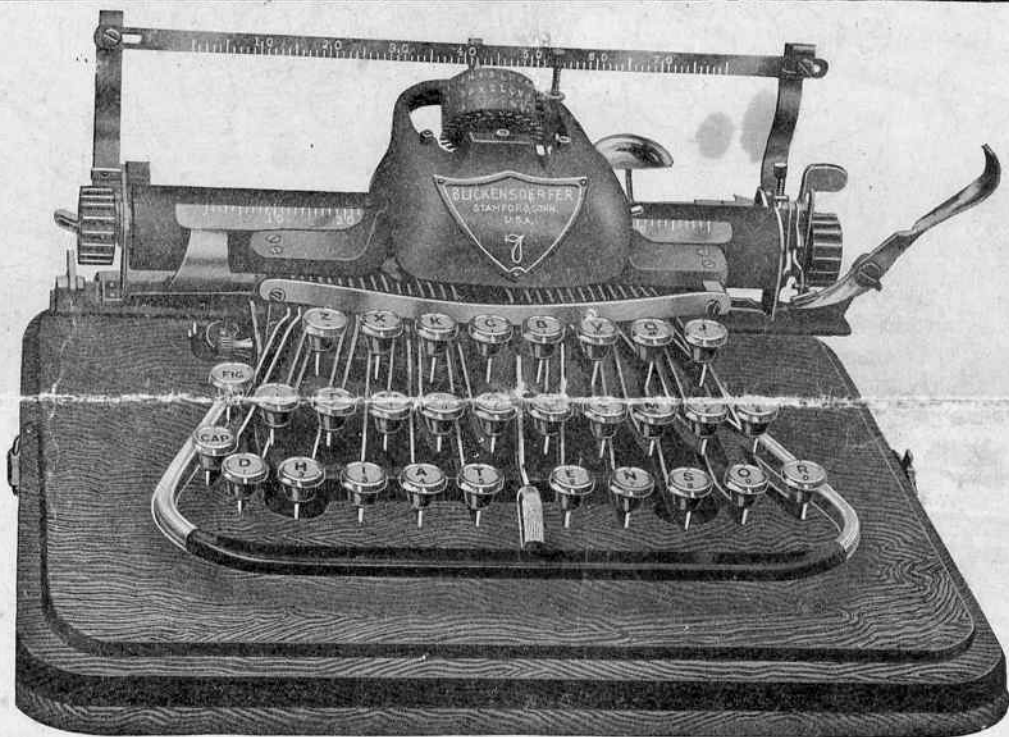


77. Queen Victoria St London E.C. 4

Instructions for Using THE Blickensderfer

* * * TYPEWRITER * * *



Read

before
you

Write.

TO THE BEGINNER.

¶ Before attempting to write, if you will carefully and thoughtfully read the directions contained herein and observe them conscientiously in practice, you will quickly and easily become an expert writer. * * *

To British Typewriters Ltd.

For Sale by Public Auction

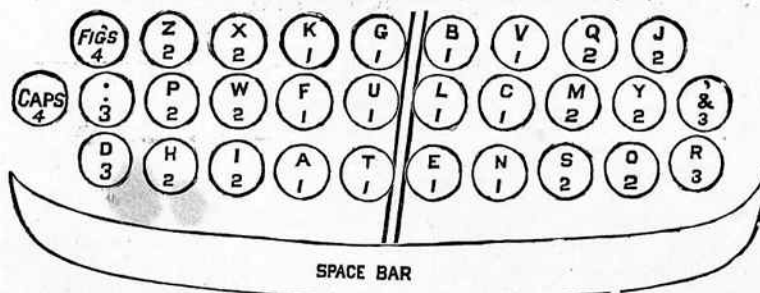
THE CORRECT FINGERING

FOR THE

Blickensderfer Scientific Keyboard.

FINGER METHOD: The following illustration will show the position of the fingers in the "Three Finger" Method. Finger (1) referring to the first or index finger, the remaining being numbered in rotation, 1, 2, 3.

