

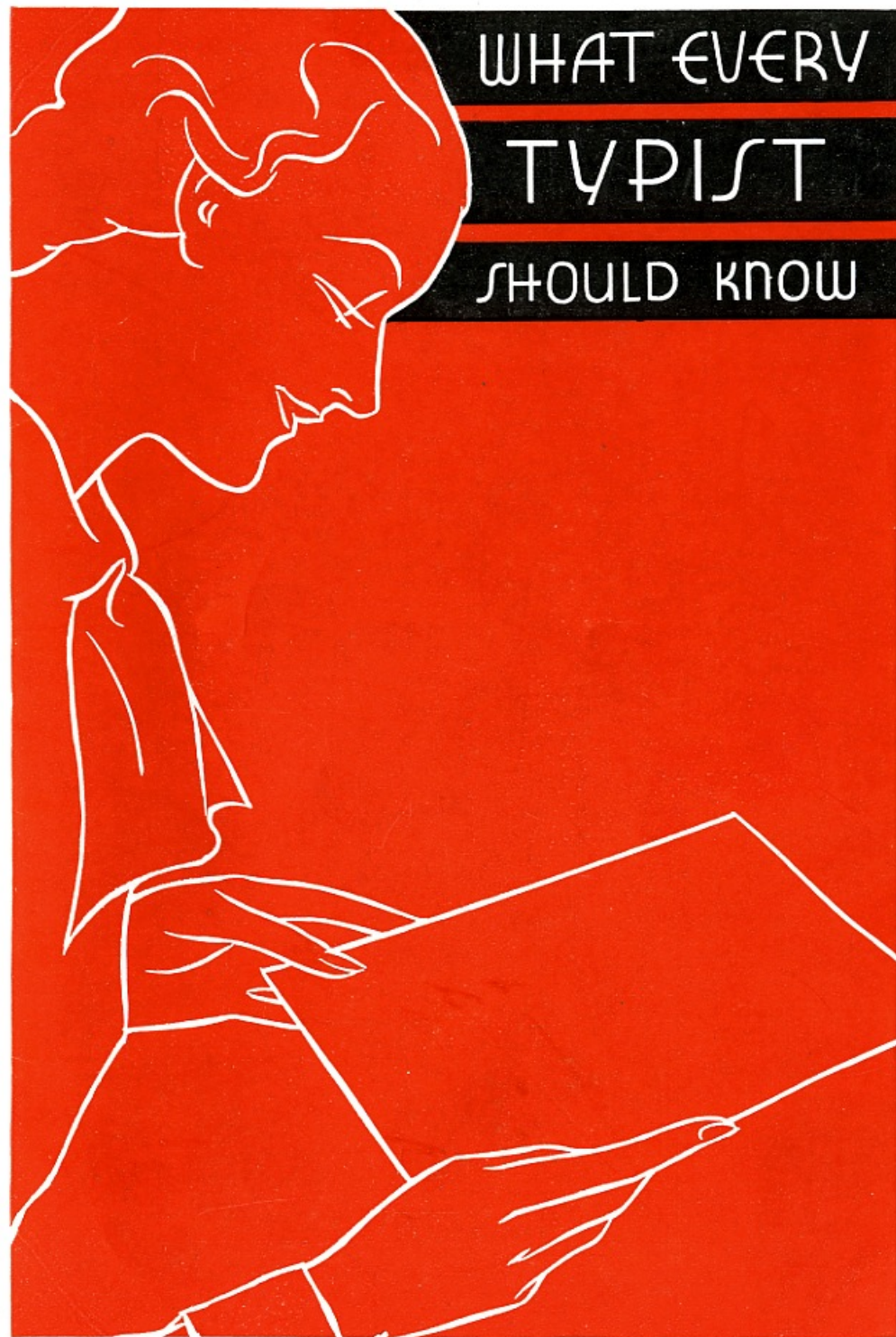
NEW



Remington Rand

BUFFALO

NEW YORK



WHAT EVERY  
TYPIST  
SHOULD KNOW

# TO UNDERGRADUATES TAKING COMMERCIAL COURSES

**T**HIS booklet is offered as a handy manual of "tips" and typing "short cuts" to speed your day by day work.

These labor savers have been developed and found useful by experienced typists. We

trust that you will find many points herein practical in quickening and improving your own work.



