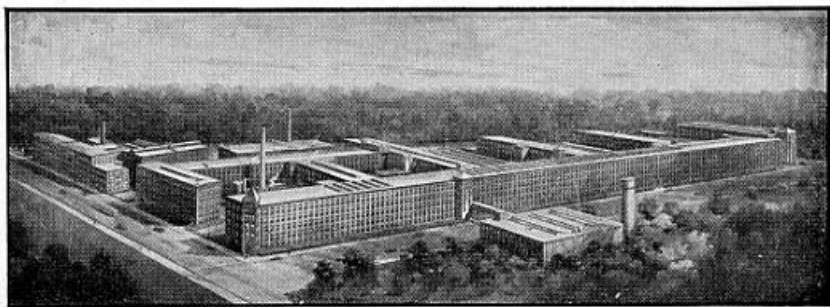


How to Use
The UNDERWOOD
STANDARD
PORTABLE TYPEWRITER

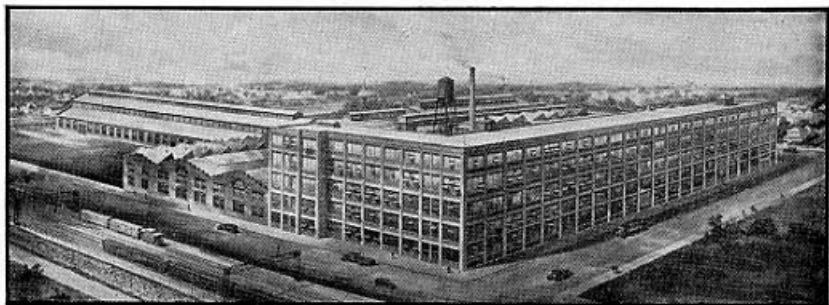


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How to Use
The UNDERWOOD
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U n d e r w o o d

Standard and Portable Typewriters and Bookkeeping Machines

UNDERWOOD TYPEWRITER COMPANY

Division of Underwood Elliott Fisher Company

342 MADISON AVENUE, NEW YORK, N. Y.

"Underwood, Elliott-Fisher, Sandstrand—Speed the World's Business"

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How to Use

THE UNDERWOOD

STANDARD

PORTABLE TYPEWRITER

Inserting Paper

To insert paper hold it evenly, well down between the Paper Rest (No. 5) and Cylinder (No. 6) with left hand, and turn the Cylinder Knob (No. 14) from you with right hand.

Paper Clamps

The Paper Clamps (Nos. 4, 15) may be moved to any position on the cylinder either right or left to accommodate any size paper within the capacity of the machine. When paper clamps are set, Marginal Stops (Nos. 22, 25) should be set also to fix the length of writing line within the space indicated by paper clamps. When carbon paper is used the paper clamps should be pulled away from cylinder before moving them to prevent marring the carbon copy.

Paper Release Lever

Should the paper be inserted unevenly, the Paper Release Lever (No. 12) may be raised with index finger of right hand. This relieves pressure on the paper so that it may be easily straightened. Note that the Writing Line Scale (No. 7) is two spaces above the Main Scale (No. 10), which extends the full length of cylinder. The writing line should be adjusted by the main scale, then moved forward two spaces.

Marginal Stops

The Marginal Stops (Nos. 22, 25) are on a Rack (No. 23) back of the paper rest. This rack is notched to correspond with the

Underwood Standard Portable Typewriter

main front scale. The right hand Stop (No. 22), as you face the machine, fixes the margin at end of line and rings the bell. The bell rings six spaces before machine locks regardless of length of line, thus indicating that end of writing line is near. The left hand stop fixes the margin at the beginning of the line.

Marginal Stop Release Lever

To write in the margin at left or right of paper, without changing position of marginal stops, push the Release Lever (No. 11).

Writing Line

The writing line is just above the Writing Line Scale (No. 7), two spaces above the Main Scale (No. 10).