BLICKENSDERFER SCIENTIFIC KEY BOARD



SPECIAL NOTICE: Before commencing to operate the Blickensderfer Typewriter, first memorize the "key board;" then find on what letters certain fingers are to be played. When the letters are well located in your memory, begin writing, taking at first small words, examples of which you will find at bottom of page. A word of caution—write slowly and correctly—speed will come with careful and patient practice.

CORRECT FINGERING: The center line drawn through the key board (see illustration) is called the "Dividing Line." The following rules should be closely adhered to: To right of dividing line use only the right hand, and to left of dividing line use only the left hand. For spacing, when you end a word with the right hand, space with the left thumb. The same rule must apply when you end a word with the left hand, space with the right thumb.

FINGER PRACTICE: Practice fingering on the lower bank first, and when familiar with the location of the letters, figures and characters and the different fingers to be played on same, take the remaining two banks in the same manner. Remember, never strike a key with any but the finger that corresponds with the number on the key, (as shown in illustration). A little care at first in correct fingering will finally result in making a beginner a careful, neat and speedy operator.

WORDS FOR PRACTICE: Make three lines of each of the following words without a mistake, commencing (with those on the first bank). Do your work slowly, and pay special attention to your fingering.

First Bank	at	hit	site	dash	as	this
	sash	rose	ten	dear	shad	there
Second Bank	full	pull	fully	Lulu	puff	mull
	lump	Lucy	cull	fly	yuw	clump
Third Bank	kb	zj	gkxz	vkj	kv	gbz
	bvqj	kbxq	xq	gbj	gkx	gbjz

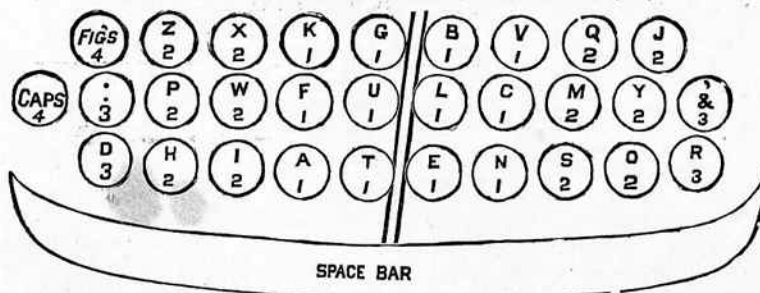
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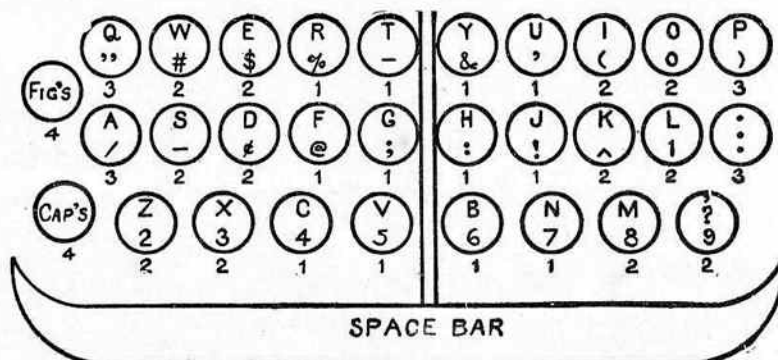
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	lump	Lucy	cull	fly	yuw	clump
Third Bank	kb	zj	gkxz	vkj	kv	gbz
	bvqj	kbxq	xq	gbj	gkx	gbjz

THE CORRECT FINGERING FOR THE Blickensderfer Universal Keyboard



Follow Same Fingering as for Scientific, Using the Following:
WORDS FOR PRACTICE: Universal Keyboard. Make three lines of each of the following words without a mistake, commencing with those on the lower bank. Do your work slowly, and pay special attention to your fingering.

