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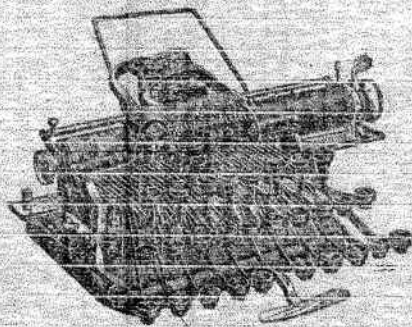
# METHOD OF OPERATING

—AND—

INSTRUCTIONS FOR PRACTICE

ON THE

# *Blickensderfer . . . . . . . Typewriter.*

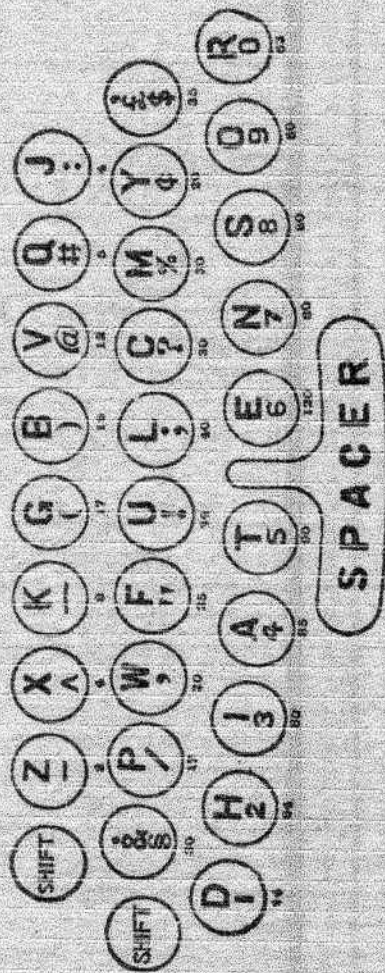


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FRANKLIN PTO. & FINE CO., ATLANTA

## THE KEY-BOARD.



### 15 Per Cent. of Time and Labor is Saved the Operator by this Practical and Scientific Arrangement.

The superiority of the arrangement of the Blickensderfer Scientific Key-board is demonstrated by the figures below the keys. They give the proportionate frequency in a total of 1,135 letters, and show that the work is accomplished as follows:

- 70 Per Cent. on the lower bank.
- 24 " " on the middle bank.
- 6 " " on the upper bank.

# INSTRUCTIONS

FOR USING

## The No. 5 Blickensderfer Typewriter.

### INTRODUCTORY.

The BLICKENSDERFER TYPEWRITER is so very simple in its construction that many think any instructions unnecessary. This is not true:—there is a right and a wrong method of learning anything, and we are so much more liable to commence learning a typewriter by picking out the letters with one or two fingers that this small book of instructions is deemed not only helpful, but necessary to the beginner, whether accustomed to any other arrangement or not.

A careful study of this little book is earnestly requested, with the assurance that the beginner will be amply repaid by being able to write correctly and rapidly in a very short time.

Full directions for the ordinary manipulation of the Blickensderfer typewriter will be found in the top of the case which accompanies each machine.

The following instructions will give the learner a rapid and scientific method of fingering the key-board and will supply much general information which is necessary to those who are inexperienced in the art of typewriting.

Always sit erect when writing. It is more healthy and less fatiguing than to support the spine, or to lean forward or backward.

Sit close to the machine, which should be placed at such a height as will permit you to hold the arm, from the elbow to the wrist, in a horizontal position. A slight variation from the horizontal, either way that suits you best, will be gained by practice.

Make one space after a comma, and two or three after a period. It is a good plan to always strike the space-bar five times when commencing a paragraph.

Learn the following exercises thoroughly before attempting to write general matter. *Make up your mind to learn to write without looking at the keys.* It is by far the best method, and

not only saves the eyes, but when once acquired, is also much more rapid and accurate.

Keep the machine free from dust and perfectly clean, and always covered when not in use. It will not get out of order except from extreme ill-usage and neglect. If there is anything apparently wrong, examine it carefully, and you will probably discover the difficulty. Do not, under such circumstances, attack the machine with a hammer, as did one would-be mechanic when he forgot that the figure key was locked down, and was amazed when he could write nothing but numerals.

### *Correct Finger Position.*

#### SECTION 1.

By practicing the exercises given below, it is easy to learn to use the machine in a short time, and also to write without looking at the keys.

The four fingers of each hand should be used, and the thumbs for spacing. The keyboard should be divided mentally into a right and left hand side, the division line lying between the letters G U T and B L E. On the lower row of keys, the correct position for the right hand is with the little finger on the letter R, and the others consecutively to the left on the letters O, S, and N; for the left hand, with the little finger on the letter D, and the other fingers consecutively to the right on the letters H, I, and A. For the middle row of keys, place the little finger of the right hand on the comma, and the others consecutively on the letters Y, M, and C: and the little finger of the left hand on the period, and the others consecutively to the right on the letters P, W, and F. For the third or upper row of keys, put the little finger of the right hand on the letter J, and the others consecutively to the left on the letters Q, V, and B: and the little finger of the left hand on the letter Z, with the others consecutively to the right on the letters X, K, and G.

It will be observed that no provision is yet made for the middle row of letters, G U T and B L E. These are reached on each row of the keys by simply moving the index finger of the right hand one letter to the left, and the index finger of the left hand one letter to the right, the other fingers retaining their relative positions as before.

