

DIRECTIONS

FOR USING THE

SMITH PREMIER TYPEWRITER.

1.—Machines are packed and shipped, properly adjusted and ready for use. The rubber feet, which lessen the noise and prevent marring the table, are easily inserted in the bottom of the hollow posts. Anyone can write on the typewriter by simply touching the keys, but to make the machine of the most commercial value, one should have a thorough knowledge of its construction and the uses of all its parts. That all may acquire such information, which, with practice, will enable them to become experts, we give full instructions in the use of the machine.

In order to become an accurate and rapid operator on the Smith Premier Typewriter, or any other writing machine, it is necessary to become familiar with its mechanism and thoroughly understand the use of its various parts.

With this view we give the following instructions, hoping any person wishing to become a good operator will not proceed with the Lessons until he has mastered the first pages of this book.

POSITION.

2.—Assume an upright, easy position, directly in front of the machine, with the forearm on a level with the key board, using the arms and fingers in the manipulation of the typewriter.

Strike the keys quickly and evenly with the proper fingers, taking care not to strike two keys at the same time.

INSERTING THE PAPER.

3.—Insert the paper between the paper apron and platen, with the left-hand edge of the sheet projecting beyond the end of the platen about one-eighth inch (in order to readily discover when the end of the sheet is reached,) then press platen release (A, page 10,) slightly with the thumb of right hand, at the same time depress the middle paper finger (C, page 10,) with forefinger of left hand, and turn the platen with remaining fingers of left hand, until the paper is in position for printing.

Before commencing to write, see that the edge of the paper is parallel with either the scale or the ends of the steel bands of the paper apron. Observe this closely each time before commencing to write.

THE KEY-BOARD.

4.—The upper case letters (capitals) are located directly back of the lower case and the letters of both occupy the same relative position.

The machine has two space keys located at the front, either of which may be used for spacing, as the operator desires.

HOW TO STRIKE THE KEYS.

5.—A light, quick touch should be employed, similar to that used in piano playing. Do not pound the machine or write with a slow, dragging movement. If the machine is properly adjusted, a very light touch will produce the most perfect work. Punctuation marks should be struck lighter than letters, to avoid puncturing the paper and making too heavy impressions.

TO DO GOOD WORK.

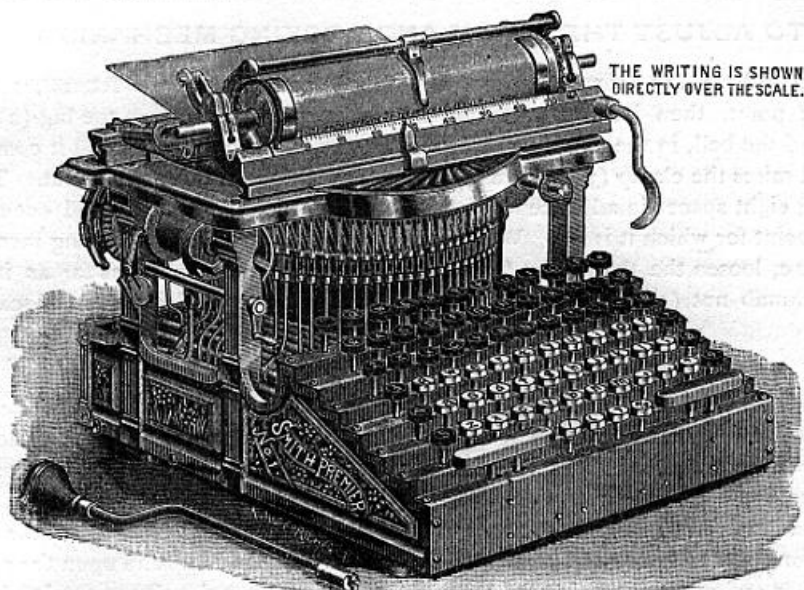
6.—Strike the key with sufficient force and promptness to throw the type against the cylinder, strike but one key at a time, and be sure to release that one before striking another. Strike squarely, with equal, even touch, and take your finger off the key, as nearly as possible, at the exact time that the type hits the paper. Let it be before rather than after the type strikes, for, pushing the key after a letter has been printed is liable to give the work a blurred appearance. If very thin paper is used it is best to put in another sheet of thicker paper, the same size, as a backing sheet.