EXERCISE

qwertyuiop 3 2 2 1 1 1 1 2 2 3	qwertyuiop 3 2 2 1 1 1 1 2 2 3	qwertyuiop 3 2 2 1 1 1 1 2 2 3	qwertyuiop 3 2 2 1 1 1 1 2 2 3	qwertyuiop 3 2 2 1 1 1 1 2 2 3	
asdfghjkl. 3 2 2 1 1 1 1 2 2 3	asdfghjkl. 3 2 2 1 1 1 1 2 2 3	asdfghjkl. 3 2 2 1 1 1 1 2 2 3	asdfghjkl. 3 2 2 1 1 1 1 2 2 3	asdfghjkl. 3 2 2 1 1 1 1 2 2 3	
zxcvbnm, 2 2 1 1 1 1 2 2	zxcvbnm, 2 2 1 1 1 1 2 2	zxcvbnm, 2 2 1 1 1 1 2 2	zxcvbnm, 2 2 1 1 1 1 2 2	zxcvbnm, 2 2 1 1 1 1 2 2	
abcdefghi 3 1 1 2 2 1 1 1 2	abcdefghi 3 1 1 2 2 1 1 1 2	abcdefghi 3 1 1 2 2 1 1 1 2	abcdefghi 3 1 1 2 2 1 1 1 2	abcdefghi 3 1 1 2 2 1 1 1 2	
klmnopqr 1 2 2 2 1 2 3 3 1	klmnopqr 1 2 2 2 1 2 3 3 1	klmnopqr 1 2 2 2 1 2 3 3 1	klmnopqr 1 2 2 2 1 2 3 3 1	klmnopqr 1 2 2 2 1 2 3 3 1	
stuvwxyz 2 1 1 1 2 1 1 2	stuvwxyz 2 1 1 1 2 1 1 2	stuvwxyz 2 1 1 1 2 1 1 2	stuvwxyz 2 1 1 1 2 1 1 2	stuvwxyz 2 1 1 1 2 1 1 2	
ox 2 2	jet 1 2 1	this 1 1 2 2	what 2 1 3 1	float 1 2 2 3 1	manage 2 3 1 3 1 2
oxen 2 2 2 1	few 1 2 2	come 1 2 2 2	only 2 1 2 1	quell 3 1 2 2 2	broker 1 1 2 2 2 1
did 2 2 2	dog 2 2 1	have 1 3 1 2	full 1 1 2 2	since 2 2 1 1 2	broken 1 1 2 2 2 1
box 1 2 2	puff 3 1 1 1	gone 1 2 1 2	coat 1 2 3 1	clump 1 2 1 2 3	should 2 1 2 1 2 2
are 3 1 2	that 1 1 3 1	must 2 1 2 1	boat 1 2 3 1	money 2 2 1 2 1	frozen 1 1 2 2 2 1
you 1 2 1	will 2 2 2 2	more 2 2 1 2	work 2 2 1 2	dozen 2 2 2 2 1	almost 3 2 2 2 2 1

- + No. 526 B. CARRIAGE HOLDING PLATE. After removing the cover from the machine, release carriage by turning these "Holding Plates" at each end of carriage.
- + No. 817 MARGIN STOP RACK.
- No. 816 MARGIN STOP. By use of this stop the left hand margin can be regulated as desired from "0" to "30"—For instance, if Margin is desired at 15 place the carriage so the "Elevated Scale Pointer" (No. 571 B) points to 15 on the "Scale" (No. 554 B), press the "Stop" in (toward the machine) and slide it till it strikes the "Margin Latch" (No. 818) which is attached to the carriage, then release the stop and it will catch in Margin Rack. Margin will then remain at 15 until changed.
The same result will be obtained by sliding the "Stop" until the left side lines up with graduation "15" on "Margin Rack."
- No. 818 MARGIN LATCH. If marginal notes are required, and you do not wish to change "Margin Stop," lift the latch and the carriage can be drawn past the stop. After note is made return carriage, the latch will slip over the stop and drop in place for the margin first set.
- No. 560 C. BELL. For convenience in packing, the bell is turned forward until it rests on the "Platen" (No. 677). It should always be in this position before placing the cover over the machine. Before starting to operate push the "Bell" back as far as it will go.
- No. 573 B. AUTOMATIC LOCK PLATE. } These are used to regulate the
No. 572 AUTOMATIC LOCK FRAME. } right hand margin by sliding them
on the rod until the bell arm is opposite the desired stopping point.
- No. 552 B AUTOMATIC LOCK ARM. This "Arm" catches on the "Automatic Lock Plate" (No. 573 B) and locks the action so no more letters can be printed. If it is desired to print more letters to finish a word, lift end of "Lock Arm" over the point of the "Lock Plate" and you can proceed.
- No. 506 B SPACE BAR. This bar is to be used for spacing between words and for releasing the carriage without line spacing. When held down the carriage is unlocked and can be freely moved in either direction.
- No. 780 RELEASE LEVER. This "Lever" releases the carriage and at the same time automatically line spaces. When you have finished a line press this "Lever" down as far as it will go at the same time drawing to the right until stopped by the "Margin Stop" and carriage will be brought in position for next line. By using the first finger of right hand you will find this is a most natural stroke.
- No. 557 LINE SPACE PAWL OR THUMB PAWL. For line spacing without releasing the carriage, push this "Pawl" from you with the thumb.
- No. 620 LINE SPACE ADJUSTMENT SCREW. To change the spacing to any desired width between lines, loosen the "Lock Nut" (No. 615 B) and turn the screw (unscrewing to widen and screwing down to narrow), then reset the lock nut.