#### SEC. 2.

Write the following exercises with correct finger position, without looking at the keys except at first, and calling out each letter as you write it. When moving the fingers from one row of keys to another, retain the proper positions. With a little practice the necessary shifts can soon be made rapidly and accurately.

The figures over the letters indicate the proper finger to be used with each. The figure 1 indicates the first, or index finger; the figure 2 indicates the second, or middle finger; the figure 3 indicates the third, or ring finger; and the figure 4 indicates the fourth, or little finger. Write across the page, from left to right.

## FIRST ROW.

LEFT HAND.			RIGHT HAND.		
4 3 2 1	4 3 1 2		4 3 2 1	4 3 1 2	
d h i a	d h a i		r o s n	r o n s	
4 2 1 3	4 2 3 1		4 2 1 3	4 2 3 1	
d i a h	d i h a		r s n o	r s o n	
4 1 2 3	4 1 3 2		4 1 2 3	4 1 3 2	
d a i h	d a h i		r n s o	r n o s	
3 2 1 4	3 2 4 1		3 2 1 4	3 2 4 1	
h i a d	h i d a		o s n r	o s r n	
3 1 2 4	3 1 4 2		3 4 2 1	3 4 1 2	
h a i d	h a d i		o r s n	o r n s	
3 4 1 2	3 4 2 1		3 1 2 4	3 1 4 2	
h d a i	h d i a		o n s r	o n r s	
2 1 4 3	2 1 3 4		2 3 4 1	2 3 1 4	
i a d h	i a h d		s o r n	s o n r	
2 4 3 1	2 4 1 3		2 1 3 4	2 1 4 3	
i d h a	i d a h		s n o r	s n r o	
2 3 4 1	2 3 1 4		2 4 1 3	2 4 3 1	
i h d a	i h a d		s r n o	s r o n	

LEFT HAND.			RIGHT HAND.		
1 4 3 2	1 4 2 3	1 3 4 2	1 2 3 4	1 2 4 3	1 3 4 2
a d h i	a d i h	a h d i	n s o r	n s r o	n o r s
1 3 2 4	1 2 3 4	1 2 4 3	1 3 2 4	1 4 2 3	1 4 3 2
a h i d	a i h d	a i d h	n o s r	n r s o	n r o s

(Use the index finger in the next 24 combinations for both A and T, and the same fingers as before for D, H and L.)

(Use the index finger in the next 24 combinations for both E and N, and same fingers as before for S, O and R.)

LEFT HAND.			RIGHT HAND.		
3 2 1 1 h i a t	3 2 1 1 h i t a	3 1 2 1 h a i t	3 2 1 1 o s n e	3 2 1 1 o s e n	3 1 2 1 o n s e
3 1 1 2 h a t i	3 1 1 2 h t a i	3 1 2 1 h t i a	3 1 1 2 o n e s	3 1 1 2 o e n s	3 1 2 1 o e s n
2 1 1 3 i a t h	2 1 3 1 i a h t	2 1 3 1 i t h a	2 1 1 3 s n e o	2 1 3 1 s n o e	2 1 3 1 s e o n
2 1 1 3 i t a h	2 3 1 1 i h t a	2 3 1 1 i h a t	2 1 1 3 s e n o	2 3 1 1 s o e n	2 3 1 1 s o n e
1 1 3 2 a t h i	1 1 2 3 a t i h	1 3 1 2 a h t i	1 1 3 2 i n e o s	1 1 2 3 n e s o	1 3 1 2 n o e s
1 3 2 1 a h i t	1 2 1 3 a i t h	1 2 3 1 a i h t	1 3 2 1 n o s e	1 2 1 3 n s e o	1 2 3 1 n s o e
1 3 2 1 t h i a	1 3 1 2 t h a i	1 2 1 3 t i a h	1 4 3 2 e r o s	1 4 2 3 e r s o	1 3 4 2 e o r s
1 2 3 1 t i h a	1 1 2 3 t a i h	1 1 3 2 t a h i	1 3 2 4 e o s r	1 2 4 3 e s r o	1 2 3 4 e s o r



4 3 2 1 . p w f	4 3 1 2 . p f w	4 2 1 3 . w f p	4 3 2 1 , y m e	4 3 1 2 , y e m	4 2 1 3 , m e y
4 2 3 1 . w p f	4 1 3 2 . f p w	4 1 2 3 . f w p	4 2 3 1 , m y e	4 1 2 3 , e m y	4 1 3 2 , e y m
3 2 1 4 p w f .	3 2 4 1 p w . f	3 1 2 4 p f w .	3 2 1 4 y m e ,	3 2 4 1 y m , e	3 1 4 2 y e , m
3 1 4 2 p f . w	3 4 1 2 p . f w	3 4 2 1 p . w f	3 1 2 4 y e m ,	3 4 2 1 y , m e	3 4 1 2 y , e m
2 1 4 3 w f . p	2 1 3 4 w f p .	2 4 1 3 w . f p	2 3 1 4 m y e ,	2 3 4 1 m y , e	2 1 3 4 m e y ,
2 4 3 1 w . p f	2 4 1 3 w p f .	2 3 4 1 w p . f	2 1 4 3 m e , y	2 4 1 3 m , e y	2 4 3 1 m , y e
1 4 3 2 f . p w	1 4 2 3 f . w p	1 3 2 4 f p w .	1 2 3 4 e m y ,	1 2 4 3 e m , y	1 3 4 2 e y , m
1 3 4 2 f p . w	1 2 3 4 f w p .	1 2 4 3 f w . p	1 3 2 4 e y m ,	1 4 3 2 e , y m	1 4 2 3 e , m y

(Use forefinger for F and U in the next 24 combinations, and the same fingers as before for ., P and W.)

