A
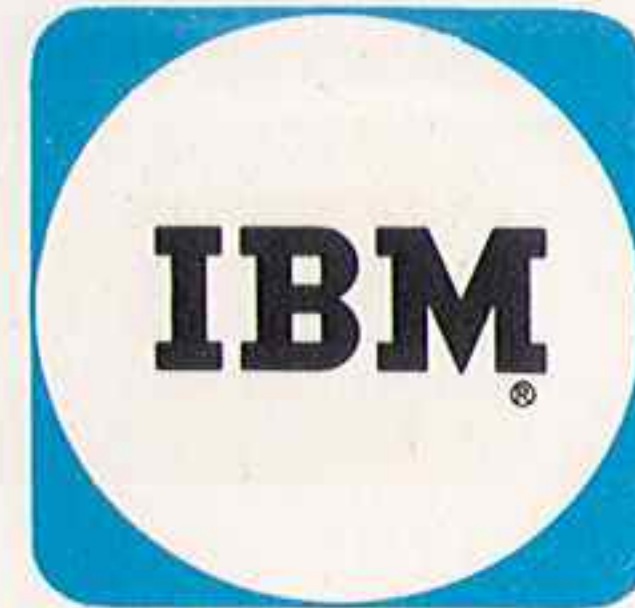
Key
to better
typing

IBM

for you from IBM

## A strikingly new IBM Electric

More than a quarter of a century in electric typewriting manufacturing experience has gone into your new IBM.

The product of this experience is a combination of styling and engineering advances designed for easier typing - - - easier on your fingers and easier on your eyes.

The following pages should prove to be a helpful guide in reviewing the features and operation of your new electric typewriter. Keep this booklet as a handy reference for optimum typewriter performance. And, as always, your IBM representative is available to answer any questions you may have.

EXECUTIVE
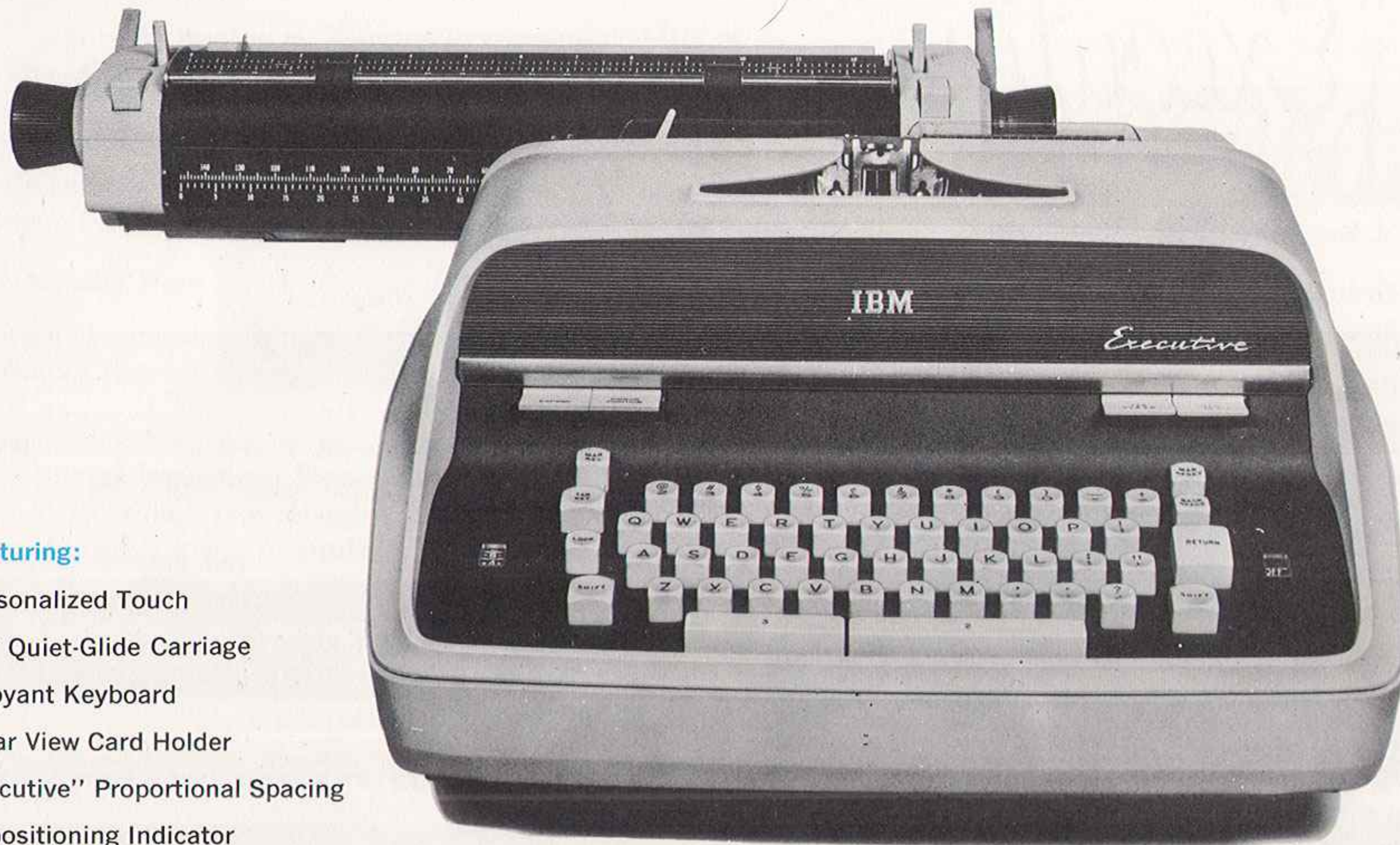
IBM *Executive*

Featuring:

► Personalized Touch

► 13" Quiet-Glide Carriage

► Buoyant Keyboard

► Clear View Card Holder

► 'Executive'' Proportional Spacing

► Repositioning Indicator

► Multiple Copy Control

► Copy Guide

the "Executive"

► IBM *"proportional spacing"* is natural spacing—gives each letter its required amount of space.

Makes Every Letter Letter-Perfect

Ordinary typewriters type all letters in the same amount of space, like this:

iiiii
ooooo
wwwww
mmmmm

iiiii
ooooo
wwwww
mmmmm

On the IBM "Executive," each character is automatically given the correct amount of space according to its width—so all the letters fit together beautifully in a word.

The width of a letter is measured in units. The smallest letter is 2 units, the largest 5 units. The table of unit values (page 20) gives unit width of each letter.

The 2-unit *Space Bar* is used for general typing. However, the 1-unit *Backspace* and 3-unit *Space Bar* provide combinations for considerable flexibility.

To show various spacing between words
2-unit Space Bar, Backspace one

To show various spacing between words
2-unit Space Bar

To show various spacing between words
3-unit Space Bar

fingertip keyboard

▶ The IBM *Buoyant Keyboard,* standard equipped with 86 characters, puts the control keys right at your fingertips. Adjustable to your touch, the *Buoyant Keyboard* cushions your stroke for smoother, easier typing.

Automatic Word Expander

To add emphasis to words, headings and captions, simply depress the *Expand Lever.* An extra unit of space is automatically inserted after each character. The 2-unit *Space Bar* now spaces 3 units; the 3-unit *Space Bar,* 4 units.

Margin Release Key

Permits you to write beyond the left-hand margin by depressing the *Margin Release Key* and continuing beyond that point.

Tab Key

A "touch-go" action of your little finger moves the carriage to the desired tab stop. The fast, quiet, cushioned tabulation is made possible through IBM's newly engineered "Decelerator" action.
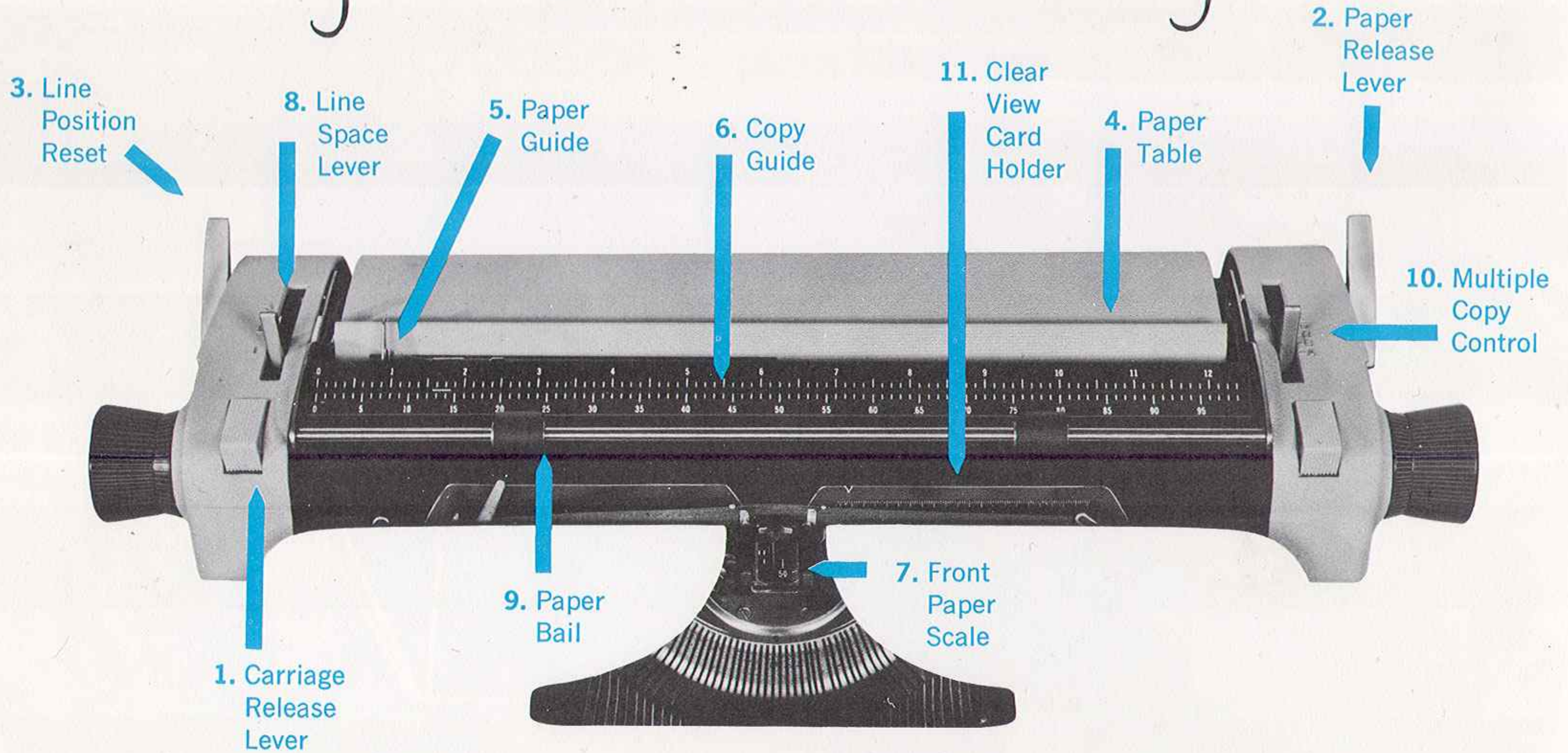
Impression Indicator