*Your Remington Representative*



## *Do you know how to*

### MAKE CORRECTIONS?

After erasing (any Remington Rand representative will be glad to give you erasing shields) an excellent point to remember in typing in the correction is to avoid striking the key too hard. Instead, hold down the space bar, which keeps the carriage in the same position, and tap the proper key lightly until the color of the correction matches that of the original writing.

### INSERT LETTERS?

Should you leave a letter off the end of a word, and not discover your error until the rest of the line has been written, a correction can be made without erasing the entire line. Position the carriage at the space following the word. Depress the back space key half way, and hold it thus as you type in the missing letter.

It is even possible to substitute a longer word for a shorter, such as "have" for "had". Erase the incorrect word. Position the carriage where the first letter had been written. Depress the back space key half way. Type the first letter. Space and back space half way. Repeat the process for each letter. Of course, it is far better to avoid the necessity of making corrections, but sometimes these short-cuts will save you many minutes work.



### MAKE SPECIAL CHARACTERS?

Characters possibly not found on the keyboard of your machine can be made by overprinting standard characters. Holding down the space bar as the keys are hit will hold the carriage in the same position and obviate back spacing to overprint.

Star .....	☆	.....Capital A and small v.
Division .....	÷	.....Colon and hyphens
Dollar .....	Ⓓ	.....Capital S and I
Pound Sterling .....	£	.....Capital L and small f
Exclamation .....	!	.....Apostrophe and period
Equation .....	=	.....Hyphen—turn the variable slightly

## SELECT CARBONS?

Use standard weight carbon for one to six copies; light weight for six to twelve; featherweight for more than twelve. With heavy ledger or bond papers use light-weight carbon.

Noiseless typewriters usually give best results with heavier weights of carbon paper when manifolding packs up to five copies.

Let the Remington Rand representative study your requirements and recommend the proper carbon for your use.



## ARRANGE RIBBON COMBINATIONS?

Tandem ribbons, or parts of ribbons, of various colors or combinations of special processes, such as copying or Hectograph, can be sewed together, end to end. The ribbon can be wound by hand to the color desired.

It is a good thing to change ribbons in the morning. Then each day's work will have a uniform appearance.

## BACK FEED?

To correct matter fastened with a manuscript cover—back feed. Feed a sheet of paper into the machine in the usual way until the edge appears above the paper fingers. Insert the sheet to be corrected between the paper and the cylinder. Turn back the platen to the desired point.

## FEED CARBON PACK?

A smaller strip of paper folded over the top of a pack of stationery and carbon sheets helps to feed a heavy pack into the machine evenly, and saves a good deal of jockeying to get the numerous sheets all in alignment. Remove it after the pack is adjusted to writing position.

## FEED SMALL CARDS?

Crease a pleat in a larger sheet of paper. Insert the edge of the card, or other small sheet to be printed, such as a label, in the pleat, and feed both into the machine. The larger sheet will be gripped by the feed rolls, and it in turn will hold the card or label steady.

## GUIDE PAPER?

Set up your paper guide so that a slight edge of paper protrudes beyond the end of the cylinder, and you will be able to see the end of the sheet in time to gauge the stopping point of your work.



## ESTIMATE LETTER LENGTH?

Here are some facts and figures that are handy for every typist to know:

The average number of words on a writing line is twelve. This is figured on a basis of 70 pica spaces, ten spaces to the inch.

The average number of lines on a standard letterhead is 26. This computes 312 words to the page. Deductions for short lines will reduce that to 300 or less.

At an average speed of 60 words a minute, you can allow five minutes per page for straight copying work. Transcribing from shorthand, of course, takes longer. The average for legal "cap" sheets are 11 words per line, 29 lines per page.



## RELEASE CARBONS?

Although the practice is subject to some criticism, many operators clip the upper left and lower right corners of the carbon sheets. This enables them to shake out the carbon sheets from the pack all at once without thumbing through the entire pack and picking them out one at a time.

## UNDERScore?

When writing continuous under-scores, wind the ribbon by hand as you strike the key. This makes the line more even.

## CHOOSE RIBBONS?

No typewriter can do better work than its ribbon. Paper finishes and card stock have a direct bearing on the density of type impressions. To meet this condition a great variety of ribbon inks is offered.

Printing by pressure, Noiseless typewriters do not hammer holes in ribbon fabric as old style machines sometimes do. Therefore, thinner fabrics can be used which yield finer, sharper impressions. Typing like copper plate can be had with the Noiseless typewriter outfitted with a Patrician Silk Ribbon.