(Use forefinger for L and C in the next 24 combinations, and the same fingers as before for M, Y and .).

3 2 1 1 p w f u	3 2 1 1 p w u f	3 1 2 1 p f w u	2 1 1 3 m e l y	2 1 3 1 m e y l	2 1 1 3 m l e y
3 1 1 2 p f u w	3 1 1 2 p u f w	3 1 2 1 p u w f	2 1 3 1 m l y e	2 3 1 1 m y e l	2 3 1 1 m y l e
2 1 1 3 w f u p	2 1 3 1 w f p u	2 1 3 1 w u p f	1 1 3 2 e l y m	1 1 2 3 e l m y	1 3 2 1 e y m l
2 1 1 3 w u f p	2 3 1 1 w p f u	2 3 1 1 w p u f	1 3 1 2 e y l m	1 2 3 1 e m y l	1 2 1 3 e m l y
1 1 3 2 f u p w	1 1 2 3 f u w p	1 3 2 1 f p w u	1 1 2 3 l e m y	1 1 3 2 l e y m	1 2 1 3 l m e y
1 3 1 2 f p u w	1 2 3 1 f w p u	1 2 1 3 f w u p	1 2 3 1 l m y e	1 3 1 2 l y e m	1 3 2 1 l y m e

## THIRD ROW.

4 3 2 1 z x k g	4 2 1 3 z k g x	4 1 3 2 z g x k	4 2 1 3 j v b q	4 3 1 2 j q b v	4 2 1 3 j v b q
4 3 1 2 z x g k	4 2 3 1 z k x g	4 1 2 3 z g k x	4 2 3 1 j v q b	4 1 3 2 j b q v	4 1 2 3 j b v q
3 2 4 1 x k z g	3 2 1 4 x k g z	3 1 2 4 x g k z	3 2 1 4 q v b j	3 2 4 1 q v j b	3 1 2 4 q b v j
3 4 1 2 x z g k	3 4 2 1 x z k g	3 1 4 2 x g z k	3 4 2 1 q j v b	3 4 1 2 q j b v	3 1 4 2 q b j v
2 1 3 4 k g x z	2 1 4 3 k g z x	2 3 4 1 k x z g	2 1 4 3 v b j q	2 1 3 4 v b q j	2 4 1 3 v j b q
2 3 1 4 k x g z	2 4 3 1 k z x g	2 4 1 3 k z g x	2 4 3 1 v j q b	2 3 4 1 v q j b	2 3 1 4 v q b j
2 1 3 4 k g x z	2 1 4 3 k g z x	2 3 4 1 k x z g	1 4 2 3 b j v q	1 4 3 2 b j q v	1 3 4 2 b q j v
2 3 1 4 k x g z	2 3 1 4 k z g x	2 1 3 4 k g x z	1 3 2 4 b q v j	1 2 3 4 b v q j	1 2 4 3 b v j q

Then practice the following combinations, moving up and down the board and diagonally from left to right and from right to left, always keeping the fingers in proper position on each row of keys :



4 4 4 z . d	4 4 4 z d .	4 4 4 . z d	4 4 4 . d z	4 4 4 j . r	4 4 4 j r ,	4 4 4 , j r	4 4 4 . r j
4 4 4 d . z	4 4 4 d z .	4 4 4 x p h	4 4 4 x h p	4 4 4 r j ,	4 4 4 r , j	3 3 3 q y o	3 3 3 q o y
3 3 3 p h x	3 3 3 p x h	3 3 3 h p x	3 3 3 h x p	3 3 3 y o q	3 3 3 y q o	3 3 3 o y q	3 3 3 o q y
2 2 2 k w i	2 2 2 k i w	2 2 2 w k i	2 2 2 w i k	2 2 2 v m s	2 2 2 v s m	2 2 2 m s v	2 2 2 m v s
2 2 2 i w k	2 2 2 i k w	1 1 1 g f a	1 1 1 g a f	2 2 2 s m v	2 2 2 s v m	1 1 1 b e n	1 1 1 b n e
1 1 1 f a g	1 1 1 f g a	1 1 1 a f g	1 1 1 a g f	1 1 1 c b n	1 1 1 c n b	1 1 1 u c b	1 1 1 u b c
1 1 1 g u t	1 1 1 g t u	1 1 1 u g t	1 1 1 u t g	1 1 1 b l e	1 1 1 b e l	1 1 1 l b e	1 1 1 l e b
1 1 1 t u g	1 1 1 t g u	4 3 3 z p h	4 2 2 z h p	1 1 1 e l b	1 1 1 e b l	4 3 3 j y o	4 3 3 j o y
3 4 3 p z h	3 3 4 p h z	3 3 4 h p z	3 4 3 h z p	3 3 4 y o j	3 4 3 y j o	3 4 3 o y j	3 4 3 o j y
3 2 2 x w i	3 2 2 x i w	2 2 3 w i x	2 3 2 w x i	4 2 1 j m n	4 1 2 j n m	2 1 4 m n j	2 4 1 m j n
2 3 2 i x w	2 2 3 i w x	4 2 1 z w a	4 1 2 z a w	1 4 2 n j m	1 2 4 n m j	4 1 2 j n m	4 2 1 j m n
2 1 4 w a z	2 4 1 w z a	1 2 4 a w z	1 4 2 a z w	3 2 2 q m s	3 2 2 q s m	2 3 2 m q s	2 2 3 m s q
2 1 1 k u t	2 1 1 k t u	1 2 1 u k t	1 1 2 u t k	2 2 3 s m q	2 3 2 s q m	3 1 1 q c e	3 1 1 q e c
1 2 1 t k u	1 1 2 t u k	2 1 1 k a t	2 1 1 k t a	1 1 3 c e q	1 3 1 c q e	1 1 3 e c q	1 3 1 e q c
1 2 1 a k t	1 1 2 a t k	1 1 2 t a k	1 2 1 t k a	2 1 1 v e n	2 1 1 v n e	1 1 2 e n v	1 3 1 e v n
1 2 1 g i t	1 1 2 g t i	2 1 1 i g t	2 1 1 i t g	1 1 2 u e v	1 2 1 u v e	2 1 1 v l e	2 1 1 v e l