The *Lever* under this window moves forward and backward, enabling you to change the force with which the type bars strike the paper. The higher you move the *Indicator,* the harder the type bars strike. To determine the correct setting for each type of work, *use the punctuation marks as a test,* adjusting the *Impression Indicator* so they print distinctly but not heavily. As a general rule, use a higher *Indicator* setting for stencil writing and multiple carbon copies, and a lower setting for multilith.

▶ Personalized Touch

A new feature designed to guarantee every typist maximum quality work regardless of her touch. Simply by moving the control (X-ray view on

your electric carriage

3. Line Position Reset

8. Line Space Lever

5. Paper Guide

6. Copy Guide

11. Clear View Card Holder

4. Paper Table

2. Paper Release Lever

10. Multiple Copy Control

9. Paper Bail

7. Front Paper Scale

1. Carriage Release Lever

The new IBM 13" *Quiet-Glide Carriage* provides you with a longer writing line to go with those exclusive features that insure maximum performance with minimum effort.

1. *The easily accessible carriage* can be moved by hand. Simply depress the left or the right *Carriage Release Lever* located on either side of the carriage.

2. The *Paper Release Lever* frees the paper for immediate positioning and removal.

3. The invaluable *Line Position Reset* permits typing between lines and the quick return to the original line position.

4, 5. To insert the paper with accuracy, rest the sheet squarely on the *Paper Table* and against the *Paper Guide*.

6. The exclusive *Copy Guide* has three basic advantages:
   A. *Prevents the refeeding of copies around the platen;*
   B. *Provides a convenient erasing table;*
   C. *Its two scales permit easy reading when determining proper margin and tab settings. The top scale is an inch scale.*

7. The clearly visible *Front Paper Scale* corresponds to the *Copy Guide* which indicates the position of your carriage and enables you to set margins and tabs accurately.

8. Line spacing of your choice—single, double or triple—by moving the *Line Space Lever* to the position labeled 1, 2, or 3.

9. The three-position *Paper Bail* eliminates paper bulges.

10. The exclusive *Multiple Copy Control* moves the platen backward to compensate for those additional copies, allowing the type bar to strike the paper evenly. It is your key to quality carbons. The weight of paper and carbon paper you use is an important factor in determining the correct setting. The *Multiple Copy Control Lever* should be left at "A" when typing one to four copies. As a general rule, the *Lever* should be advanced one position for every three to five extra copies (after the first four).

11. The new *Clear View Card Holder* gives you a longer visible work area, improves paper feeding and card holding, and permits you to type closer to the bottom of the paper.
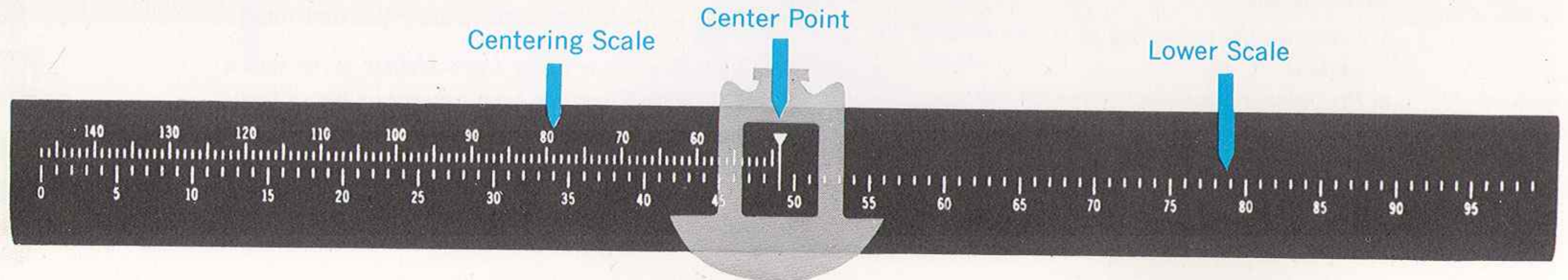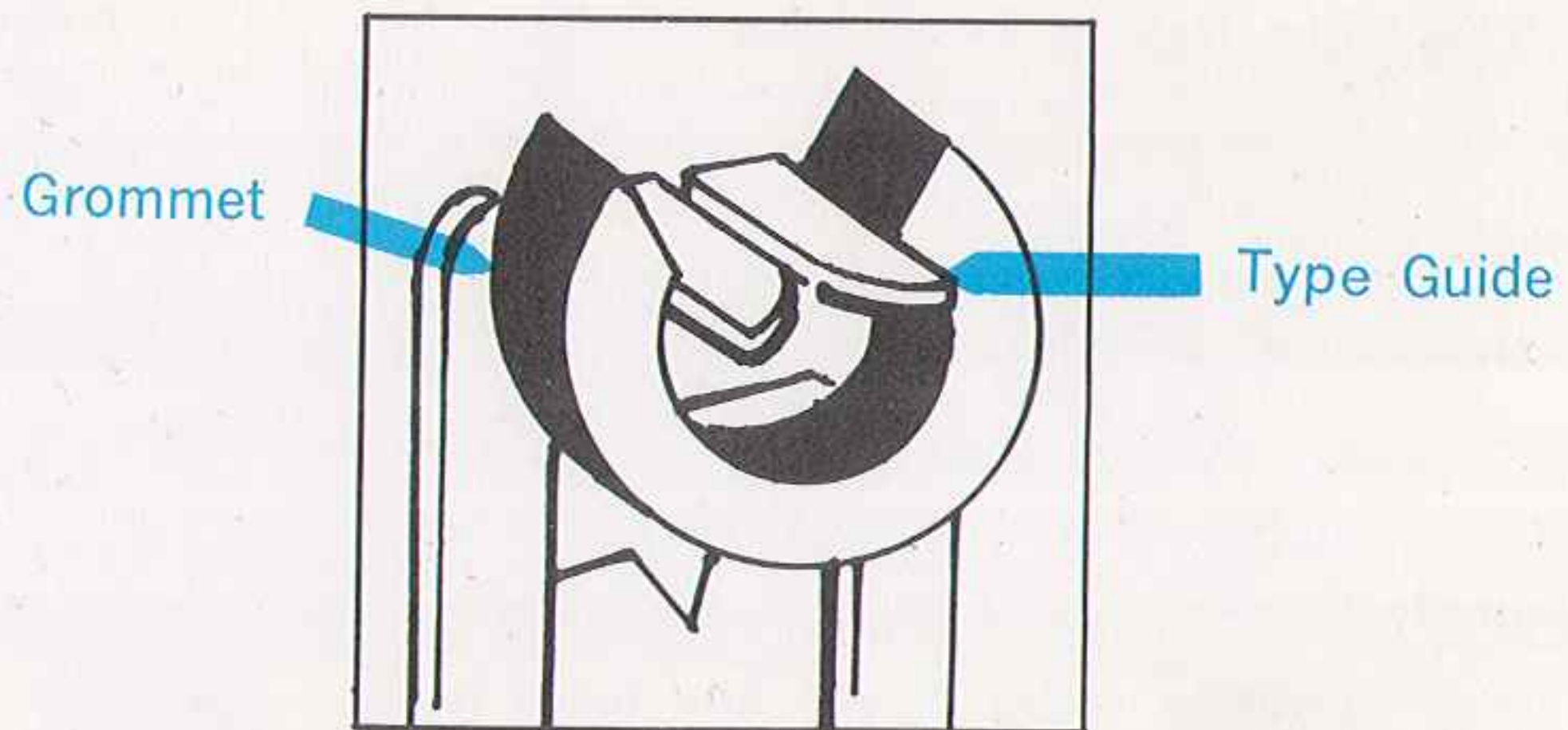
carriage