THE SPACE KEY.

7.—Strike one of the two space keys after every word, and also when it is desired to make other spaces than between words, such as the beginning of paragraphs. (See diagram, page 13.)

USING THE SCALE.

8.—When the platen is drawn forward to inspect the writing, the line that is being written upon appears directly on the scale. In placing a sheet of paper in the machine so as to write on a given line, to fill in blanks, write dates, etc., turn the paper so that the line to be written upon is a little above this scale. With the second fingers of both hands holding up the "Paper Apron" (4) and taking hold of both edges of the paper with the forefingers and thumbs of both hands, pull the paper down until the line to be written upon appears parallel with and just on top of the scale, when the paper will be ready for writing on the line.



INSPECTING THE WRITING.

9.—An important feature in a writing machine is the ease with which the writing may be inspected. When it is desired to inspect the writing, take hold of the projecting platen shaft at either end of the carriage with the thumb and forefinger of either hand, and pull the shaft forward (not violently) until the work appears above the scale. By pushing the shaft back, the platen will resume its printing position.

CORRECTING ERRORS.

10.—The printing point is always indicated by the index (M, page 11). For correcting errors, move the carriage until the letter to be re-printed is opposite the index (M), return the platen after erasing to printing position, and insert the desired letters. (See paragraph 37.)

REMOVING THE PAPER.

11.—When removing the paper from the platen a slight pressure toward the front of the machine, applied to the Paper Apron (4, page 11), will release the paper-feed mechanism and allow the work to be easily withdrawn from the machine. This is an advantage when removing thin manifold paper, etc.

MARGIN REGULATOR.

12.—The margin regulator (E, page 10,) is located behind the platen on the side of the rail on which the carriage travels.

When it is desired to leave a margin on the left of the sheet, as in legal work, set the carriage at the desired point on the scale, then push the regulator (E) to the left until it stops against the projection on the rocker (F). The machine will then leave a margin of the desired width.

If you wish to make a marginal note or annotation, press the release lever (G) and push the carriage as far to the right as is desired. You can then write what you wish in the margin, and then by ordinary manipulation of the carriage it will stop at the margin for which it is set.

When it is desired to set the regulator back to its normal position, disengage its teeth from the rail by the aid of the lever (6), at the rear of the machine, and push the carriage to the right until the index is at zero on the scale.

TO ADJUST THE ALARM AND LOCKING MECHANISM.

13.—If it is desired to shorten the line of writing (for instance to 60 letters), set the carriage at that point, then loosen the thumb nut (1, page 11,) and turn the lug (2), which is located behind the bell, in the direction indicated by the arrow (page 11), until it comes in contact with and raises the clamp (3) as far as it will go, then tighten the thumb nut. The alarm will then ring eight spaces in advance of the locking of the keys, which will occur when it reaches the point for which it is set. When it is desired to arrange this locking mechanism to print a full line, loosen the thumb nut (1) and run the carriage to the left as far as it will go; tighten the thumb nut (1) and the machine will then write the full length of the scale.

TO CHANGE THE RIBBONS.

14.—With the release of lever (G) run the carriage down to No. 70 on the scale, then remove the platen from the machine, and with the crank (J, page 12), on the rear of the machine, wind the ribbon upon the right-hand spool until the stub on the left-hand spool comes to the top of the machine. The ribbon may then be unpinned from the stub and reeled off.