LEFT HAND.				RIGHT HAND.			
1 1 1 t g i	1 1 1 t i g	1 1 1 a u t	1 1 1 a t u	1 1 2 l e v	1 2 3 l v e	1 1 2 e l v	1 2 1 e v l
1 1 1 u t a	1 1 1 u a t	1 1 1 t a u	1 1 1 t u a	1 1 1 l e n	1 1 1 l n e	1 1 1 e l n	1 1 1 e n l
2 1 1 w a t	2 1 1 w t a	1 1 2 a t w	1 2 1 a w t	1 1 1 n e l	1 1 1 n l e	1 3 3 b y o	1 3 3 b o y
1 2 1 t w a	1 1 2 t a w	3 1 1 p u t	3 1 1 p t u	3 3 1 y o b	3 1 3 y b o	3 1 3 o b y	3 3 1 o y b
1 3 1 u p t	1 1 3 u t p	1 3 1 t p u	1 1 3 t u p	1 4 3 b r o	1 3 4 b o r	4 3 1 r o b	4 1 3 r b o
1 1 1 f a t	1 1 1 f u t	1 1 1 a t f	1 1 2 t f w	3 4 1 o r b	3 1 4 o b r	1 1 1 b e n	1 1 1 b n e
1 1 1 t f u	1 1 1 t f u	2 3 1 w h t	2 3 1 w h i	1 1 1 e b n	1 1 1 e n b	1 1 1 n e b	1 1 1 n b e

It would be well to make similar combinations with all the characters controlled by the figure shift, if very expert writing is desired. The colon, semi-colon, and hyphen should be thoroughly learned in this way, so that they can be struck at any time without looking at the keys.

### SEC. 3.

Practice the following prefixes and suffixes until they can be written rapidly and accurately without looking at the keys. The proper fingering is indicated as before, except that no distinction is made between the right and left hand, because this is sufficiently shown by the position of the respective letters to the right or left of the middle line. Thus, the figure 1 over A or U would mean the index finger of the left hand; and the same figure over E or L would mean the forefinger of the right hand:

11 11 11 14 12 11 13 11 14 11 11 12 13 13 131 132 131  
ac af ag ad as an ap ai ar at be bi bo co col com con

124 112 131 131143 131141 1321114 42 41 421 422 13 12  
circum cog contro contra counter di de dif dis ex em

11 33314 134 21 21 22 21 21114 21143 11 12 11 13 222  
en hyper for it il im in inter intro la li le lo mis

232 31 31 33 331 3214 3313 3321 314 343 341 341114  
non of oc op ont over poly post per pro pre preter

41 2122 211 211 211 21314 232 232 14112 11 12 12414  
re semi sub suc suf super sys sym trans un um under

1111 113 111 11 1111 14 143 111 111 111 1111 14 11  
able acy age al ance ar ary ant ble cle cule ed el

111 114 1111 121 111 13 14322 3114 3334 2111 211 211  
ent and ence est ful fy gross head hood ible ice ine

211 231 234 221 223 222 222 213 221 1122 1221 31313  
ing ion ior ist ish isk ism ity ive less like ology

1 111 2314 1122 34 43 2323 1231 1141 13 2144 213 2221  
ment money ness or ry ship tion tude ty ward way wise.

#### SEC. 4.

The following sentences should be written over many times, as they contain words which are in constant use:

You may all now do as you please, for he will take his own property and we will take ours. He was not my friend, and I am not and never can be a friend of his. At one time and for our own purposes we said in no unkind spirit that it would be best for us to separate. An old man who had been in the war gave it to me. Who is she, and by what right does she come here? It is of so much importance that any one who knows it will be in a position to injure us. Why do you try to hurt her in the estimation of her own family? You did not know how to work the machine, and yet you told me on two different occasions that you had had experience with it. My brother went out with one or two of the boys, but I do not know where he went. Are you going to comply with this modest request?