Writing Point

The writing point is the space back of notch in Type Guide (No. 8) and directly in center of the guide. The position is easily reached by depressing the carriage release lever and moving the carriage to writing point. The scale will be seen directly in the center of the guide.

Line Space Adjusting Lever

When the Line Space Adjusting Lever (No. 1) is pushed down to its lowest position the machine is set to write automatically double space. If it is desired to write single space, raise this lever to the top.

Variable Line Space Lever

The Variable Line Space Lever (No. 26) makes it possible to write at any position on the paper from top to bottom. This is convenient for filling in blanks or writing on ruled paper. To adjust the machine for variable line spacing, raise this Lever (No. 26).

Paper Bale

The Paper Bale (No. 3) will be found very useful in holding druggists' labels, small cards and various widths of paper. The two rolls on the Bale can be moved at will.

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Space Bar

When one word is finished, before writing the next, press the Space Bar (No. 27). By pressing this bar, a space is made between words without operating the keys.

Line Space Lever

To return the carriage to begin a new line, place the index finger of left hand in curve of Line Space Lever (No. 2), and push carriage to the right.

Carriage Release Lever

To move the carriage in either direction without writing or changing the line space, depress Carriage Release Lever (No.13) with index finger of right hand.

Shift Keys

The Underwood Four Bank Portable is a single shift machine, and has two characters to each key. To secure capitals, depress Shift Key (No. 28) at right or left of keyboard and strike the desired character while Shift Key is down. This Shift Key gives all of the upper case characters. Release Shift Key as soon as upper case impressions have been made.

Shift Key Lock

When several capitals are required depress Capital Shift (No. 28) and push down Shift Key Lock (No. 30). This will hold the carriage in position for writing all capitals.

Shift Key Lock Release

To release the Shift Key Lock (No. 30) strike shift key in use.

Back-Space Key

To back space, in event of striking a key too lightly, or for any other reason, depress Back-Space Key (No. 21).

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Ribbon

The best results will be secured by using Ellwood Ribbons purchased from Underwood Typewriter Company. These special ribbons are on sale at all Underwood Sales Offices.

Ribbon Reverse

To reverse the ribbon move Lever (No. 19) from one side to the other. When at right side the ribbon feeds on Left Spool (No. 32), and vice versa.

Bichrome Ribbon Lever

The Bichrome Ribbon Lever (No. 20) makes it possible to use a ribbon with two colors by shifting this lever from one side to the other. When the lever is at extreme left (under blue) the upper part of ribbon is used; when moved to the right (under red) the lower part of ribbon is used.

Stencil Cutting

For stencil cutting the Bichrome Ribbon Lever (No. 20) is moved to center (under white), which renders the Ribbon Guide (No. 9) inoperative.

Changing Ribbons

Wind the ribbon all on one Spool (No. 16 or No. 32), then remove knurled thumb screws and lift both spools from Ribbon Cups (Nos. 18, 31). NOTE CAREFULLY before taking ribbon off how it is threaded through the Slots (No. 17) in ribbon cups, also in Ribbon Guide (No. 9) at the cylinder, and replace ribbon in like manner. Attach end of new ribbon to empty spool, and wind it around until the eyelet (in all Ellwood ribbons) reaches hub of the spool. Insert spools in cups as before, with eyelet inside the cup, being careful not to twist the ribbon.

MAKE SURE that ribbon feeds around front of both spools. It is necessary to have the ribbon well down in the cup, with pin at side of ribbon shaft in hole in ribbon spool.

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Corrections

When it is necessary to make a correction or an erasure the paper should be rolled forward so that erasure can be made on top of Cylinder (No. 6). After erasure is made, return paper to writing line with the writing point immediately behind notch of Type Guide (No. 8) and make correction.