Then attach the ribbon as before to the stub of the right-hand spool and turn the crank (J), in the direction that the hands of a watch move, until the ribbon is wound upon the spool, then attach the other end of the ribbon to the stub on the left-hand spool. Place the left-hand pawl in contact with the notches of the ribbon spool. The ribbon will then feed from right to left.

If both pawls should be in engagement at the same time, their action would be to feed the ribbon in both directions, and would either tear the ribbon apart or stop the operation of the machine. Only *one* of these pawls should be engaged with its respective spool at the same time.

The direction of the feed of the ribbon may be at any time reversed by running the carriage down to 70 on the scale and throwing out one pawl and throwing the other into engagement with its spool; the ribbon feeding towards the spool which is in engagement with its pawl.

EXTRA CHARACTERS.

15.—For the numerals one and naught, use the lower case "1" and capital "O."

The exclamation point is made by holding down one space key and striking the apostrophe and period keys.

The character for cents can be made by striking "c" with the "/" over the same.

Feet and inches can be designated by the apostrophe (') and quotation (") marks.

Fractions are made by striking the numerator, then the oblique dash, then the denominator.

Example: $1/2$, $3/4$, $7/8$, or 2-3, 1-6, 15-16.

OILING THE MACHINE.

16.—*Before oiling, wipe off*, from all accessible parts, any accumulation of oil and dirt.

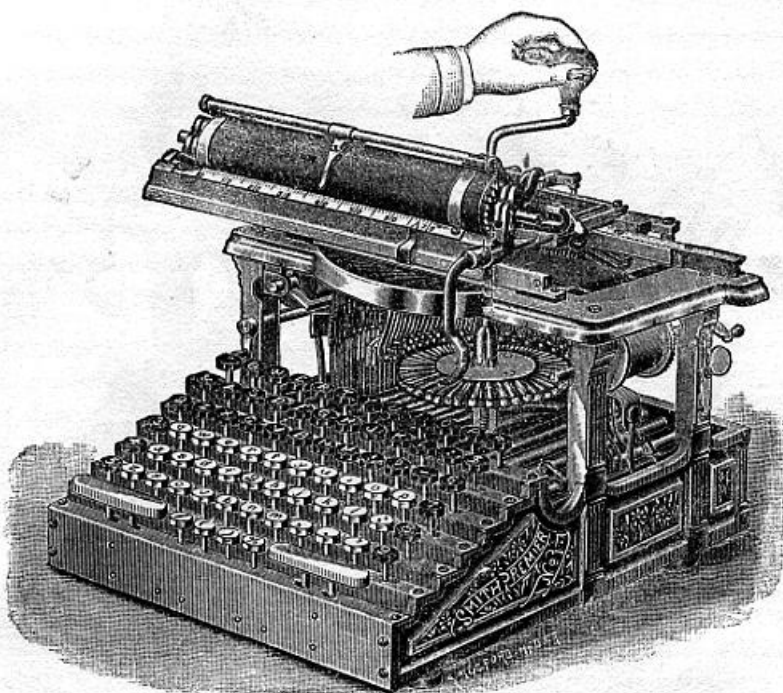
Oil should be *frequently* applied to the ways (N, page 11,) on which the platen axles slide when the platen is turned forward to inspect the writing.

A little oil should also be applied from time to time to the ball grooves (10, page 12).

Also to feed pawl shaft, through the hole (D, page 10,) and occasionally to the ribbon spool shafts.

It is a good plan to occasionally oil the type bar bearings.

It is best in all cases to use a fine quality of watch oil, such as The Premier Typewriter Oil, and the machine will then never become gummed or sticky from its use.



SHOWING PROCESS OF CLEANING THE TYPE.

CLEANING THE TYPE.