He will put us upon property you now occupy. The interview between these two men needs much change before publication. Go by the store and pay your honest debts, or at least pay a part of what you owe. It will not be well for you in the end to take too large an advantage now. On the trial of the first issue between the parties a committee from the railroad company accompanied the judge through the entire country. Is there any hope of his recovery, and what is the nature of his disease? I hope you will be very careful, and do what each man ought to do before you buy your property from these exceedingly doubtful parties. Did it take an insurance agent to judge of the issue between the parties? About what difference is it, anyhow? I had to go out and see if they went away some time ago together with my wife's deceased sister. Take the difference in the accounts and add it up if you can. Watch each different man to-day and see which one is or has been the guilty party. I objected to this statement and gave no thought to the day of the month when the accident happened. In fact, I forgot it entirely. My best girl says that if she were President she would make a law to the effect that she could not be turned out of office, and that the President should not do any work between meals. I will go next week to the adjoining county, where he was committed to jail before he came of age. The other half of the appliance, which fell from above, was very heavy. It was an easy and pleasant task to thank the youth who accompanied us, and whose oath of fidelity was fully kept. His recovery was very slow. They own a hundred farms, although they ought not to own any. The railroad company owes me, and I will do well to sue them at once. Usually it is her wish to do what is right. She will recover the property if you say so. He is wholly at his ease, and has the whole amount, as I will presently show you. While they were ill, the doctor would not say whether there was any hope of their recovery from the disease. They were too low and too common to be allowed to accompany us. Recollect that your hour will come, and that every dog has his day. You had better hear me in time, and follow my advice immediately, if not sooner. We know how to think for ourselves. May we go along under your

charge? I am not too young to do the work. Yes, you are too young, and the labor involved is beyond your strength. Why do your friend and his wife go away on a wheel without asking you to accompany them? The gilded youth was too delicate, and brought nothing with him except an elegant sufficiency of bad language and high temper. That coat is too large, and will not serve him at all. Among us length of years counts as nothing in comparison with efficient and faithful service.

Each of the following sentences contain all the letters of the alphabet, and should be diligently practiced.

Every judicious advocate knows that even a good cause may be quickly lost purely by excess of zeal.

An extremely quizzical jest by Mark Twain is ever greeted with roars of laughter and applause.

It is wise to scrutinize with care every question asked by the grave and judicial examiner, and to be sure of yourself before you speak.

Arguments ever quickly fizzle out where naught but prejudice exists.

Every man knows he expects something, but he does not quite fairly or justly prize that which he has.

Quixotic zealots very often praise with gusto what is condemned in no uncertain key by Justice, Wisdom and Experience.

New Zealand is the joyous home of the walrus, the polar bear, and the silver fox; great tusks of ivory, and costly robes of fur form its principal exports, and it is inhabited by the queer Esquimaux.

The melancholy Jacques gave me a rare exotic, somewhat like an orchid, not only by way of favor, but also as a parting gift from his sister Zenobia.

Before Jack came near the ox, he was quickly seized by the prowling, voracious tiger.

Oxalic acid is very poisonous when taken in excess by mistake, and should be kept in quart jugs of zinc

The zebra was confined in a large box or pen made of wood, whence it was not likely that he could escape except by quite vigorous jumps.

Eliza J. Kirk and Alexander G. Brownlow will probably be quietly married very soon after Christmas.

Zenobia, Xerxes, Plato, Virgil, and Joan of Arc, are names recorded in the quartos of history, and likely to be long remembered by the world.

Tell John Gray to pack my box with five dozen quills.

Zygmotic disease is an epidemic, contagious, or even sporadic affection which is produced by some excessively morbid principle acting subjectively on the system, quite like a ferment.

The mercury very quickly fell to zero, and a part of the men joined the glad boys who were exposing themselves to the cold while skating on the pond.

The extra silver jug pursued with vim a zigzag course when thrown by accident down the cliff into the quiet lake.

He amused the assembled guests by sarcastic, ironical, and witty remarks, and with very funny quips and jokes at his own expense, which they enjoyed with zest.

It was no gentle zephyr to which Victor Johnson was exposed, but an icy blast from Quantico.

Eva sat by me one sunny day in June, and with extra skill played some fine operatic music on her quaint German zither.

When I first knew Jim O'Rourke, he bewailed his plebeian origin, but subsequently he answered an advertisement of "Families Supplied," and now the azure blood of extinct Irish kings runs riot in his quivering veins.

#### SEC. 5. *Manifolding.*

The Blickensderfer is one of the best manifolding machines on the market. The alignment is preserved no matter how many sheets are used, and it is not necessary to strike an extremely hard blow on the keys in order to secure good results.

When more than ten copies are desired, it is better to use the double carbon paper,—carbon on both sides.

It is a matter of some difficulty in manifolding on all machines to get the sheets evenly in the machine. This can be accomplished by laying them evenly one over the other, and fastening them at the top with a paper clip. Then insert the carbon sheets, fasten all together near the bottom on both sides with two paper clips, remove the clip at the top, insert in the machine, and remove the two clips on the sides.

Corrections may be made when manifolding without removing the sheets from the machine, by placing a thin note-book or stiff sheet of card-board under each successive sheet and then making the desired corrections.

If the sheets have been removed from the machine, correct each one singly, making the correction on the original sheet with the ink roller, and on the carbon sheets by inserting a small piece of carbon paper under the paper guides, so that the carbon corrections will be made exactly like the original, and not in a different colored impression.