how to center

Centering Page Headings

To center a page heading using the *Centering Scale* located on the upper left side of the *Front Paper Scale,* follow these steps:
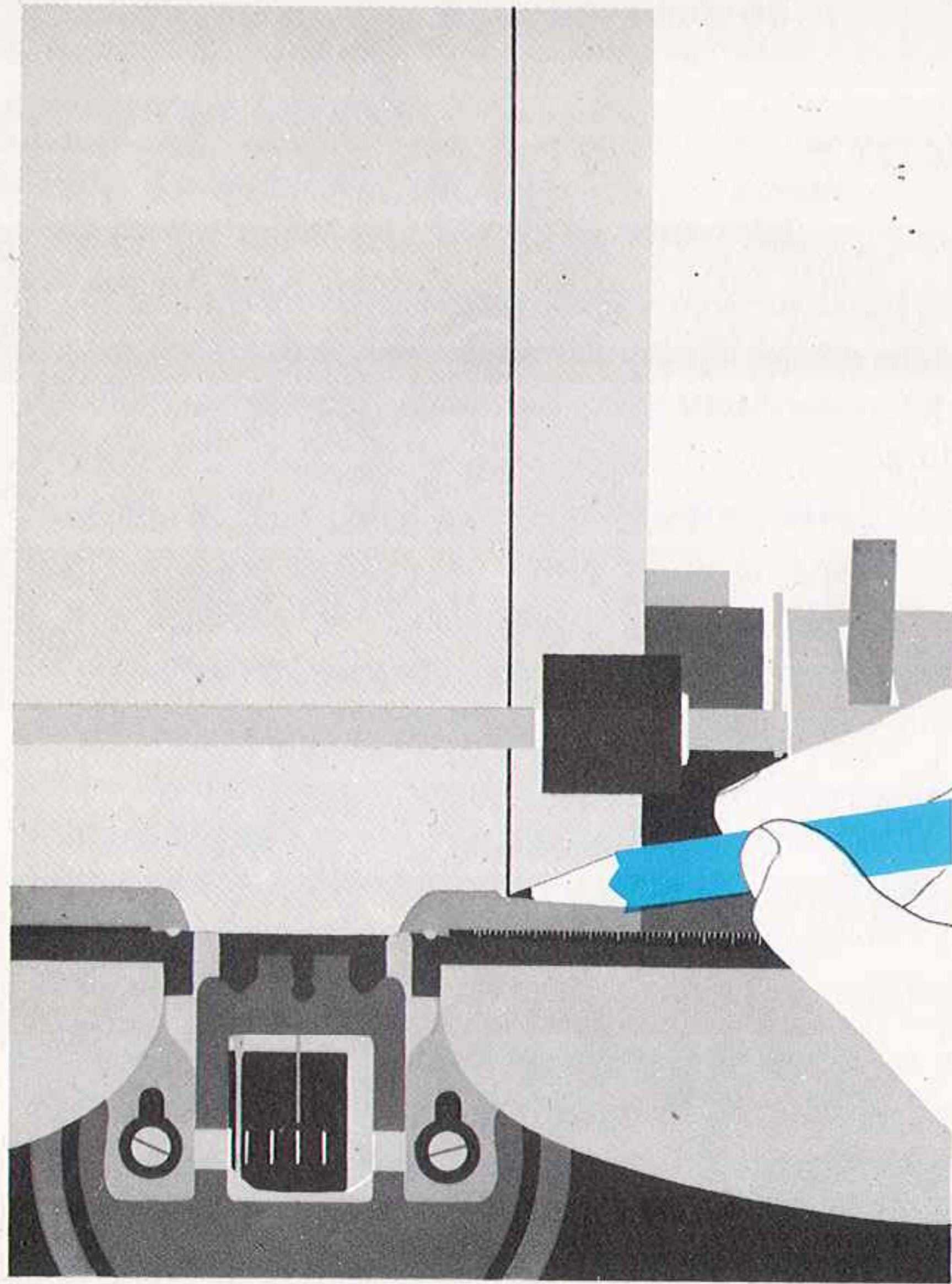
1. Insert draft paper in the typewriter. Position the carriage at the *Center Point* on the *Front Scale.*

2. Starting at this point, type the heading, and then note the position of the carriage on the *Lower Scale.* (See illustration) Record or remember this position.

3. Insert the paper you are going to use. The easiest method for centering 8½ x 11 paper is to position the carriage at the Center Point on the front scale (see illustration), and insert paper between the vertical marks on the *Clear View Card Holder.*

4. Using the *Centering* (upper) *Scale,* start typing the heading at the scale reading obtained in step 2.

Grommet

Type Guide

Centering Scale

Center Point

Lower Scale

Centering Between Margins

1. Determine and set the left- and right-hand margins using the numbers on the *Front Paper Scale*.

▼   ▼

Left margin 10   Right margin 40

2. On a separate sheet of paper, type the heading to be centered, starting at the pre-determined left-hand margin.

INTERNATIONAL

10   22

3. After you have typed the last character of the heading, note the number on the *Front Paper Scale*.

4. Subtract this number from your pre-determined right-hand margin.

40 minus 22 = 18

5. Divide by 2.

18 divided by 2 = 9

6. Insert the paper you are going to use. Using the pre-determined left-hand margin, space in the pre-determined number of markings. Type your heading.

INTERNATIONAL

10   19   31   40

Note: *These centering principles apply to upper and lower case headings.*

An "Executive" Centering Ruler is also available from your IBM representative. This ruler provides another accurate method of centering.

Short Cuts in Centering

To center a line anywhere on your page, without stopping to change the paper in the machine, place a rubber grommet (a small round piece of rubber used in packing your IBM typewriter) around the Type Guide (see illustration at left). This grommet will prevent the typebars from striking the page as you type, but the carriage will space over, allowing you to count the spaces on the scale.

If your paper is centered in the typewriter (inserted between 15 and 83 on the Copy Guide), and you wish to place a line in the center of the page, position the carriage at the center point on the Front Paper Scale (49), attach the grommet, then proceed as in steps 2 and 4 on page 8.

centering

justifying

making straight right-hand margins

Your "Executive," equipped with the most complete "proportional spacing," can give your copy the professional look of newspaper and magazine columns.

To "justify" the right-hand margin, the material is typed twice. The first copy is a draft typed within the desired margin limits. In the second copy, space is added or subtracted where necessary by using the 2-or 3-unit *Space Bar* or the 1-unit *Backspace Key*.

Follow these steps:

1. Insert paper in typewriter.

2. Set desired margins.

3. Draw pencil line down the paper on the right margin. To do this, position carriage at right margin stop and place a small mark on the paper to indicate right margin. Move carriage so that this mark lines up with the center of the "V" notch in the card holder. Place a sharp pointed pencil in the "V" notch and draw a vertical line down the page by turning the platen knob upward.

4. Set a tab stop several markings to the right of this line.

5. Begin typing. Always use the 2-unit *Space Bar* between words. Try to end the typing line as close to the pencil line as possible with a complete or correctly hyphenated word. **Do not space** after the last word. **If the line ends with period or comma,** *Backspace* once before proceeding to the next step (#6).

6. To determine whether to increase or decrease the length of the line, raise the re-positioning indicator (see illustration);

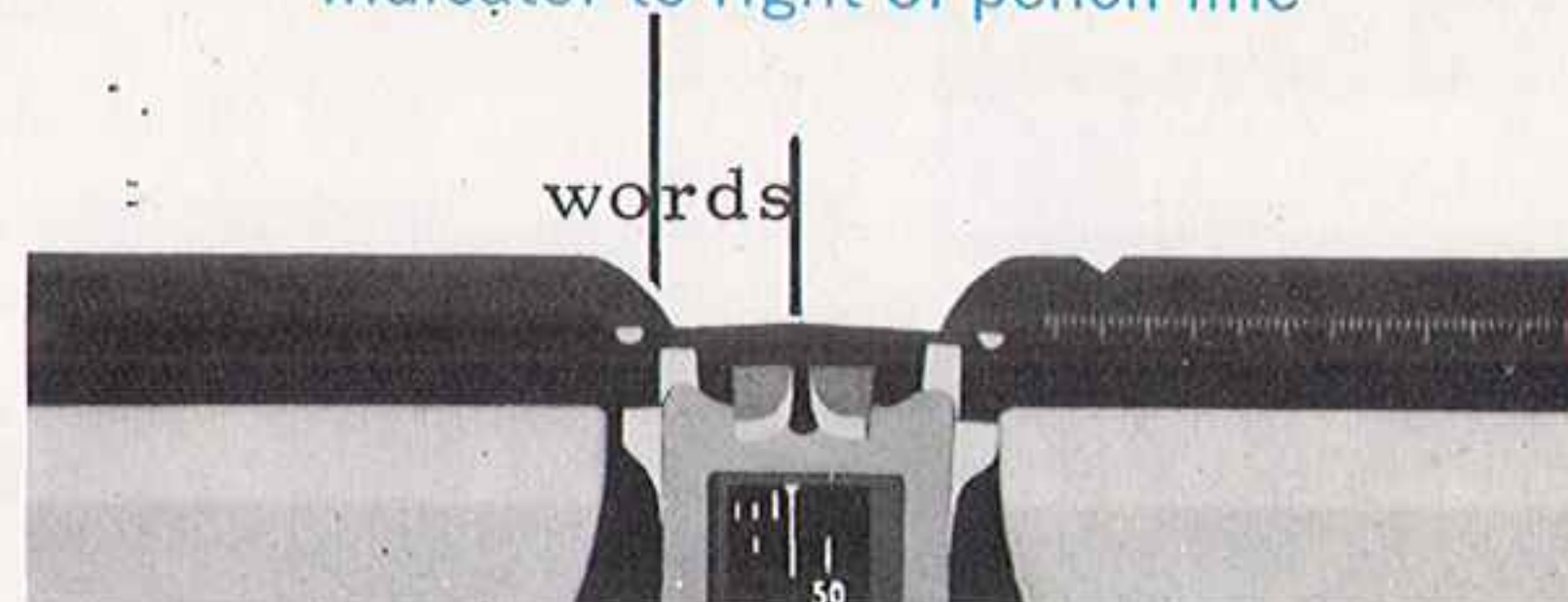   A. When indicator is on pencil line, no change is required. Tab and type "zero."