17.—The type of any typewriter should be cleaned at least daily, and sometimes oftener when using a new ribbon. This is best accomplished in this machine by setting the carriage down to 71, which will throw the ribbon over to the front side of the machine, then remove the platen, and attach the Brush Crank (which accompanies the machine) to the brush wheel located below the type at the bottom of the "basket." Then turn the crank to the left (moving in opposite direction to the hands of a watch) until the brush passes upwards beyond the upper row of type, then reverse the motion and turn the brush until it resumes its former position below the type bars. Before turning the brush crank, see that the type bars are *back against the cushion*, which is in the bottom of the type-bar basket. By this process the type may be cleaned in ten seconds, without soiling the hands.

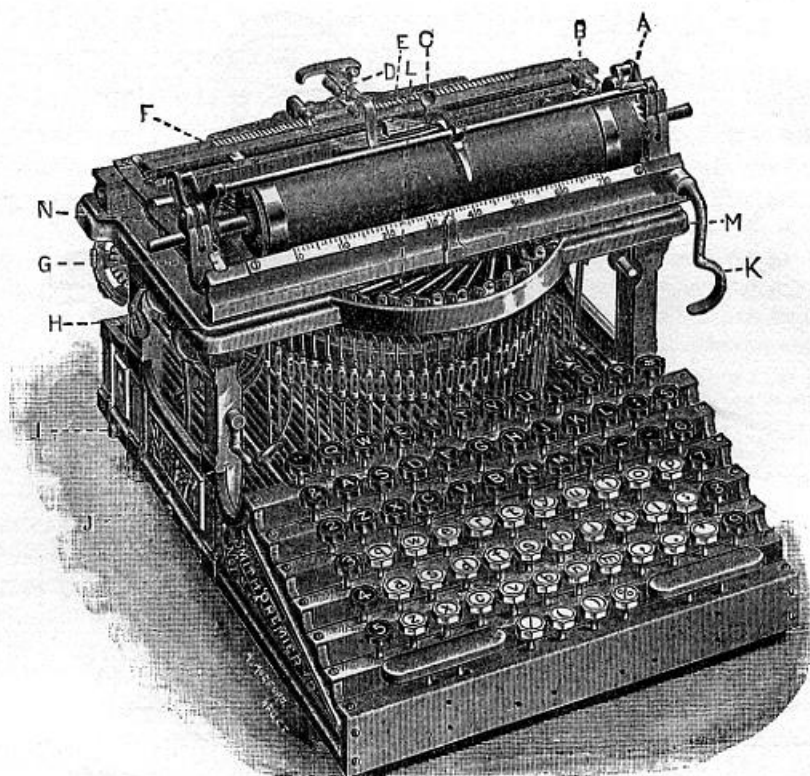
THE PLATEN RELEASE.

18.—You will notice at the right hand end of the platen there is arranged a release lever (A). By pressing upon this lever the platen ratchet spring is released from engagement with its ratchet wheel, and the platen can then be revolved freely in either direction. This is very useful when it is desired to turn back to a previously written line to make a correction.

TO REMOVE THE PLATEN.

19.—When it is desired to remove the platen to put on a ribbon, clean the type, or for any other purpose, pull the platen shaft partially forward with both hands, and then raise it off from its ways, when it will readily unhook and can be easily removed.

By reversing this operation the platen can be as quickly replaced.



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|-------------------------|----------------------|----------------------------|
| A—Platen Release. | F—Margin Stop. | K—Line Space Lever. |
| B—Line Space Regulator. | G—Carriage Release. | L—Type Bar Hanger. |
| C—Middle Paper Finger. | H—Ribbon Spool Pawl. | M—Index and Scale Pointer. |
| D—Oil Hole. | I—Key Tension. | N—Platen Ways. |
| E—Margin Regulator. | J—Carriage Tension. | |

20.—A. The Platen Release is used in inserting and releasing paper; also in moving platen roller to correct errors.

B. The Line Space Regulator is used in making single or double line spacing. On former machines it is under the pawl which revolves the platen, and when forward is in position for single line spacing. On the later machines it is on the bar connecting the line space lever (K, page 11,) with the poppet. For single spacing, move it toward the back.

