold it there while moving the Carriage completely across to its left or right margin. All stops will be removed.

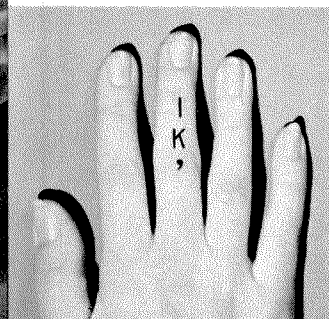
NOTE — The Remington Letter-riter is not equipped with Miracle Tab.

3 the right hand keys



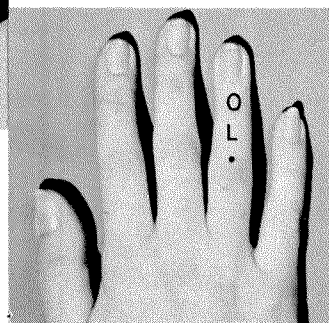
This exercise provides practice on all the keys struck by the right index finger. Type the "j" group through once looking at the keyboard to get used to the reach from one letter to another. Type 3 lines with eyes on the exercise. Spell to yourself. **STRIKE KEYS SHARPLY!**

juj jyj jhj jnj jmj aqa aza sws sxs
ded dcd frf ftf fgf fbf fvf juj jyj
jhj jnj jmj



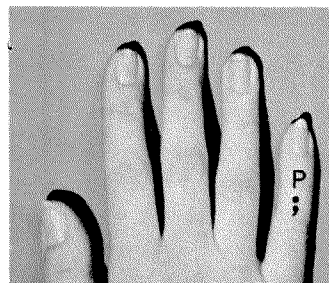
These are the keys struck by the second finger, right hand and reviews the previous exercises. Type 3 copies without looking up. Spell to yourself. Keep wrists level. **STRIKE KEYS SHARPLY!**

kik k,k juj jyj jhj jnj jmj aqa aza
sws sxs ded dcd frf ftf fgf fbf fvf
kik k,k



This introduces the keys struck by the third finger, right hand and provides a review. Type 3 copies. Keep palms off machine, eyes on exercise. Spell to yourself. **STRIKE KEYS SHARPLY!**

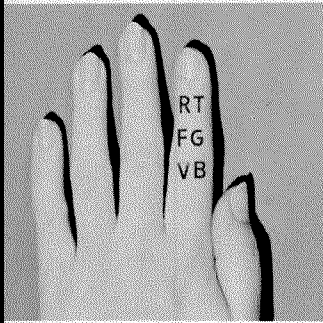
lol l.l kik k,k juj jyj jhj jnj jmj
aqa aza sws sxs ded dcd frf ftf fgf
fbf fvf lol l.l



This introduces the keys struck by the fourth finger, right hand and provides a review. Type 3 copies. Spell to yourself, eyes on exercise, wrists level, palms off keyboard. **STRIKE KEYS SHARPLY!**

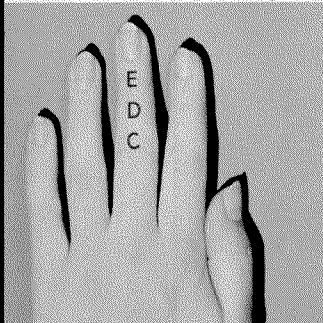
;p; lol l.l kik k,k juj jyj jhj jnj
jmj aqa aza sws sxs ded dcd frf ftf
fgf fbf fvf ;p;

2 The left hand keys



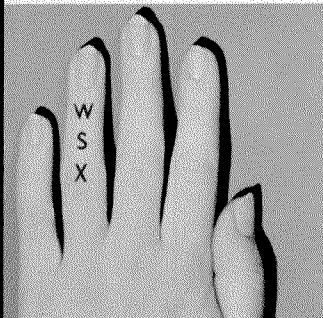
This exercise provides practice on all the keys struck by the left index finger. Looking at the Keyboard to get used to the reaches from one letter to another, type each group once. Space once with the right thumb after each group. Type 3 lines with eyes off keyboard and on the exercise. Say each letter to yourself. **STRIKE KEYS SHARPLY!**

frf ftf fgf fbf fvf frf ftf fgf fbf fvf



These are the keys struck by the left second finger and reviews the previous exercise. Type 3 copies, *keeping the eyes on the exercise*. Spell to yourself. Wrists level. **STRIKE KEYS SHARPLY!**

ded dcd frf ftf fgf fbf fvf ded dcd
ded dcd frf ftf fgf fbf fvf ded dcd



This introduces keys struck by the third finger, left hand and provides a review. Type 3 copies. Keep eyes on exercise, don't look at the keyboard even if you make a mistake. Spell to yourself. **STRIKE KEYS SHARPLY!**

sws sxs ded dcd frf ftf fgf fbf fvf
sws sxs ded dcd frf ftf fgf fbf fvf



This introduces the keys struck by the fourth finger, left hand and provides a review. Type 3 copies. Keep palms away from typewriter. Don't look up. Spell to yourself. Keep wrists level. **STRIKE KEYS SHARPLY!**

aqz aza sws sxs ded dcd frf ftf fgf
aqz aza sws sxs ded dcd frf ftf fgf

touch method typing

It's easy to learn to type on a REMINGTON Portable. 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 type with a fair degree of speed. With a few days' practice you should be able to type faster than writing with pen and ink.