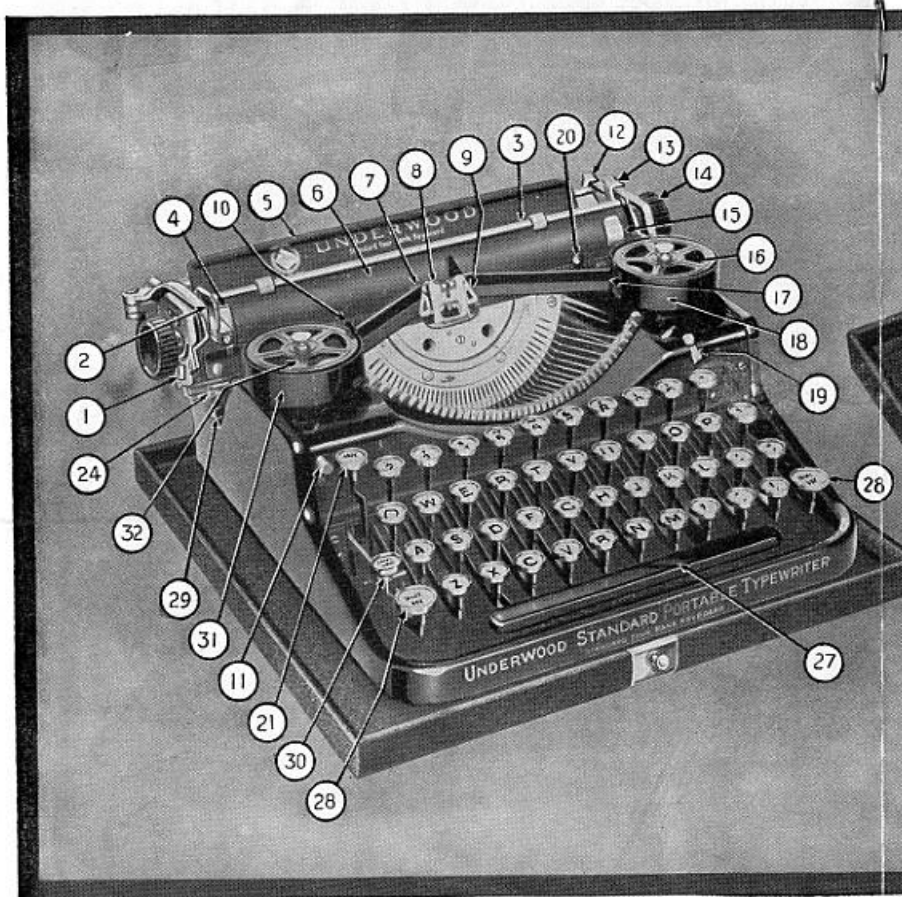
Care

The machine should be kept clean at all times, in fact, it should be thoroughly wiped off each day with a soft cloth, the Carriage Race-way (No. 24), on which the carriage rides, should be kept free from dust. The machine requires very little oil. No part of the machine should be oiled to such an extent that it will cause an accumulation of dust. The typist should study the machine and understand it, but the screws should not be loosened or any adjustments changed. Do not permit those who are inexperienced to use the machine.