C. Middle Paper Finger is used to guide the paper in inserting it; and also to hold envelopes in place while directing them, by slightly pressing it backward against the envelope.

D. The Oil Hole is used in oiling feed pawl shaft. This should be done frequently.

E. F. See paragraph 13.

G. The Carriage Release is used in moving the carriage to any position upon the scale and stopping the same at any desired place. This is accomplished by depressing the lever (G,) at the left front of the carriage by the thumb.

H. The Ribbon Spool Pawl is used when thrown in contact with the teeth of the ribbon spool to feed the ribbon from left to right or vice versa. Before attempting to put either pawl in working position, remember to run the carriage down to No. 70 on the scale; then raise

pawl, putting it in proper position. *Never* put *both* pawls in feeding order at the same time. Many times operators discern a heavy, unnatural sound while running the machine, which indicates that the ribbon is taut, owing to both pawls being in contact with the ribbon spool.

I. The Key Tension is used in increasing or decreasing the tension of the keys. Turn the thumb screw (I) to the right to increase the tension, and towards the rear to decrease it.

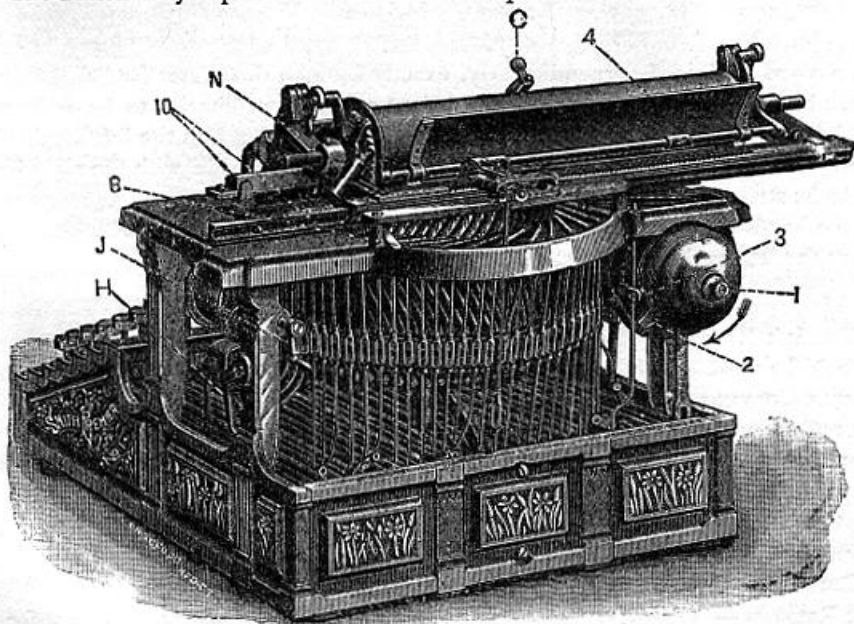
J. The Carriage Tension is used to increase or diminish the tension of the carriage. By turning this crank towards the right the tension is increased, and in the opposite direction, decreased. Do not turn more than five or six times either way.

K. The Line Space Lever is used in drawing the carriage back at the finish of each line of printing, and to automatically turn the platen for the next line. As before stated, use the thumb only in drawing the carriage. It is necessary to use the hand, only when the platen is to be moved backward or forward without drawing the carriage.

L. The Type Bar Hangers, arranged in circular position around the top of the basket, are used in the manipulation of the keys; and, being exposed, erasures may accumulate upon them and impede the action of the machine; they should be brushed *every* morning when oiling the machine, and oiled in their bearings about once a month if machine is used constantly.

M. The Index or Scale Pointer is used to indicate the place of beginning, or finishing, or inserting an omitted letter upon the paper.

N. The Platen Ways upon which the rod of the platen roller rests should be kept oiled.



1—Thumb Nut.
2—Lug on Disc.
3—Locking Clamp.