Pencil line on right margin
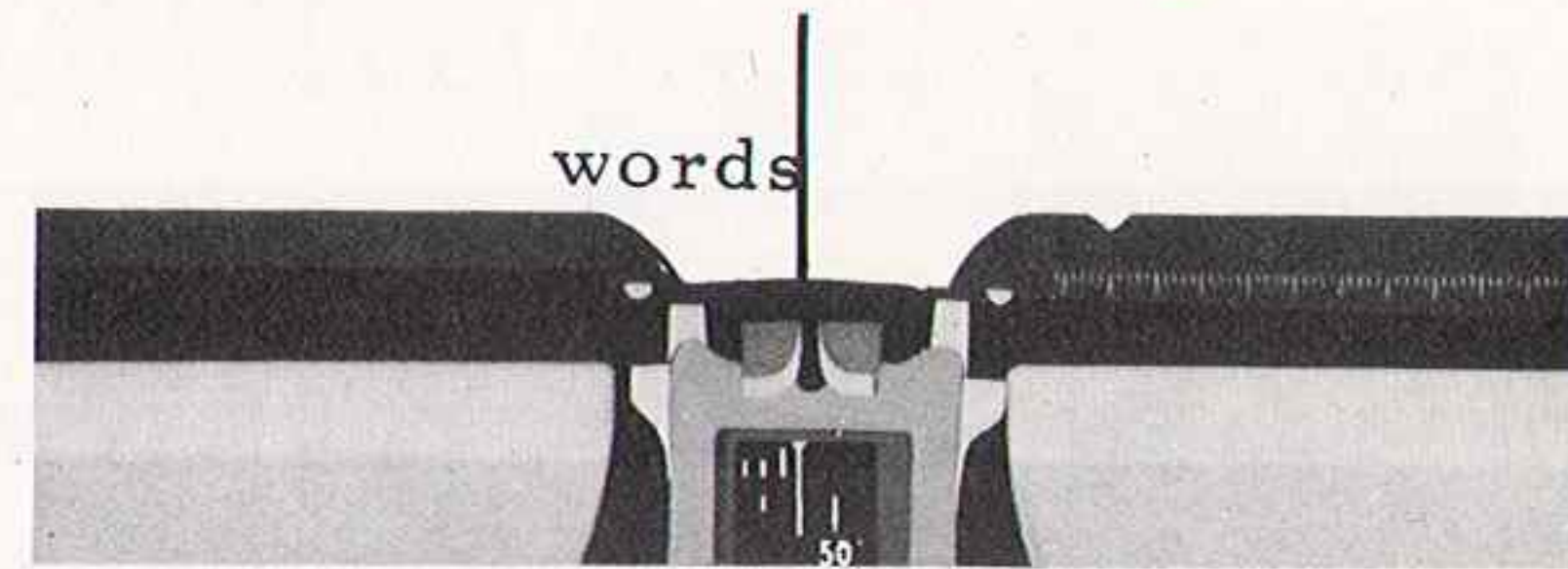
Indicator to left of pencil line
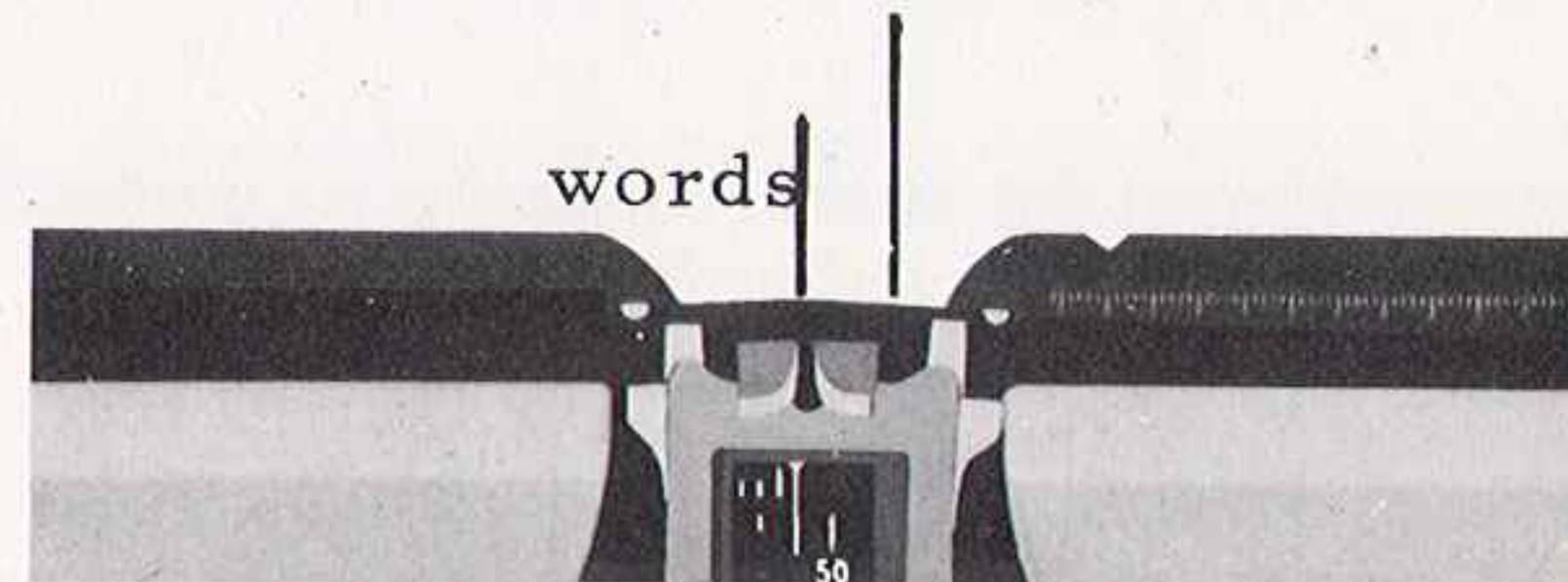
Indicator to right of pencil line

justifying

3

3-unit Space Bar to increase space

2-unit Space Bar

2

and

BACK
SPACE

Backspace once

= decreased space

B. When indicator is to the left of the pencil line, you must increase the length of your writing line. Space until indicator is on pencil line and count the number of units spaced. Then tab and type number of units to be added.

C. When indicator is to the right of pencil line, you must decrease the length of your writing line. Backspace until indicator is on pencil line and count the number of units backspaced. Tab and type the number of units to be subtracted.

7. After typing the draft, remove paper and make a check mark (√) where spaces are to be added, and a diagonal (/) where spaces are to be subtracted.

8. When typing the finished copy, increase space between words by using the 3-unit *Space Bar*. Decrease space between words by using the 2-unit *Space Bar* then *Backspace* once.

9. Where possible, it is best to add or subtract space between a word ending with a tall or short letter and the next word starting with the opposite letter **(take time)**. Uniform appearance can also be gained by adding space between words ending with tall letters **(h, l, k, b, t)** and subtracting space between words ending with short letters **(a, s, e, n)**.

handling erasures

Repositioning
Indicator Lever

Wire Pointer

In our indu
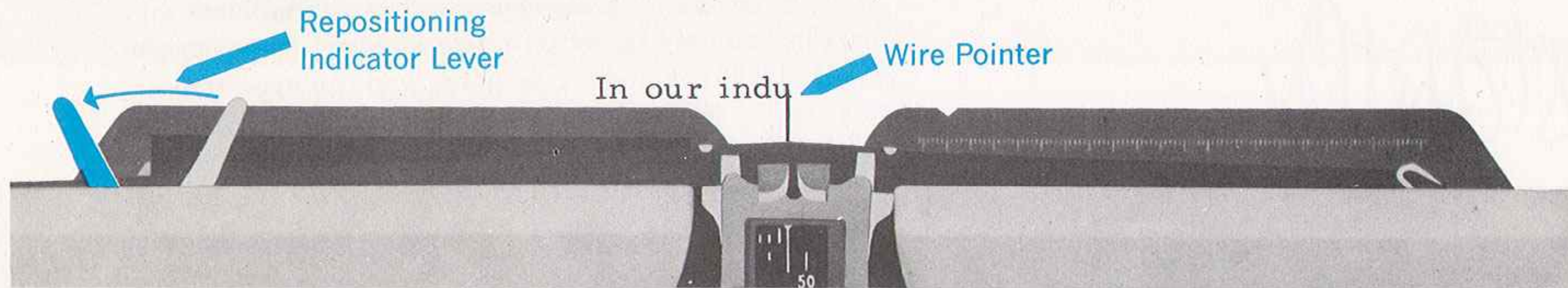
► The *Repositioning Indicator* enables you to find your typing position after an erasure with a quick 1-2-3.
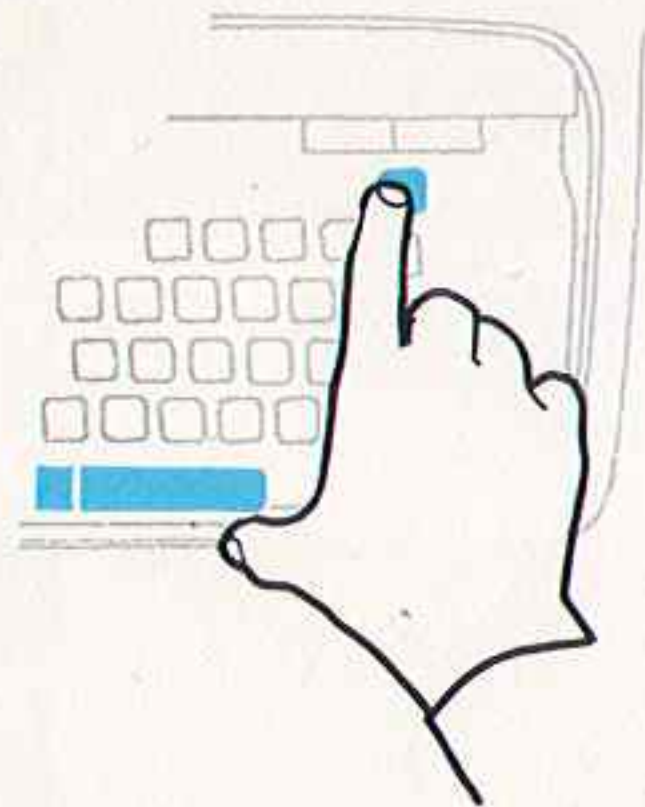
Suppose you have just erased the character after the letter "u". To quickly return to your typing position:

1. **Move** the *Repositioning Indicator Lever*, (shown by the arrow in the illustration) to the left and hold it there. This causes a wire pointer to move to the top of the writing line.
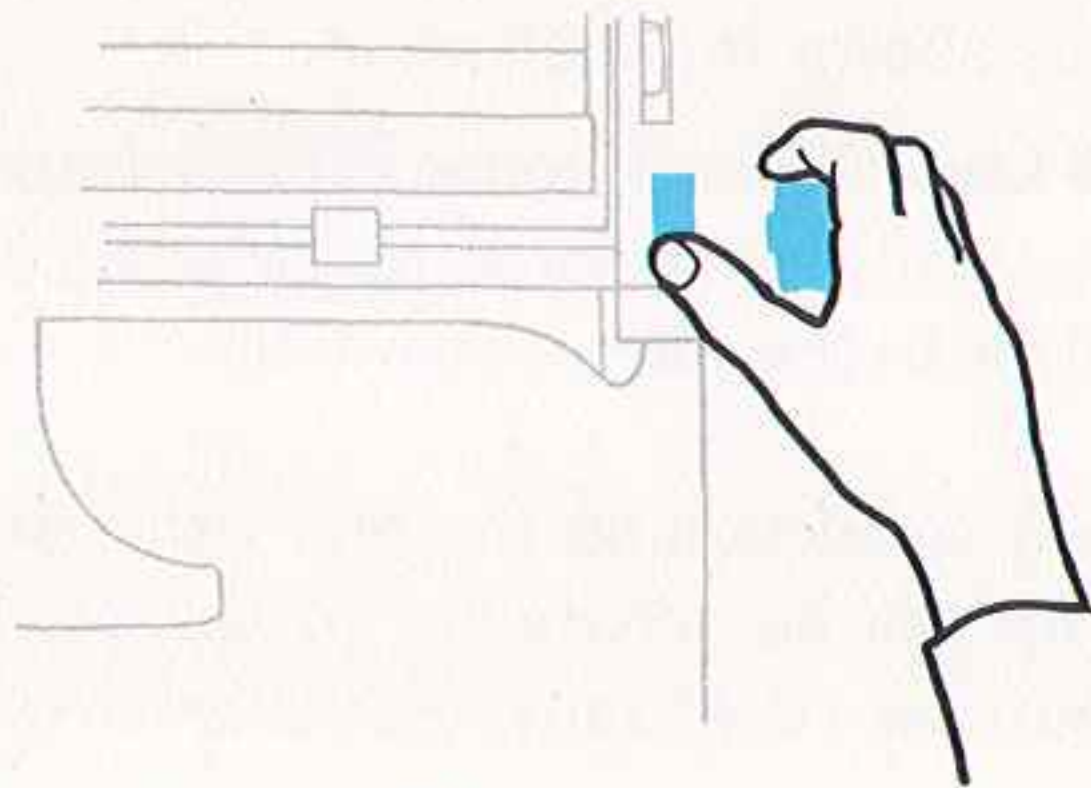
2. Using the pointer as a guide, line up the right edge of the character in front of the one being corrected. In this case, we line up the letter "u" as shown in illustration.

3. **Release the Lever** before typing. The pointer will automatically be restored to its original position. Type in the correct character.

When making a correction on the first letter in a word, line up the last character in the preceding word and space the 2-unit *Space Bar* once.

NOTE: For best results in carbon ribbon erasures, use first a soft eraser to remove excess carbon and prevent grinding it into paper; then use a harder eraser if necessary for residual carbon.

reset margins instantly

The new *Margin Reset Key* now reacts to a light, light touch. Its keyboard location makes margin setting quick and convenient.

To Reset Left-Hand Margin:

1. Touch the *Carriage Return Key* (to locate your present left-hand margin).
2. Depress and hold down the *Margin Reset Key.*
3. Move the carriage to the new margin position. Note that margins can only be set on whole numbers (for example, 40, 41, 42, 43). For short distances, you can move the carriage to the left by using the *Space Bar* (illustration A). For longer distances, you can move the carriage to the right or left by depressing the *Carriage Release* Lever (illustration B). When you release the *Margin Reset Key,* the margin is set.

Right-Hand Margin:

The right-hand margin stop of your "Executive" typewriter does not lock. A warning bell may be set to ring approximately 5 white lines (20 units) before the point where you wish to end your line.

To Change the Point Where the Bell Rings:

1. Return the carriage to the left margin. Move the carriage slowly to the left until the bell rings. Then stop.
2. Hold the *Margin Reset Key* all the way down and continue to move the carriage until you hear a click. This click indicates that your *Margin Reset Key* is over the right-hand margin stop.
3. Still holding the *Margin Reset Key* down, move the carriage to any desired right-hand margin setting.

A

B

The *Line Position Reset* (illustration A) securely locks out standard spacing and gives you a free-rolling platen.

You will find the *Line Position Reset* invaluable whenever you:

    A. Type above or below the line.
    B. Make corrections.
    C. Double underscore.
    D. Type subscripts.
    E. Type superscripts.
    F. Type exponents.

To move from original position and back again, follow these steps:

1. Pull forward the *Reset Lever*.
2. Roll the platen to the desired place.
3. Type.
4. Return *Reset Lever* to normal rear position. Your regular spacing is resumed.
5. Return to original line position.

The *Platen Variable* (illustration B), when depressed, permits the platen to be moved freely in either direction.

It should be used to reinsert a typed page and locate the original typing line for corrections or additions.

varying line spacing

Line Position
Reset

Platen
Variable

A   B
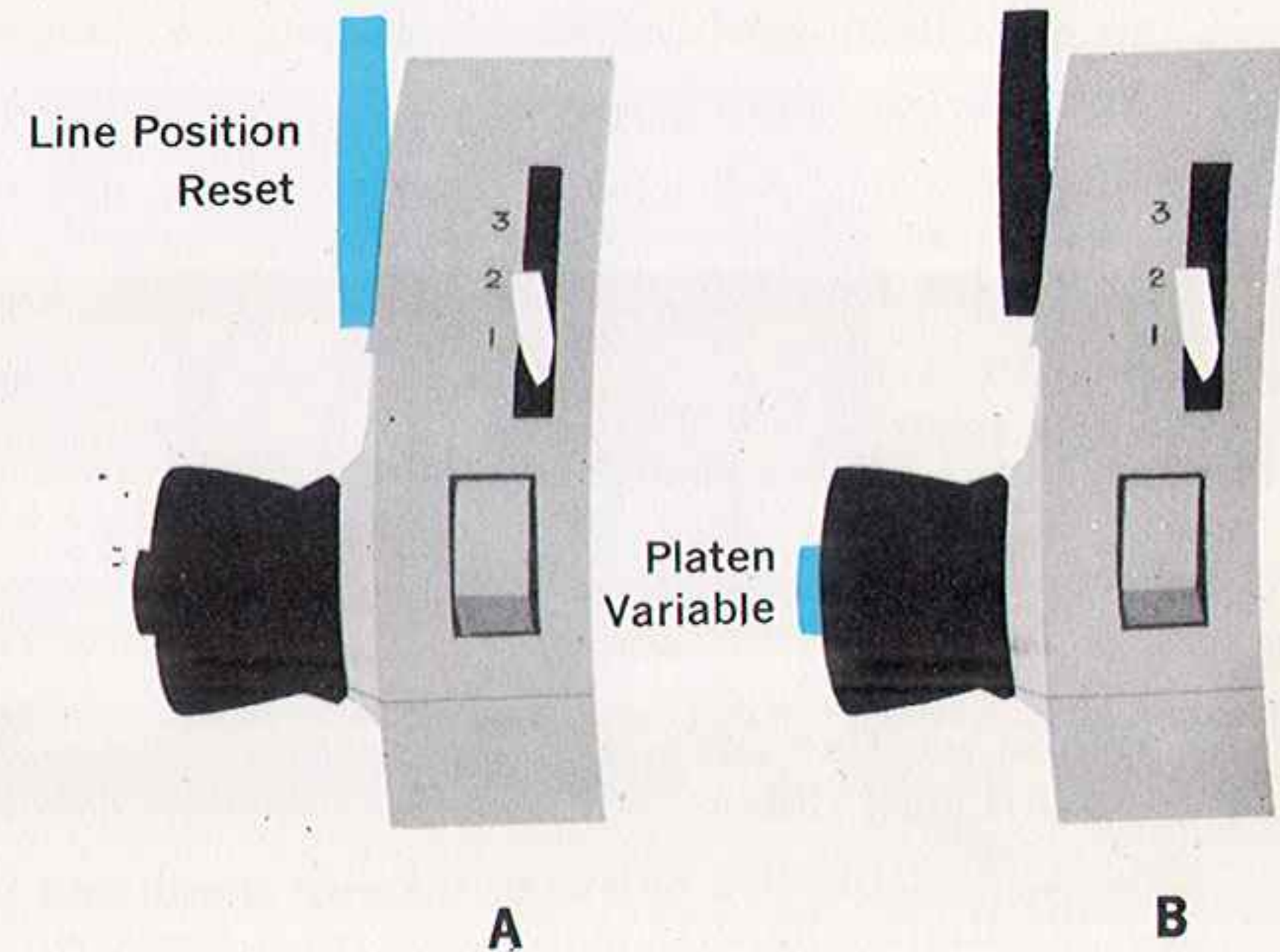
carbon ribbon performance

A beautiful, print-like effect identifies the work of your carbon ribbon. You're ready to type when you:

Press *Ribbon Position Lever* down for stencil position, then lift it one notch, placing the ribbon in writing position.

When the ribbon is almost used up, the *Ribbon Supply Indicator* becomes visible as a red line through the "ON-OFF" switch window. This is controlled by the ribbon supply indicator wire, located at the back of the right mounting bracket, below the tension wire. When the new ribbon is inserted, be sure this wire fits firmly around the back edge of the ribbon to insure proper feeding as well as indication of ribbon supply.