Replacing Cover

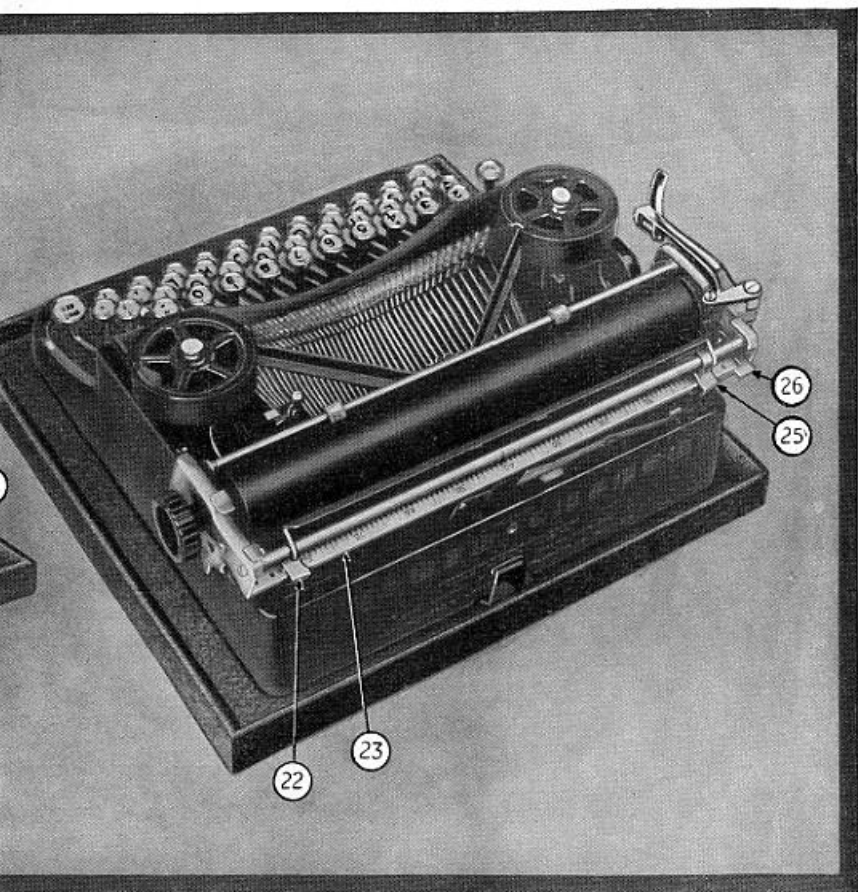
In order to put cover on machine, first, raise the small Carriage Lock (No. 29) at left side of carriage rail, then depress carriage release until carriage stops, when it will be locked. Place cover over machine with back resting level with baseboard, holding the front at such an angle as will avoid contact with machine. Pull cover forward and downward until the two lugs in back of cover are brought well under the baseboard. Then close.

UNDERWOOD STANDARD



- | | |
|-------------------------------|---------------------------------|
| 1. Line Space Adjusting Lever | 9. Ribbon Guide |
| 2. Line Space Lever | 10. Main Scale |
| 3. Paper Bale | 11. Marginal Stop Release Lever |
| 4. Paper Clamp (left) | 12. Paper Release Lever |
| 5. Paper Rest | 13. Carriage Release Lever |
| 6. Cylinder | 14. Cylinder Knob |
| 7. Writing Line Scale | 15. Paper Clamp (right) |
| 8. Type Guide | 16. Ribbon Spool (right) |

PORTABLE TYPEWRITER



- | | |
|---------------------------|-------------------------------|
| 17. Slot in Ribbon Cup | 25. Marginal Stop (line lock) |
| 18. Ribbon Cup (right) | 26. Variable Line Space Lever |
| 19. Ribbon-reverse Lever | 27. Space Bar |
| 20. Bichrome Ribbon Lever | 28. Capital Shift Key |
| 21. Back Space Key | 29. Carriage Centering Lock |
| 22. Marginal Stop | 30. Shift Key Lock |
| 23. Marginal Stop Rack | 31. Ribbon Cup (left) |
| 24. Carriage Race-way | 32. Ribbon Spool (left) |

Touch Typewriting on the Underwood Portable

The Underwood Four Bank Portable Typewriter may be readily learned and operated by the Touch Method. By following the instructions found on the next few pages any one may acquire a good start and become an expert touch typist.

POSITION AT THE MACHINE

Sit in an erect position with your chair so adjusted that your forearms slope slightly downward from the second row of keys toward the elbows. Place your feet squarely on the floor beneath your desk. Do not press them against the desk nor allow them to assume any position in which there may be the least tension or strain.

DIAGRAM AND GUIDE KEYS

The diagram at the top of the following page shows the second and third rows of keys. Use the shaded keys A S D F and ; L K J as Guide Keys for the left and right hands, respectively.