Paragon, Remrandco and Patrician Silk Ribbons last nearly twice as long on Noiseless typewriters.

Ribbons need not be turned. All machines have a two-color ribbon device which permits using both top and bottom halves of a single color ribbon.



## CENTER HEADINGS?

The exact center of the typed matter can be quickly determined by adding the numbers at which the left and right margin stops are set and dividing by two. Thus, if the left margin stop is at 5 and the right at 65, the total is 70 and the exact center is 35. From the center back space one space for every two characters in the heading.

## POSITION "FILL-IN" WORK?

First, be sure the ribbon on the machine matches that used on the typed matter. Next, the margin must be exact. To test it, feed the sheet into the machine to the second or third line and overwrite a period or comma.

The Noiseless typewriter is distinctly superior for this work. Through the pressure dial you can regulate the density of the type impressions to compare exactly with the body of the printed matter.



## CHAIN FEED?

Much time can be saved in writing cards or form letters or addressing envelopes by "chain feeding." To "chain-feed," insert the next piece to be typed into the machine before removing the first. Thus, turning the platen to remove one paper automatically turns the next into position to be typed.

## CLEAN MACHINE?

Dust and erasure grit cause sluggish action. It pays to keep your machine clean. After wiping off old oil, lubricate the carriage and escapement bearings sparingly. Apply wood alcohol . . . not oil or gasoline . . . to the platen weekly. Platens encased in age-hardened rubber eat ribbons and deface type; they should be replaced.

An instruction book accompanies every machine, or these books can be secured on request at the manufacturer's office.

Remington Rand features a periodical Inspection Plan that guarantees good typewriter "health". Ask your Remington representative. Do not be satisfied with going to a business show and glancing at new office devices. The typewriter is the tool of your trade; understand it thoroughly! Visit the manufacturers' show rooms! Know the latest mechanical improvements. The newest models will be demonstrated for you gladly at the Remington Rand office nearest you.



# Speed



**A** TYPEWRITER will perform only as fast as the type bars are permitted to return. Therefore, cultivate the STAC-CATO touch.

Decimal tabulation saves 25 per cent of the operator's time writing figures in columns. It was pioneered by Remington.

The following sentences contain all the letters in the alphabet and are, therefore, good practice exercises:

The black jury fixed up the question of prizes with the government.

We dislike to exchange job lots of sizes varying from a quarter up.

Probably my oxen will haul a dozen loads of gravel just as quickly.

# Accuracy



**T**HE average cost in time of an error is computed at 15 seconds . . . a low estimate. Speed measures output, but accuracy holds positions.

Two words borrowed from music spell good performance: rhythm and cadence. Rhythm means even timing of stroke; cadence the force. Both are products of touch typewriting and are rarely attained by sight writers. Both are main factors in producing beautiful copy.

The scientific construction of the Noiseless typewriter equalizes the stroke of the type bars, governing even impressions. The pressure principle does not emboss the sheet.

# Filing

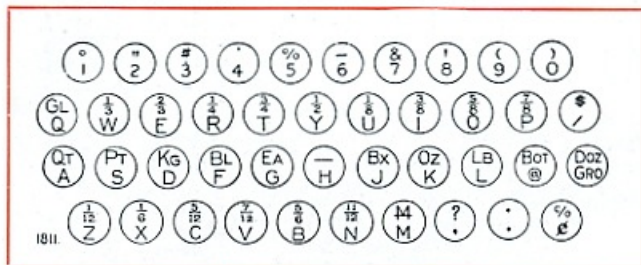


**T**HE safe keeping and management of the papers in the file is one of the responsibilities of the secretary. It is her job to so order the files that the desired paper can be located in a matter of seconds on demand. It is further her duty to see to it that the file is locked at night and that its contents are protected from prying eyes and fingers.

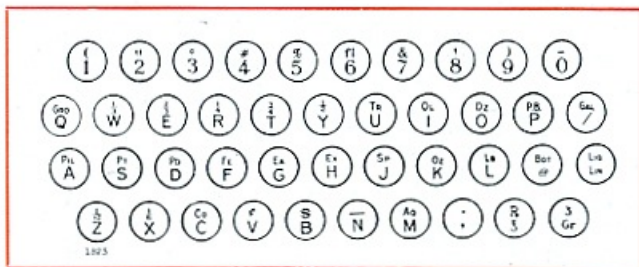
As a secretary, you share a common interest in protecting important files against fire. No office is safe, not even when it is in a fireproof building. The surest protection is the insulated Safe-File.