- No. 615 B** LINE SPACE ADJUSTING SCREW LOCK NUT.
- No. 620 A** MAIN ACTION SPRING ADJUSTMENT SCREW. Should the movement of the type wheel not be quick enough for fast operating, the tension may be increased by loosening the lock nut and setting this screw down a little farther. Do not change this unless necessary.
- No. 620 B** CARRIAGE SPACING ADJUSTMENT SCREW. Should the carriage feed too slowly, and letters print on top of each other, increase the tension by setting this screw farther into the frame. First see, however, that the trouble is not caused by "Paper Guide Arm" (No. 570 B) being adjusted too near the "Platen" or "Roller" (No. 677) on the carriage runway being gummed or dirty.
- No. 570 B** PAPER GUIDE. This should be adjusted as close to the "Platen" or large roller (No. 677) as possible, without binding it. If too close, it will bind and not allow carriage to feed properly. If not close enough, the type wheel will rub over the paper and not make clear impression.
- No. 603 C** PAPER GUIDE THUMB SCREW. This screw is to adjust the paper guide, by turning to the right to raise, and to the left to lower it.
- No. 825** UPPER PAPER PLATE. This prevents the paper from rolling around the platen.
- No. 550 B** AUTOMATIC POINTER. This pointer indicates the line of writing and the exact place at which the next letter will be printed. To reach any desired place turn platen until the line of writing is at the top edge of pointer and the end of pointer directly at the place you wish the letter or character printed.
- No. 617** RELEASE BAIL. By pressing this bail towards you, on either end, the carriage will be released; this allows free movement of the carriage with either hand, without depressing the space bar.
- No. 628 B** PAPER RACK. This is to carry the paper and keep it from dragging on the table or desk. Can be easily removed if so desired.
- No. 523** SHIFT LEVER LOCK PLATE. If either the "Cap." or "Fig." shift key lever is depressed, and this lock plate drawn forward, they will be locked in that position, and all "Capitals" or "Figures" can be written without having to hold the shift key with the finger.
- No. 574 B** CARRIAGE KNURLS. To insert the paper in the machine, place it under the "Platen" or rubber roller (No. 677), turning the "Platen" forward with the right hand by means of the "Knurl."
- No. 814** PAPER RELEASE PAWL. Should the paper be placed in the machine crooked, or should you wish to move it, push this "Pawl" forward as far as it will go. This will release the pressure from the paper and it can be easily straightened or moved. Be sure to turn it back in place before proceeding to write.
- No. 569** PAPER PLATE.

- No. 574 B INK FRAME. To change the ink roll, lift the "Frame" or hanger straight up, hold firm with the right hand and with the left lift the catch and replace the roll with a new one, care being taken not to bend frame. Should the printing be too heavy or blurred after placing a fresh ink roll on the machine, remove some of the ink from surface of roll by rubbing a piece of blotting paper over it.
- No. 546 B TYPE WHEEL LOCK CATCH. To change type wheel, turn wire catch on top of type wheel one-quarter turn, then it can be easily removed. To replace the wheel, if Blickensderfer Scientific keyboard machine, have the letters "j" and "z" at the top, or if Universal keyboard, have the letters "q" and "p" at the top, turn the catch into place, return the wheel to position on shaft and carrier pin and try, before starting to write, by depressing the "Fig." shift key to see if the wheel stays in place on shaft. The "Lock Catch" must engage in the slot at end of type wheel shaft.
- No. 554 B ELEVATED or CARRIAGE SCALE.
- No. 571 B ELEVATED or CARRIAGE SCALE POINTER. For indicating printing point of type wheel.
- No. 677 PLATEN.
- No. 827 SIDE PAPER GUIDE. This is to guide the paper when placing it in the machine and can be adjusted to any point on the carriage or easily removed if desired.