Your Carbon Ribbon: Time for a Change

There's a welcome change in store for you. "Quick and easy" best describes changing carbon ribbons in your new IBM Electric. Just follow these simple steps:
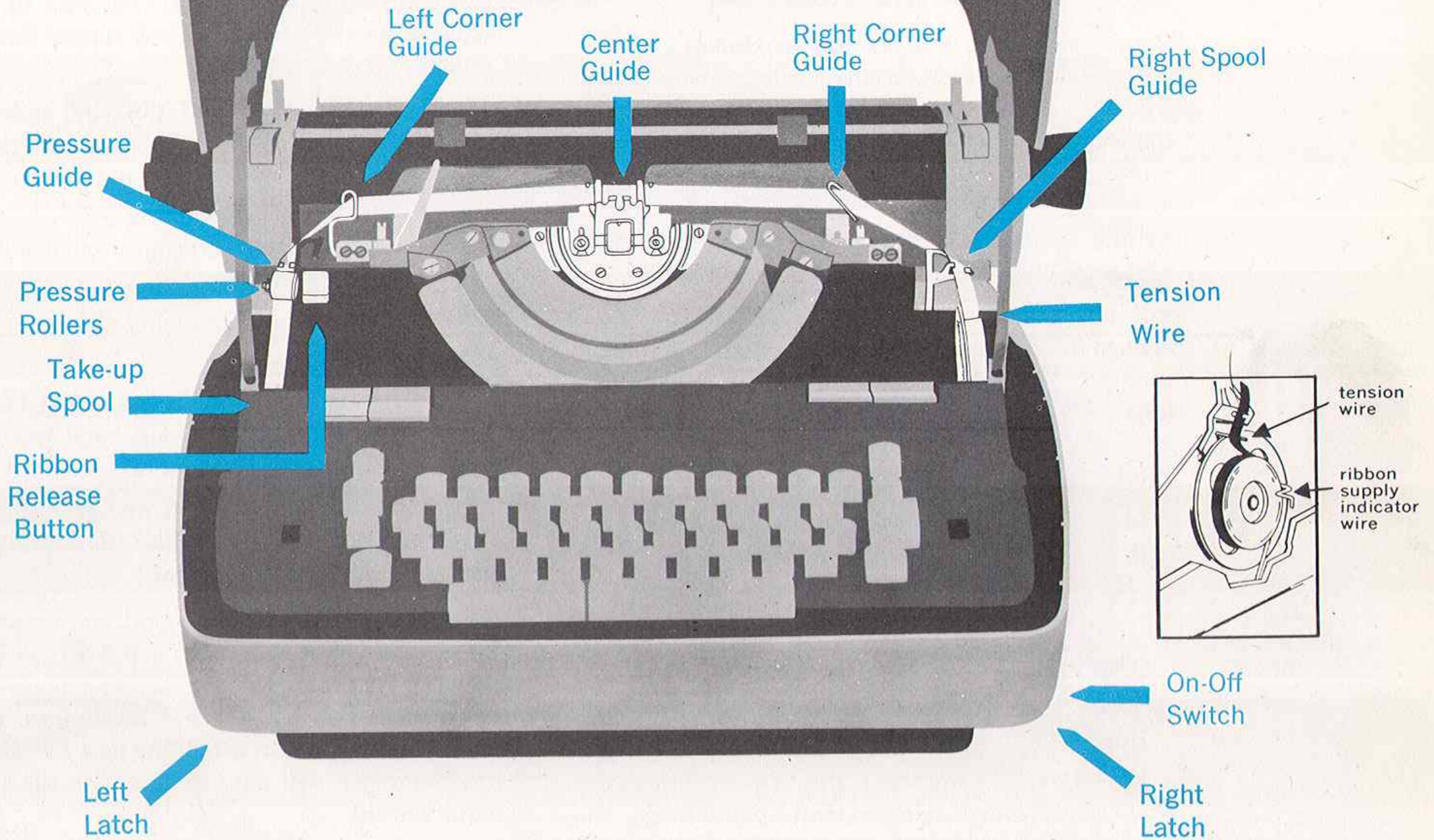
1. Turn typewriter "OFF" and lift cover as described on page 18, number 2.

2. Push the *Ribbon Release Button* down to open the pressure rollers, and push it still further down to free the take-up spool, which will then lean to the left.

3. Slide take-up spool up and out of metal mounting bracket. Pull the spool apart into two halves and discard used ribbon.

4. Reassemble two halves of take-up spool, and holding "butterfly-shaped" side away from typewriter, slide knob on other side down between the vertical prongs of mounting bracket. Push mounting bracket back to the right until it snaps into place.

5. Hold new spool of ribbon so that pink leader feeds toward you, with printed side of spool facing out. Push back Ribbon Supply Indicator wire to make room for ribbon. Slip new spool firmly onto knob in right bracket so that lower back edge of ribbon rests snugly in a bend in the Ribbon Supply Indicator wire.

6. Bring pink leader toward you, double it back over the top of the tension wire, thread it through the right spool guide, right corner guide (where shiny side of ribbon will turn to face you), center guide, left corner guide, pressure guide, between pressure rollers and onto the take-up spool, following line and arrow on take-up spool.

7. Holding Ribbon Release Button down, slowly turn take-up spool several times to secure ribbon firmly, then snap the spool back into place against typewriter. Leave some pink leader extending free from spool, to use later when removing used ribbon. Pressure rollers are automatically re-engaged with your first typing stroke.

8. Now turn the typewriter back "ON" and the take-up spool will automatically turn into the correct typing position, adjusting any ribbon slack.

NOTE: If your carbon ribbon mechanism differs from the one illustrated, please refer to the instructions on the inside top cover of your machine for ribbon installation instructions.

Left Corner Guide

Center Guide

Right Corner Guide

Right Spool Guide

Pressure Guide

Pressure Rollers

Take-up Spool

Ribbon Release Button

Tension Wire

tension wire

ribbon supply indicator wire

On-Off Switch

Left Latch

Right Latch

more from a fabric ribbon

Longer Life for your Fabric Ribbon

Your IBM Electric gives you maximum ribbon usage with three lanes on single color ribbons. The *Ribbon Position Lever* numbered 4, 3, and 2 in the diagram controls typing on the lower edge, center, and top edge of the ribbon. There is a heavier "click" between position 2 and stencil writing (position 1). On two-color ribbons, your writing positions are number 2 and number 4.

For longest wear and sharp, even impressions, change the *Ribbon Position Lever* frequently. The used positions will re-ink as you type on another lane.

Fabric Ribbon Changing is Easy

A fast, simple way changes your new IBM ribbon with no fuss, no smudge and no bother.
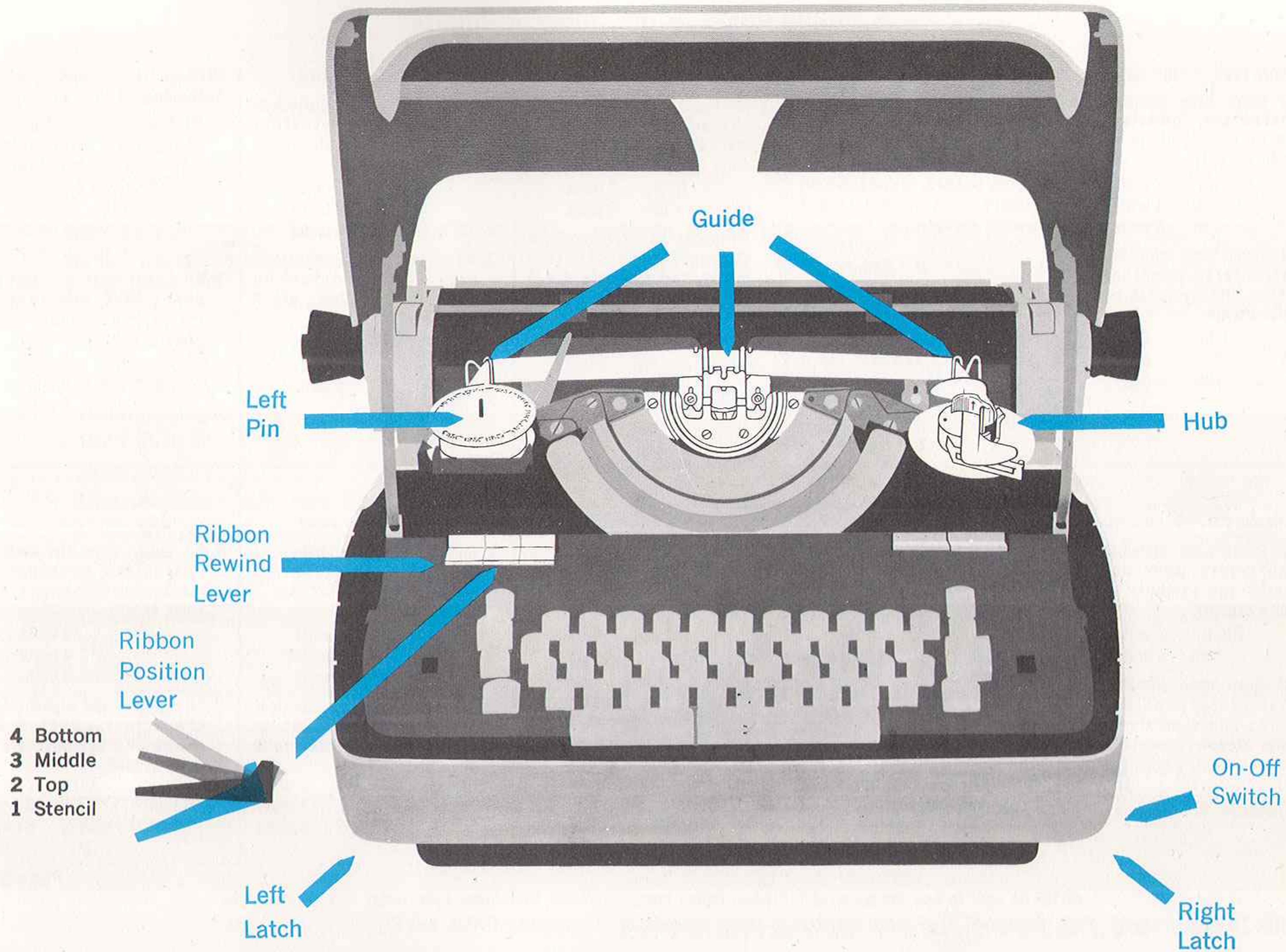
1. Depress *Ribbon Rewind Lever* to wind all old ribbon onto left spool. Ribbon is always changed by removing left-hand spool.