Expert filing suggestions will gladly be given at any Remington Rand office.

# Special Keyboards



**M**OST trades and all professions have letter characters and symbols peculiar to themselves that are necessary to proper transcription of their typing. Remington has a stock of over 8,000 dies of special characters. From these are assembled keyboards to meet every need. At the time that you purchase your machine, consult the Remington Rand representative about your keyboard requirements.



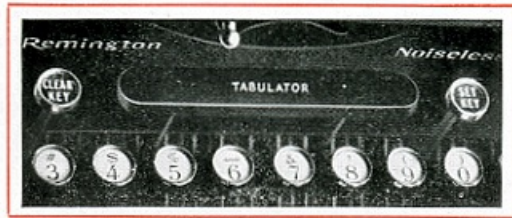
# Photographic Copies



**T**YPEWRITTEN "copy" for photographic reproduction must be carefully prepared. Remington Rand manufactures a special photographic ribbon, thin fabric of close weave, having a reddish tone to the black. Overprint by hitting each key twice, holding down the space bar the while . . . or rewrite each line. The first method gives the best results.

The Remington Rand Dexigraph, power driven, produces as high as 2,000 prints per hour.

# Unwieldy Forms



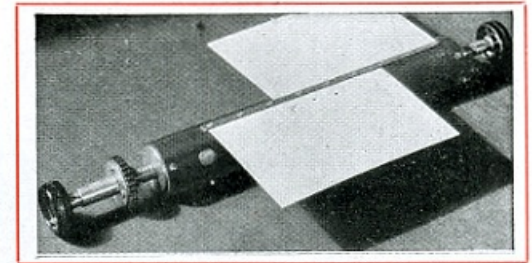
**C**ONDENSED type styles writing 14 and 16 characters to the inch are finding ready adoption where typed matter occupies too much space to be properly filed or compressed into suitable holders, or is too costly in postage to be sent daily by air mail. These types are also suitable for card work, schedules, memoranda, statistics, price lists, heading up forms . . . in fact any kind of work where it is desired to write much data on little paper.

Expenses	%	Sales
775.51	.152	4,052.02
1,140.61	.212	9,106.53
1,483.92	.253	5,051.45

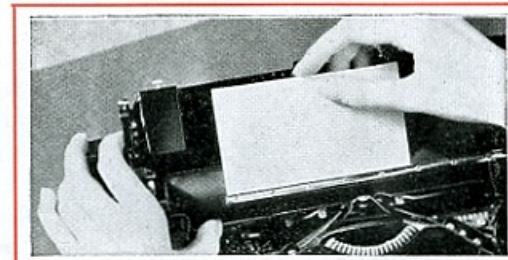
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1,483.92	.253	5,051.45

# Card Platens



**C**ARD strip platens hold cards tightly against the cylinder so that writing evenly on the extreme top and bottom edges of the card is easy.

Drug label platens permit typing on the smallest label or strip. The labels are fed into the machine from the front.



# Ribbons <sup>and</sup> Carbons



**T**HE quality of your work is largely governed by the quality of the ribbons and carbons you use. Not only the quality of those items is important, but also that you use the correct grade for the work to be done. We suggest that you consult the Remington Rand representative and consider his recommendations. Remington Rand, in its Remtico carbons and Patrician, Romrandco, and Regal brands of ribbons, has an item for every possible typing need.

# The Noiseless Portable



**I**MAGINE a portable typewriter that speaks in a whisper! You can use the Remington Noiseless Portable any time, any place without the slightest fear of disturbing others . . . library . . . sick room . . . hotel room . . . Pullman car . . . day or night.

A Remington Noiseless Portable should be in every home.