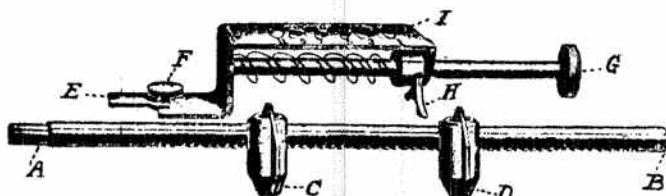
By placing red, blue, or other colors of carbon paper under the paper guides, different colors may be easily and quickly written on the same sheet.

#### SEC. 6. *The Tabulating Attachment.*

By the use of this device, columns of words or figures can be written as rapidly and easily as ordinary matter.

To place it in position, insert the end A of the rod AB in the hole at the lower right hand end of the machine, and fasten it with the set screw already there for that purpose. Slide the studs C and D on the rod AB, and turn them half around so that they will be in the position shown in the diagram.

Put the end EF of the tabulator *under* the right hand end of the carriage so that the screw hole F will be directly under the corresponding hole in the carriage, and fasten it down with the screw F. The attachment is then ready for use.



Mark on the paper in pencil, or note on the scale, the points at which you wish to commence each column. Suppose that only two columns are desired, one at 4 and one at 7. Move the carriage to 4 on the scale; turn the stud D half round and slide it along the rod AB until it is immediately under the stop H, when the upper part I of this stop is at figure 1 of the tabulator. Then turn the stud D until it is in the position shown in the diagram, move the carriage to 7, and slide the stud C along AB until it is under the stop H, and then turn it back into the position shown in the diagram.



Move the carriage to the right as far as it will go; then with the rod G turn and retain the point I in notch 1 of the tabulator, depress the space bar with the left hand, and move the carriage to the left until it is arrested by the stop H coming in contact with the stud D; release the rod G and then the tabulator, and write what is desired in the first column. Then turn and retain the point I in notch 1 of the tabulator, depress the space-bar, and move the carriage by the rod G to the left until the stop H comes in contact with the stud C; then release the rod G, and then the space-bar, and fill out the second column. Repeat the process for the next and succeeding lines.

If more than two columns are desired, the other notches in the tabulator from 1 to 11 may be used, or a separate stud may be used for each column. The eleven notches in the tabulator can also be used in writing columns of figures, to divide tens, hundreds, thousands, etc.

It is best to depress the space-bar with the left hand, and move the carriage to the right or left by the rod G, at the same time manipulating the stop H as desired.

#### SEC. 7. Characters.

The acute accent may be made by the apostrophe.

À votre santé.

Use the caret for the circumflex accent, first turning the paper back to the proper position. *Coûte que coûte.*

The cedilla may be represented by placing a comma under the letter.

Façade. Façet.

Chemical formulae may be written by rolling the paper back and placing the requisite characters at the desired place.

H<sup>2</sup>O. K<sup>2</sup>CNO.

Mathematical equations may be written in the same way. It is best to use the "number mark" for plus; the hyphen for minus, and two hyphens for the sign =.

$$(a + b)^2 = a^2 + 2ab + b^2.$$

Fractions may be expressed by using the character /, or by the hyphen. 1/2. 3/4. 5-6.

Feet and inches are frequently indicated by the characters ' for feet and " for inches.

3' 4".

Degrees are indicated by a small O.

34° 2' 3".

#### SEC. 8.

The following examples of captions, borders, etc., will serve



HENRY BROWN,

ATTORNEY AT LAW.

Seal.

TESTIMONIAL.

HOW TO ADDRESS AN ENVELOPE PROPERLY.

If not delivered  
in 10 days return to  
W. R. RICHARDS,  
New Orleans, La.

K. M. TURNER, Esq.,

General Southern Agent,

Atlanta, Ga.

If not delivered  
in 10 days return to  
M. SAXON,  
Terre Haute, Ind.

MR. HENRY W. SIMMONS,

482 Broadway,

New York, N. Y.

SEC. 9.—*Punctuation.*

To those who are not already familiar with the art of punctuation, the following elementary rules will be of value.

## THE PERIOD.

The period should be placed after every declarative sentence, after every abbreviation, and after Roman letters used as numerals.

Gen., Mr., Mrs., Messrs., Sec., Per cent., LL.D., Nov., James VI, of Scotland.

The period is used to separate dollars and cents. A succession of periods is used to indicate an omission in a quotation.

## THE COLON.

The colon is used to separate chapters and verses, hours and minutes, and after the salutation in a letter. It is also used before a quotation, or enumeration of particulars, when formally introduced.

Luke 4:19, 2:45 a. m., My dear sir :

The speaker said :

“Ladies and Gentlemen : I have the honor,” etc.

“Send me the following articles :”

The colon follows introductory expressions, such as “as follows,” “to-wit,” “namely,” etc., when formally introduced. The next sentence then forms a new paragraph, and commences with a capital.

## THE SEMI-COLON.

The semi colon is placed before, and the comma after, words employed to introduce examples or suggestions.

“The present tense denotes present time; as, ‘He is here.’”

“The word success implies three things; namely, honor, courage and virtue.”

The semi-colon is used to separate the words of a compound sentence.

“I dare do all that may become a man; who dares do more is none.”

This is also the case when the compound parts are themselves divided by the comma.

“But the fruit of the spirit is love, joy, long-suffering, gentleness, goodness, faith, meekness, and temperance; against such there is no law.”

Successive clauses and phrases are divided by the semi-colon.