You will find that the time you spend in learning is well worth-while. If you are a businessman 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 better grades in school.

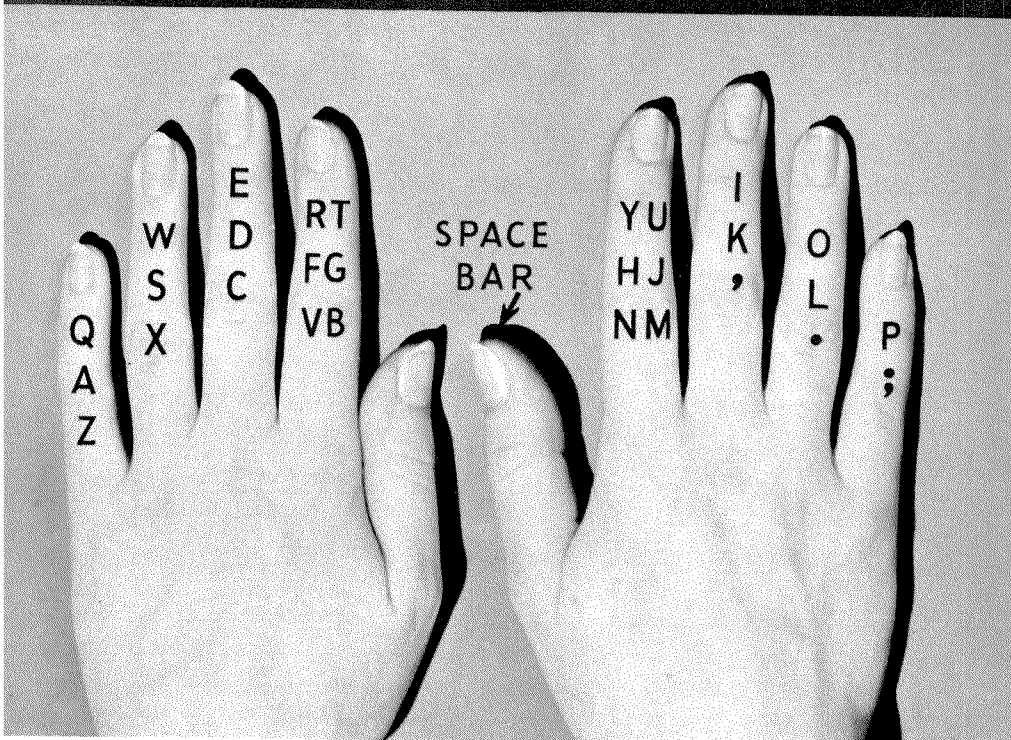
Professional men and women find their Portables useful in the preparation of

papers and reports, for professional and personal correspondence. In the home, all 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.

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 skill is based.

Before starting to type, refer to the chart on Page 22 and familiarize yourself with the operating features of your REMINGTON Portable Typewriter.

1 learning the key locations



(A) Place the left hand on a sheet of blank paper palm down, fingers slightly separated, thumb extended. With a pencil in the right hand, trace the outline of your left hand. Reverse the process and trace an outline of your right hand. Copy the correct letters for each finger as shown in the photograph above repeating the letters to yourself as you write them thus:

Fourth Finger -- QAZ

Third Finger -- WSX etc.

(B) Cover the left hand tracing and letters with your left hand. Think of a finger at a time and try to remember the letters struck by that finger. If you can't remember raise the finger and look at the letters. Observe that the index finger does double duty and has two sets of letters to strike. When you have mastered the groups of letters struck by the left hand, repeat the process with the right hand.

(C) Trace each hand on separate sheets of paper again and fill in the correct letters struck by each finger from memory. If you do this correctly you are half way to your goal of touch typing. Now, continue with the instructions which follow.

Place your fingers on the "home keys" of your keyboard as indicated in the photographs. Fingers of the left hand on A, S, D, F. Fingers of right hand on J, K, L, ; . Right thumb resting lightly on space bar. Wrists level; fingers slightly arched, palms off typewriter.