2. Open front cover of typewriter by bringing forward *Left* and *Right Latches* located in front of *Impression Indicator* and *"On-Off" Switch Levers.* Cover is released. Lift up and back.

3. To loosen and eject *Clean Clip* from right spool slot, bend it downward and lift out. Pick up left-hand spool and pull remaining ribbon through guides and discard.

4. Place new ribbon on left pin, and grasping *Clean Clip*, thread through left-corner guide, center guide, and right-corner guide. (Be sure ribbon unwinds from left side of spool.)

5. Place ribbon end clip into empty spool slot.

If you do not have the new IBM Clean Clip Ribbon, follow these steps in changing ribbon:

1. & 2. Same as above.

3. Release right end of ribbon by pushing red tab as indicated by arrow. Pick up left-hand spool and pull remaining ribbon through guides and discard.

4. Place new ribbon on left pin, and grasping ribbon end, thread through guides. (Be sure ribbon unwinds from left side of spool.)

5. Pass ribbon around right-hand corner guide. Open ribbon lock by pushing red tab as indicated by arrow. Insert ribbon into ribbon lock and release red tab. Do not leave more than half an inch of ribbon extending past the ribbon lock, so that it will not interfere with the automatic rewind.

Guide

Left
Pin

Hub

Ribbon
Rewind
Lever

Ribbon
Position
Lever

4 Bottom
3 Middle
2 Top
1 Stencil

On-Off
Switch

Left
Latch

Right
Latch

A simple guide to unit measurements

PATRON TYPE (1/36″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

ijl;'	2 units
w	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

IJ!0:	2 units
S#$¢*,."—?+	3 units
MW	5 units

Bold Face #1, Bold Face Italic, Documentary, Modern, Secretarial (1/32″ unit types) or **Bold Face #2** (1/36″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitj;'	2 units
w	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

0:I	2 units
SJ!#$¢*"—+	3 units
WM	5 units

Arcadia (1/32″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitjr;'	2 units
mw	4 units

2. All upper case alphabetical characters, punctuation marks and symbols are 3 units except:

IJ0:	2 units
CDGHNOQU@%?	4 units
MW	5 units
&	

Directory (1/32″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitj;'/	2 units
hnuw	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

!0:	2 units
FLITJE!#$¢*"—	3 units
MW	5 units

Heritage (1/36″ unit type) or **Testimonial** (1/32″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitj;'	2 units
w	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

IJ0!:	2 units
SBP#$¢*"—+	3 units
WM	5 units

Mid-Century (1/36″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitsjr;'	2 units
wm	4 units

2. All upper case alphabetical characters, punctuation marks and symbols are 3 units except:

I0:	2 units
HAYCUDKVXZ&?	4 units
NOWGMQ@%	5 units

Copperplate Gothic 1 or 2 (1/36″ unit type)

1. All lower case alphabetical characters are 3 units except:

ij	2 units
mw	4 units

2. All upper case alphabetical characters are 1 unit larger than lower case, except for "I" which is 2 units in both cases.

3. Numbers, period and comma are 3 units in both the upper case and lower case.

Registry (1/36″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitjr;'	2 units
mw and all numbers	4 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

I0:	2 units
J!#¢*"—	3 units
MW	5 units

Charter (1/45″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitsjrz;'	2 units
w	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

IJ0:	2 units
BEFLPSZ!#$¢*?"—+	3 units
MW@	5 units

Text (1/45″ unit type)

1. All lower case alphabetical characters, punctuation marks and symbols are 3 units except:

flitsjr;'	2 units
w	4 units
m	5 units

2. All upper case alphabetical characters, punctuation marks and symbols are 4 units except:

IJ0*:	2 units
BEFLPRS!#$¢?"—+	3 units
MW@	5 units

NOTE: Be sure to use the numeral "1" when typing numbers (rather than lower case letter "l"). Numbers on all "Executive" type faces are 3 units (except lower case Copperplate Gothic and Registry — see above).

tips

Typestyles

The typemark codes printed on the typebars enable you to identify the type style on your typewriter.

Typestyle	Typemark
Arcadia	JM
Boldface Italic	PT
Bold Face #1	PO
Bold Face #2	PB
Charter #51	PR
Copperplate Gothic #1	PG
Copperplate Gothic #2	JG
Directory	PK
Documentary	PE
Heritage	PJ
Mid-Century	PF
Modern	PM
Patron	JE
Registry	PN
Secretarial	PS
Testimonial	PV
Text	PH

Your IBM "Executive" combines a range of activity with speed of operation.

You will find a partial carriage return of special value when typing columns of figures. This short cut can be executed with a touch of the *Carriage Return Key*, followed by a tap of the *Tab Key* immediately after the carriage has passed the set tab stop.

The longer writing line of your new "Executive" accommodates manila file folders to enable you to type directly onto the tab edge.

SHADOW PRINTING

a desired effect for emphasis and display work, is an example of "Executive" flexibility.

With *Expand Key* down, type the following:

INTERNATIONAL BUSINESS MACHINES

Return to left margin in position to type over what you've just typed. *Backspace* once. Type over. It should look like this:

INTERNATIONAL BUSINESS MACHINES

care is a
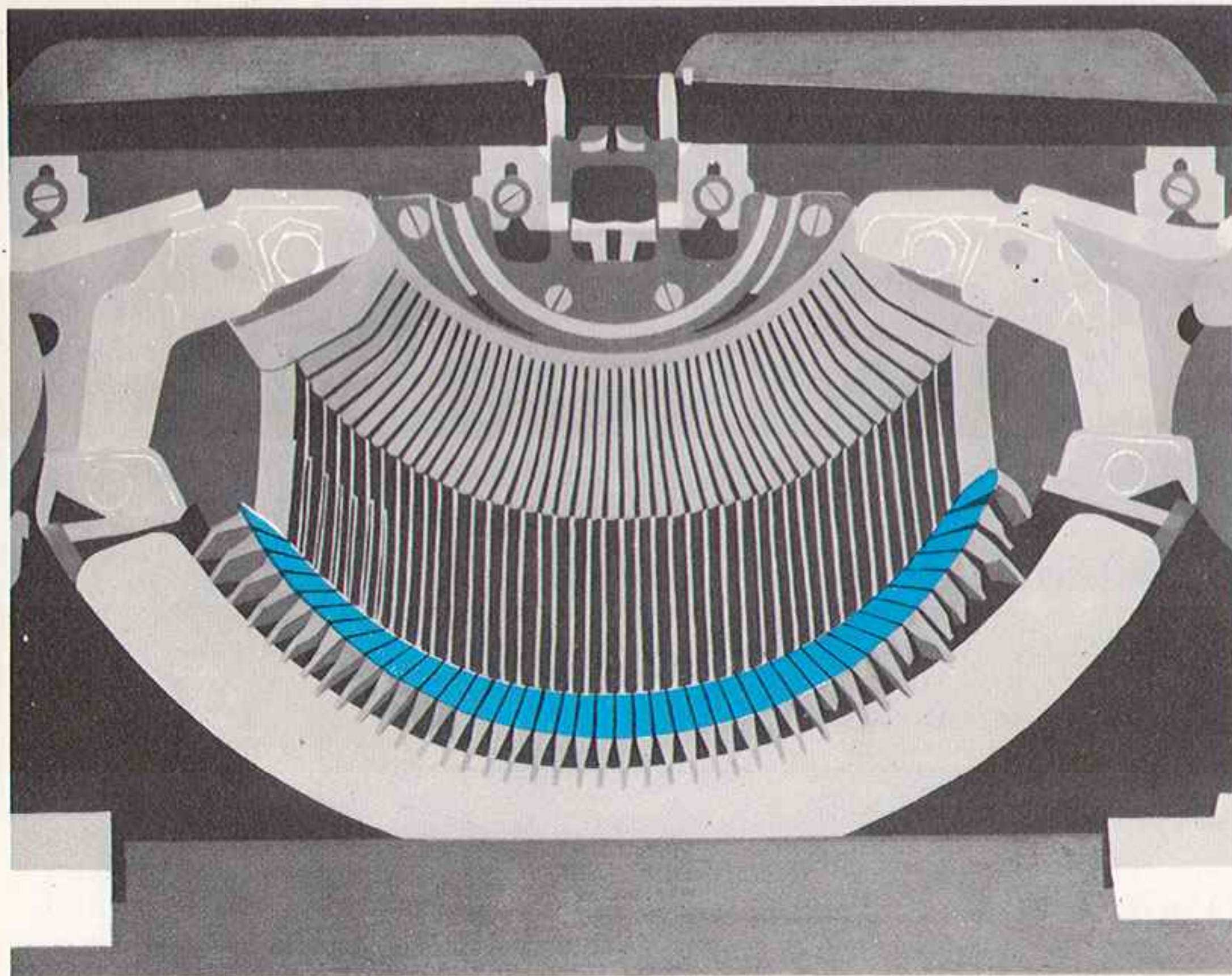
The beauty of your IBM typewriter hides its ruggedness. Minimum care will insure maximum performance indefinitely.

The type in your "Executive" strikes the clean, dry backing of your carbon ribbon and practically eliminates the necessity of cleaning type.

However, if your "Executive" is equipped with fabric ribbon mechanism, or if it is used for extensive stencil writing or similar applications, regular type cleaning is required.

Cleaning Type:

Spread a cloth or tissue in front of the type to protect your clothing. Clean the type on your IBM "Executive" daily, using a dry bristle brush, with a brushing motion toward you and away from the type basket. No cleaning fluids are necessary. If your type becomes caked with dirt, use a tapping motion with the ends of the bristles of your type cleaning brush. Finish the cleaning by wiping the type faces with a clean, dry cloth. If you do use a cleaning fluid, moisten a cloth *slightly* and dab the type faces lightly. *Avoid excessive use of any fluid and do not oil your machine.* Oil used indiscriminately may contact rubber parts and cause damage. Heavy pressure is not necessary to clean the keys—whether you use a brush, cloth, or plastic type cleaner.