GENERAL DIRECTIONS

HOW TO OPERATE.

To get the best results with the least effort, press the key with the ball of the finger, following it downward until it stops by reason of the type striking the paper.

Do not use the staccato stroke, which is made with the end of the finger, and commonly used on type-bar machines, nor waste energy by striking hard. A light, uniform touch produces the clearest and sharpest impression.

Before attempting to write, it is best to practice this stroke with single letters on various parts of the key-board, so as to become familiar with the precise degree of force required to secure the best results.

ADDRESSING ENVELOPES

If the envelope is thick and stiff, press the ends flat with the thumb and forefinger, open the flap of the envelope before inserting, and see that the paper guide is pressing firmly on the paper. This will lessen the tendency of the envelope to spring upward and be defaced by striking the ink roller. A light touch is particularly essential to insure good work on envelopes.

COPYING.

For copying with ordinary letter press, if brush is used the paper of the copying book should be thoroughly moistened and the surplus water removed with a cloth or blotter, or if cloths are used they should be thoroughly wet through but not dripping, and the letter left in the press from one to two minutes.

CARE OF THE MACHINE.

The life and continued smooth working of any machine is largely governed by the care bestowed upon it. Daily, before using, every accessible part should be cleaned with a chamois skin, or soft cloth and dust and superfluous oil removed. When not in use machine should be protected from dust and dampness by being placed in its case, or covered with a cloth.

OILING THE MACHINE.

Only a small quantity of oil is required. If machine is used continuously then oil the slide where the carriage travels about twice a week, using only a few drops, as superfluous oil serves only to accumulate dust.

At intervals of several weeks, depending upon the extent of which the machine is used, the working parts under the typewheel should be oiled. Use only clock oil or fine typewriter oil and use very little at one time. If the machine has been exposed in a dusty place and the working parts have become clogged with dust, fill a small oil can with benzine and squirt through the machine freely. This will remove all the dirt and oil. A drop of fresh oil should then be placed on all working parts. Before cleaning and oiling a machine it is advisable to remove the carriage.

TO REMOVE AND REPLACE CARRIAGE.

On the earlier Model No. 7 it is necessary to unscrew and remove the "Elevated Scale" (No. 554-B), also remove the small screw from the back of left hand "Elevated Scale Standard" and slide the standard off the end of the square rod before withdrawing the carriage. On late Model No. 7 it is not necessary to remove Elevated Scale. Hold "Space Bar" (No. 506-B) down and draw carriage to the right. It will also be necessary to raise "Margin Latch" (No. 818), as it passes over the Space Plate in removing the carriage.

When returning the carriage be sure and hold the "Space Bar" down. Pressing in the Sliding Plate (space plate) which is in the center and rear of base of the machine under the carriage accomplishes the same result as depressing the "Space Bar."

The scale when in position should rest between the upper part of the ink frame and the pointer or indicator.

ATTACHING SCREWS.

The screws holding the No. 7 machine to base (whether six from the top or two from the bottom of base) should be set up only tight enough to hold it firmly. If too tight it will cause noise.

OUR GUARANTEE.

We warrant all our machines to be of good material and workmanship, and we will furnish free, at any time within one year from the date of purchase, any part that may wear out or break, if not caused by neglect or misuse.

In case of any derangement of the machine, the fact should be communicated at once to the agents from whom it was purchased. With proper care the life of the machine is almost indefinite.

THE BLICKENSDERFER MFG. CO.

EXECUTIVE OFFICE AND FACTORY,

STAMFORD : : : : : CONN.