"You have deprived me of my rights; you have injured my person; you have stolen my fortune; you have ruined my life."

The semi-colon may be employed to divide two parts of a compound sentence, which are separated by a colon.

"Mourn not for the past; it is gone: seek not to explore the future; it is unknown."

#### THE COMMA.

The comma is used to make the meaning clearer; to help the sense when the verb and its subject are separated; when there is a break in the parts of the sentence; when there is an omitted word or phrase, and when a word or phrase is not in its regular order.

Milton, the poet was blind. Wisdom, as well as money, is desirable. What, in his opinion, should be done? I have, however, expressed an opinion on the subject. He is, no doubt, quite depressed by this news. The candidate, in his speeches, spoke of the financial issue. Clintonville, Clinton county, N. Y. Rev. J. A. Ramsay, D.D. He is a brave, faithful man. Men, women, and children, came at once. Yes, my son, that is true. To secure revenge, he killed the man. We live in the present, not in the past.

When independent clauses are closely connected, use the comma.

'Good will to all, evil to none.

Use the comma before a direct quotation, when not formally introduced.

Jackson said, "To the victors belong the spoils."

When one clause is connected to another by *OR*, and has the same meaning, use the comma.

This is mere madness, or insanity.

When words and phrases are used in pairs, or connected by conjunctions, some of which are omitted, use the comma; but the comma is generally omitted after the last pair of phrases.

Riches, wealth, and power were his to bestow.

The house is too high, too dry, too desolate to suit me.

Blows and curses, shouts and screams of pain filled the air.

#### THE PARENTHESIS.

The parenthesis is employed to enclose explanations, or matter which is not essential to the sense.

The traitor (Robespierre) was cordially hated by all.

The secretary objected to the clerk (who was recommended by the senator), because he was not a man of good character.

The dash can frequently be employed in the place of the parenthesis, and sometimes both are employed to add force to each.

#### THE HYPHEN.

The hyphen is used to divide syllables at the end of the line.

It joins compound words when the second is considered as containing the first.

Ice-cart. Tea-pot.

Also when they are seldom combined.

“The Divine-Human qualities were strongly marked in his character.”

When a prefix, ending in a vowel, is followed by a word beginning with a vowel, the hyphen is employed if both vowels are pronounced.

Co-operate; Pre-occupy.

#### THE DASH.

In type-writing, the dash is indicated by two hyphens. It is employed where the sentence breaks off abruptly; where a word or phrase is repeated at intervals; where there is an omission of words or syllables, and sometimes in the place of a semi-colon. It indicates hesitation, omission, and when placed after other words, it adds emphasis to them.

Here he comes—the odious wretch. Give him wine—wine, the poison of intellect and virtue. Mr. J— G— arrived yesterday. The soldier—I like soldiers—saluted us gracefully. Yes—perhaps—at least, I suppose so.

#### GENERAL RULES.

When in doubt, omit the comma.

Two or more exclamation points express strong irony or contempt.

When a quotation ends a declarative sentence put the period before the quotation mark.

He said, “I will go at once.”

When a quotation ends an interrogative sentence, place the interrogation mark after the quotation mark.

He said, “Why will you go?”

In typewriting the apostrophe is placed before and after a quotation contained in a quotation.

Never separate the letters of a name with an apostrophe. When the final letter is s, v, or z, place the apostrophe after it to make the possessive case.

Note the difference between a contraction and an abbreviation. In the former the period is employed; in the latter both period and apostrophe.

Gen., Gen'l., Sec., Sec'y., Feb., Feb'y.

The above rules are condensed from the treatises of Allardyce, Hemperly, Willis, and others. A standard book on punctuation should be owned and studied by every one who uses a writing machine. Good punctuation adds much to the appearance of typewritten matter, and bad punctuation frequently detracts from otherwise good work.

### *Mr. Bowser and the "Blick."*

Mr. Bowser was busily hammering away one evening on his Calathumpian typewriter, when his wife came quietly in, sat down in an easy chair, placed a lap board across her knees and upon that a small writing machine, and proceeded to finish a letter to her mother.

Mr. Bowser did not observe her at first, but presently he looked up, stared, gasped, and stared again.

"Mrs. Bowser, what on earth are you doing?"

Mrs. Bowser did not choose to hear, and wrote steadily on.

"Did you hear me?" he shouted. "Is that devilish thing alive, and where did you get it?"

"It is my new typewriter, and I bought it with my own money. You don't have to know where I got it."

He got up and came over to investigate. "Don't point that seven shooter at me," he shouted.

"It is not a seven shooter, but a type-wheel," replied Mrs. Bowser, rattling away at the keys.

"I tell you that Gatling gun is dangerous," he protested, getting out of range.

"It is only a typewriter."

"How dare you bring that hard shell crab into my house and call it a typewriter. There is only one typewriter, and that is the Calathumpian. As for that jiggering junk-heap——"

"It is a better typewriter than yours. If you will only look at it——"

"I won't look at it. I won't listen to it. Throw it away before I get an axe——"

"I will do no such thing. It is mine, and I will do as I please."



Mr. Bowser almost fainted. Recovering himself with an effort, he began again :

“ Did you pay \$100 for that——”

“ Only \$35, and I have had it six months. Before you had yours that long it was repaired three times.”

“ This accounts for where my new ribbons have gone,” he roared. “ You have been using them on that——”

“ This machine does not use a ribbon, which costs one dollar, but an ink roller, which costs four cents and lasts just as long.”