4—Paper Apron.
6—Margin Regulator Release.
10—Ball Grooves. Oil there.
C—Middle Paper Finger.

H—Ribbon Spool Pawl.
J—Ribbon Spool Crank.
N—Platen Ways.

21.—Locking Mechanism, for description of (1, 2 and 3), see paragraph 13.

4. The Paper Apron is used as a holder for the paper, to prevent its coming in contact with the oiled parts of the machine.

6. The Margin Regulator Release is used to release the margin regulator (E, page 8), to produce any desired margin on the left of the paper.

10. The Ball Grooves are the grooves in the front of the front rail and back of the rear rail, through which the carriage travels. These grooves should be kept clean and well oiled.

J. The Ribbon Spool Crank is used when putting on a new ribbon, in winding the ribbon upon the right-hand spool until the stub on the left-hand spool comes to the top of the machine.

WORD EXERCISES.

22.—The figures above the words in the first sixty-one lessons indicate the first, second and third fingers respectively. The lessons should be practiced with care, and exactly as given, paying strict attention to the proper fingering. As a rule, the keys are to be struck with the fingers indicated by the figures over the key-board on the opposite page, exceptions being made for convenience in writing certain combinations of letters.

RULES FOR FINGERING.

23.—Instead of arranging the letters alphabetically on the typewriter keyboard, they are so placed that the letters most used are located to facilitate speed. The following list is supposed to represent the comparative frequency with which the letters appear in ordinary work:

E, 1000	S, 495	I, 475	C, 260	D, 185	P, 130	G, 85	K, 20	Z, 6
T, 665	A, 490	H, 355	R, 260	M, 140	W, 130	B, 60	Q, 8	X, 5
N, 505	O, 480	L, 270	U, 185	F, 130	Y, 100	V, 60	J, 7	

The keyboard is divided perpendicularly, exactly through the center (see diagram of keyboard); each half is divided again into three distinct columns, ordinarily to be written by the first, second and third fingers, respectively, of each hand; the keys on the left-hand side to be manipulated with the left hand, and those on the right-hand side with the right hand; the space-bars to be struck with the thumb of either hand.

Keep the hands over the key-board in such position that the fingers will be as nearly as possible over the letters they are to strike.

RIBBONS.

24.—The Ink Ribbon is an important factor in producing satisfactory work, and none but the best should be used. The following will perhaps be of assistance in selecting ribbons:

INDELIBLE COPYING.—Writes black and gives blue copy. Color permanent.

PURPLE COPYING.—Very bright. Splendid copying qualities. Permanent.

GREEN COPYING.—Writes green and copies green. Very desirable for those who use Manilla paper copying books.

BLUE COPYING.—Writes blue and copies blue. A very bright, pretty blue, and much liked. Permanent. Not affected by the atmosphere. Best ribbon in use.

RED COPYING.—Only occasionally desired and must be used fresh.

BLACK RECORD.—Will not copy. Writes black and remains black. The best for records and other purposes when letter press copies are not desired. Not affected by the atmosphere.

GREEN RECORD.—Non-copying. Writes green and stays green.

BLUE RECORD.—Non-copying. Writes blue and stays blue. Makes attractive manuscript.

HEKTOGRAPH RIBBON.—Usually purple. Used in producing many copies from Hektograph or Gelatine Pad.

The best ribbons can be purchased of local dealers in typewriters, whose interest it evidently is to furnish the best supplies possible.

DIAGRAM OF THE SMITH PREMIER KEY-BOARD. (Actual Size.)

25.—As a rule, the keys on the right side of the dotted line should be struck with the first three fingers of the right hand, and those on the left by the same fingers of the left hand. It will occasionally be found more convenient to cross this imaginary line with the first finger.

Practice upon this key-board, when one does not have access to a machine, will help to fix the location of letters and characters.