Exercise 1

Allow the fingers to rest lightly on the Guide Keys. Keep your eyes on the diagram and write several lines of the following exercise, going from the outside keys toward the center, thus: asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf

Next write one line of the fingering exercise with three lines of each of the following words:

ask	fall	lass	alas	flasks
lad	asks	falls	half	jags
all	lads	flask	gala	flags

Exercise 2

Keep your eyes on the diagram and write several lines of the following exercise, thus:

awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

Underwood Standard Portable Typewriter

Exercise 4

Keep your eyes on the diagram and write several lines of the following exercise, thus:

azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj

Next write one line of the fingering exercise with three lines of each of the following words:

jovial	abnormal	daybook	journal	saving
fabled	sixfold	formula	working	waybill
kicked	shacks	puzzles	unquiet	notary
general	behalf	bewail	several	mighty
maxilla	zealots	equally	delves	walker

Exercise 5

Write each of the following sentences ten times:

Change of work is good for all.

Habits easily acquired make for accuracy.

An even touch goes with a regular rate.

Rhythm results from writing at a regular rate.

Look at the diagram when learning each new word.

Employ all your spare time in practising.

Skill follows wisely directed efforts.

Every boy and girl should own a portable.

See that you practise for some time every day.

Make haste slowly; accurate repetition hastens speed.

It's an ill wind that blows nobody some good.

Tell your friends they should learn to write by touch.

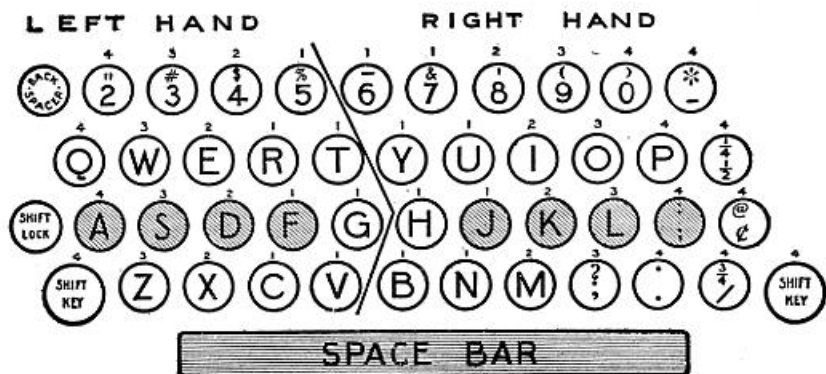
Have patience and acquire good habits in the beginning.

Exercise 6

Keep your eyes on the diagram and write several lines of the following exercise, thus:

12345 09876 12345 09876 12345 09876 12345 09876 12345

Underwood Standard Portable Typewriter



Exercise 7

Write each of the following sentences ten times:

Use two hyphens -- never one hyphen with a space on each side -- for a dash.

Use the asterisk (*) to call attention to a footnote. The fractions $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ will require much practice.

The special agent returned Policy #34578 (J. L. Mason) to Johnson & Fowler, and requested them to grant a loan of \$500.00 on it, for which his client was willing to pay as much as 6% per annum. He said the sales of his client's book "Health and Good Cheer" were increasing rapidly and added that the loan would be temporary.

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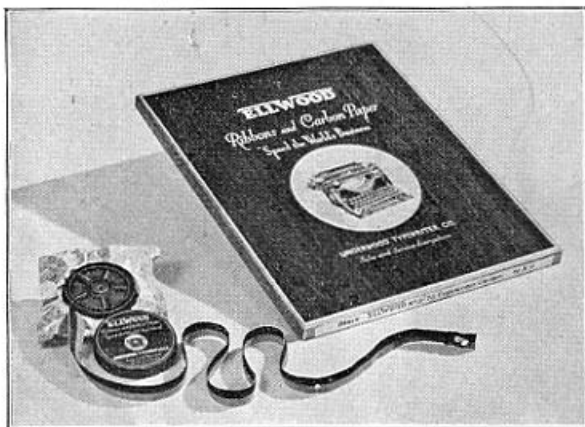
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