“ That fool thing looks like a bump on a log.”

“ And yours looks like a rat trap, and makes as much noise as a cable car, while I have been writing here half an hour before you heard me.”

“ I never could write on that rotten ——”

“ Then you are less intelligent than about 15,000 of your fellow citizens. The Western Union uses over 1,200 of them, and the Blickensderfer factory is at least 5,000 orders behind. How many characters can you make on your old Calathumpian ?”

“ I know more about typewriters in one minute than you do in a thousand——”

“ You have only seventy-six, while this has eighty-four, and two different kinds of type with each machine. How many times do you lift your carriage in writing a dozen lines ?”

“ None of your business.”

“ About a dozen times if not more. This writing is visible, and the machine is so light that I don't have to pay a porter to carry it around for me, either.”

“ Don't talk to me. The Calathumpian is the standard, the perfection of all machines, and can't be bought for less than \$100, and it is ——”

“ Yes, you have read that so often in advertisements that you really can't get any other idea into your head. It cost about \$25 to make your Calathumpian, and the rest of the \$100 goes to advertisements and middle men. How much did you pay for a new set of type last week ?”

“ Nothing whatever, and you know it.”

“ Yes, I know it, because the bill came in to-day for \$7.50. These type-wheels cost only one dollar, and last twice as long as your old cast-iron letters. Did you succeed in teaching Willie to write on the Calathumpian ?”

“ Don't talk to me.”

“ You never did, but I taught him in three weeks to use this one, and he can beat you out of sight. Don't you know that your machine gets out of alignment every time you try to manifold eight or ten copies ?”

"What of that?"

"Well, I can make over ten copies on this machine, all in perfect alignment. How much did you pay for repairs last month?"

He put on a look of injured dignity and did not condescend to reply.

"You paid \$3.00 to have your machine repaired and put in alignment. This machine can't get out of alignment, and I have never paid and don't expect to pay a cent for repairing it. Besides, I can fill out printed blanks and write on ruled lines with it, which is more than you can do."

"You make me weary."

"Your machine makes you weary, especially when you try to do tabulating work on it. I have a tabulating attachment here with which I can write in columns as fast as on ordinary matter."

By this time Mr. Bowser had recovered his breath, but not his temper.

"Mary Jane Bowser," he shouted, "take that gibbering flat-iron out of my sight. You disturb my peace of mind. I am too old to dally with type-writers that will write in columns with two different kinds of type at once, and that can get up and run around in the park whenever they feel like it."

"I'll take it away when I get ready. Didn't I hear you say last Sunday that your fingers were so stiff that you could not go to church?"

"What if I did?"

"The touch on this machine is so light that it is a pleasure to use it, and I don't have to exercise with dumb-bells to get up muscle enough to operate it, either."

"I suppose you will claim next that it has a telephone attachment concealed about it," he sneered.

"It don't need any telephone, for it speaks for itself. If you would only listen to me for a single instant—"

"Mary Jane Eliza Bowser," he exclaimed with bitter emphasis, "I have heard enough. You have refused to obey me. You have derided my beliefs upon a subject about which I know all that there is to know. Henceforth we walk in different paths. To-morrow I leave this house forever, and never again—"

"O, shut up," and Mrs Bowser proceeded to tell her mother about the new dish-washer she had seen, and what lovely bargains there were at Razzledazzle's Drygoods Emporium.

"About three weeks afterwards the Calathumpian typewriter suddenly disappeared, and next day Mr. Bowser came in with a

handsome black leather case from which he proceeded to extract a brand new "Blick."

"Where did you get that seven-shooter?" asked Mrs. Bowser, with much interest.

"Don't talk to me," he growled, sitting down and beginning to write. "Don't you see I am busy."

"The Calathumpian is the only and standard machine," quoted Mrs. Bowser. "Is this a new style of Calathumpian?"

"Mind your own business."

"Did you pay \$100.00 for that jiggering junk-heap?"

"Go away and let me alone."

"Really, this machine seems to be better than mine," said Mrs. Bowser, suddenly, "and I think I will exchange with you."

This roused him from his trance. "Mary Jane Bowser," he exclaimed, in great excitement, "don't you dare to touch my new "Blick." This is always the way. As soon as I get anything new, you and Willie come tacking along trying to follow my example. I shall keep this machine under lock and key, and if I find that key in your possession I shall know what course to pursue."

"Of course you know more about typewriters in a thousand years than I do in one minute," said Mrs. Bowser, meekly.

But he was so much taken up with the "Blick" that for once he allowed her to have the last word.



*See my Blick.*

An Up-to-Date  
Business Man



insists upon an up-to-date typewriter at an up-to-date price. With the complicated and bulky invention of over 25 years ago, which still retains its original price of \$100, he is no longer satisfied. He wants simplicity, which he knows is the foundation of all economy. . . . .

THE.....

BLICKENS DERFER  
NO. 5 TYPEWRITER

*Marvel in  
Mechanism*

**\$35**

*Standard of  
Simplicity*

is to-day the finest machine before the public. It is not an improvement on the old, but a new machine on a new principle. Having but 200 parts to the 1,600 to 3,000 of \$100 machines, it thus does better and more rapid work, is more durable, lighter, and less liable to get out of order. Send for catalogue, samples of work and testimonials . . . . .