*Schools Reflect the . . . .*  
**noiseless** *Trend in Business!*



Brown's Business College, Brooklyn  
 Gaines School of Business Admin., N. Y.  
 Metropolitan Business College, Dallas  
 Southern Business University, Atlanta  
 Sam Houston St. Teachers Col., Huntsville  
 Morgantown High, Morgantown, Pa.  
 Board of Education, Salt Lake City  
 St. Paul Public Schools, St. Paul, Minn.  
 Dallas Public Schools, Dallas  
 J. Tarleton A. College, Stephenville, N. M.  
 Capital City Com'l College, Des Moines  
 Norwich Free Academy, Norwich, Conn.  
 Simmons College, Boston  
 L. D. S. Business College, Salt Lake City  
 Bowling Green Business University, Ky.  
 Huffstottlers, Mobile  
 Minneapolis School of Business  
 Catherman's Business School, Cumberland  
 The Business Institute, Detroit  
 Kansas City Business College  
 Huff Plaza Secretarial School, Kansas City  
 Westminster College, Westminster, Pa.  
 Salem High, Salem, Ore.

Grove City College  
 Board of Education, La Crosse, Wisc.  
 High School of Com., Springfield, Mass.  
 Woodbury College, Los Angeles  
 Sawyer School of Business, Los Angeles  
 Los Angeles Board of Education  
 University of Pennsylvania  
 Temple University  
 Drexel Institute  
 Bryn Mawr College  
 Strayers Business College, Phil.  
 Actual Business College, Akron  
 Moore's College, Racine  
 College of Commerce, Kenosha  
 John Hay High, Cleveland  
 Maine Town High, Des Plaines  
 Stockton High, Stockton, Cal.  
 San Jose High  
 Phillips Commercial School, Honolulu  
 North Carolina College for Women  
 Northwestern School of Com., Portland  
 Link's Business College, Boise  
 Salem High, Salem, Ore.

*This is a partial list of the many fine schools which use the Remington Noiseless for the highest type of secretarial training.*



Founded 1858  
**PACKARD SCHOOL**  
 CRED BY THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK  
 EXINGTON AVENUE AT 35<sup>TH</sup> STREET  
 NEW YORK CITY

Directors  
 BETH B. GARRIN  
 PRESIDENT PACKARD SCHOOL  
 JAMES REA  
 THE NATIONAL PACKARD SCHOOL  
 WILLIAM G. GASTON  
 FEDERAL LIFE PRESIDENTIAL BANK  
 ALFRED O. ANDREWS  
 VICE PRESIDENT NATIONAL BANK  
 ALFRED E. HULDE  
 MANAGER BAKER & STEIN ATTORNEYS

Remington Rand, Inc.  
 374 Broadway  
 New York City

Attention of Mr. J. L. Salet

Gentlemen:

In placing our order today for new Remington Noiseless Typewriters, I am reminded of the fact that while we have used the Remington Noiseless for instruction purposes for several years, it was about three years ago that we equipped one entire room, our advanced stenographic department, with Noiseless typewriters.

You may be interested to know that we are so well pleased with the Noiseless that we are replacing the original installation with new Noiseless typewriters. We have found the upkeep costs of the Noiseless practically the same as that of standard typewriters, the costs of which are very low.

At first it took the teachers as well as the students some time to become accustomed to the use of the new equipment but after this adjustment was made, both teachers and students were much in favor of the Noiseless.

Calls from business houses for those experienced in the operation of the Noiseless typewriter first caused us to recognize the need for Noiseless machines for instruction purposes. Finally, so many of our students were required to use the Noiseless when they took positions that we found it advisable to work out a plan whereby every graduate of the Packard School writes on the Noiseless for at least five or six weeks as a part of the work of our stenographic department.

This letter is written with the thought that it may be of some help to schools considering the introduction of the Remington Noiseless.

Sincerely yours

*S. B. Carkin*  
 S. B. Carkin, President

*It Pays To Know The*  
**noiseless!**



**Y**OU will earn more, if you learn more about the Remington Noiseless. A compensation analysis made by the New York Stenographic Employment Department shows definitely that stenographers and typists, trained on the Noiseless and placed by that bureau, average \$4.83 a week more pay than those trained solely on standard machines.

Not long ago an experiment was made at the Oregon State College to determine the relative speed of learning on the Noiseless as compared to standard machines. The conclusion was that it is easier to learn to operate the Noiseless.

More commercial undergraduates each year, for the reasons cited on preceding page, are making it a point to learn typing on the Noiseless.

Experienced stenographers choose the Noiseless, not alone for its soothing quiet, but also because of its ease of operation and the elegance of the work it produces. A visit to your local Remington Rand office to try the new Remington Noiseless Number Ten will win your interest.

Noiseless machines are rented for home practice work at the same special student rental rates applied to ordinary typewriters.