Caution: Certain cleaning fluids may have a harmful effect on the plastic parts and painted portions of your typewriter. Use of a mild detergent, only, is recommended. Where stubborn stains are encountered, consult with your local IBM Service Department.
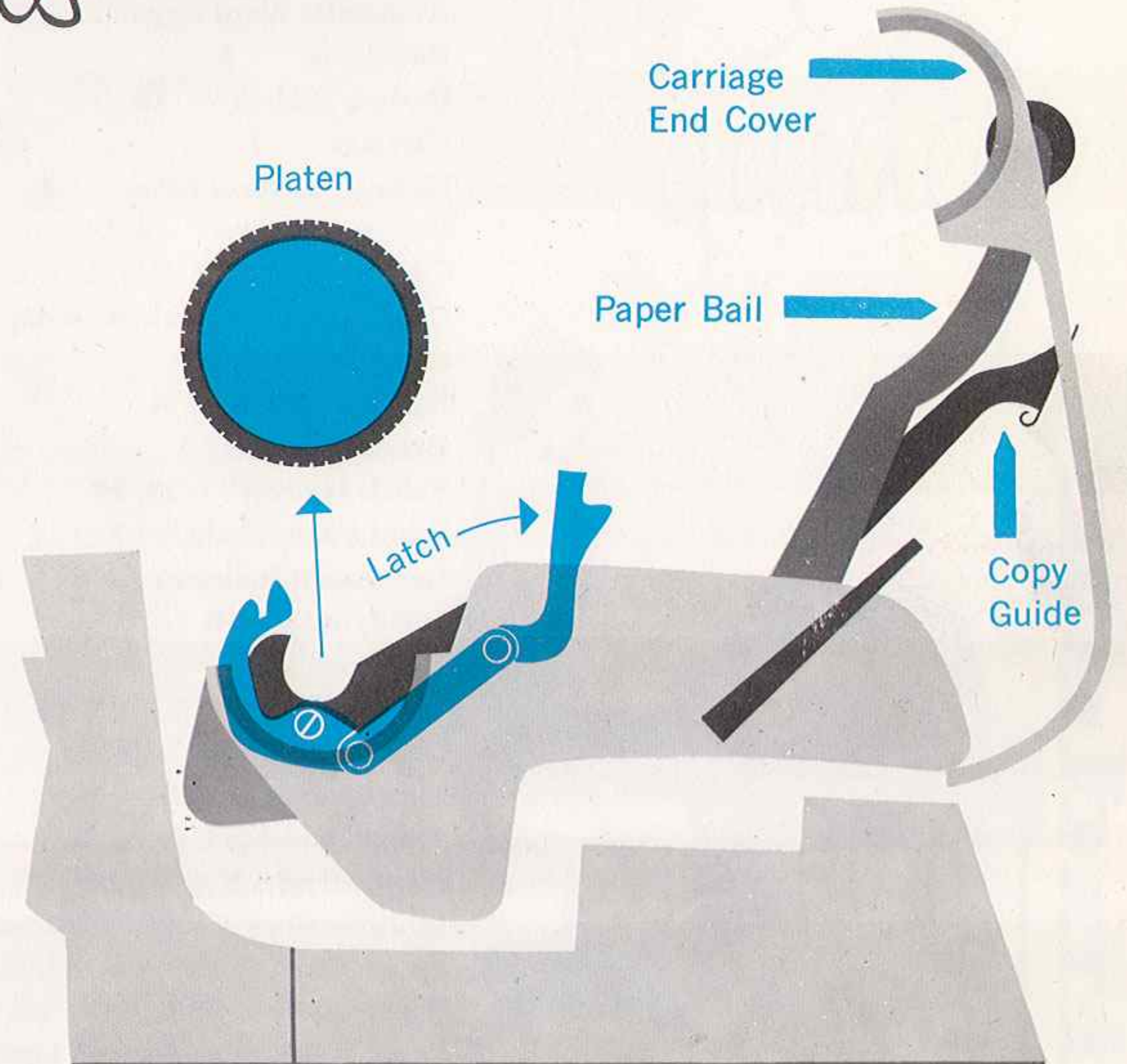
matter of minutes

Removing the Platen:

1. Center the carriage, raise tops of *Paper Bail, Carriage End Covers* and *Copy Guide*.

2. Lift up latches. Lift out platen.

3. To replace platen, center the groove in the right platen shaft on the carriage end plate and bring latches forward and down.

To clean feed rolls, remove the platen and the metal deflector underneath (by grasping ends and pulling out). The feed rolls are now accessible for cleaning. When replacing deflector, place back edge in first.

Cleaning Platen, Feed Rolls, and Bail Rolls

To assure proper feeding of the paper and to prevent feed roll or bail roll markings, clean the platen, feed rolls and bail rolls periodically. If you type many stencils, frequent cleaning is suggested. A number of platen cleaners, which can be applied with a dauber or cloth, are available from stationery suppliers. Use the cleaning fluid sparingly.

Platen

Carriage End Cover

Paper Bail

Copy Guide

Latch

for your **IBM**

1. To insure a flow of electricity, be sure the electric cord is securely fitted into the typewriter as well as the electrical outlet.
2. Switch window should indicate **"ON."**
3. When typebars do not print:
   - - make certain *Ribbon Position Lever* is not in "stencil" position.
   - - and that *Multiple Copy Control Lever* is at "A."
4. When carriage will not move:
   - - turn **"OFF"** for 30 seconds, then **"ON."**
   - - with switch on, depress *Margin Release Key* or *Tab Key*
   - - attempt to move the carriage by hand. **Do not force.**

for you

Posture

1. Upper arms sloped slightly forward.
2. Forearms on same slope as keyboard.
3. Back erect, supported by backrest.
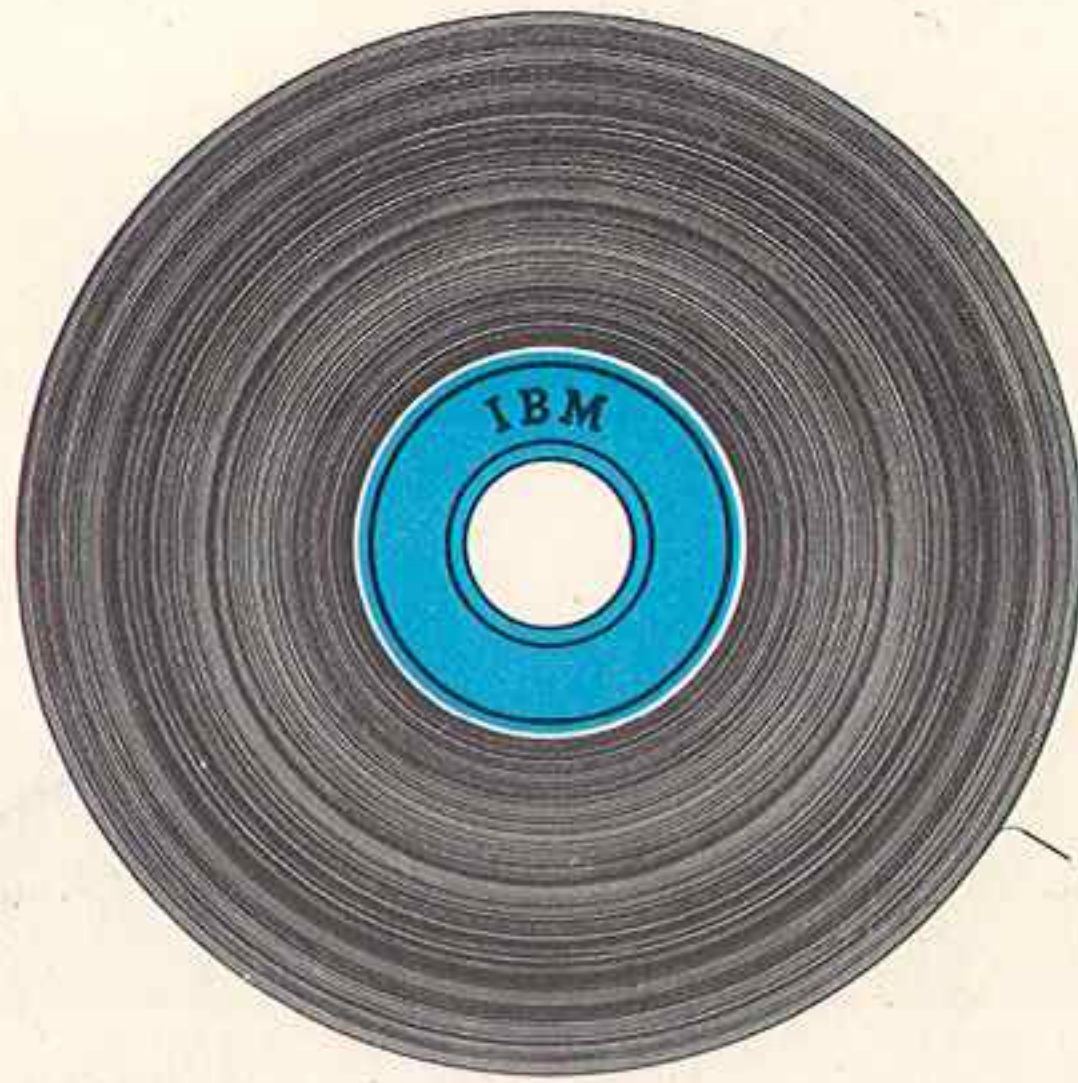4. Feet flat on floor.

Typing Touch

When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position. Tap the keys squarely in their centers, using a quick, resilient touch and relax finger pressure the instant you contact the keys. Practice familiar words or sentences.

typing guides

IBM ribbon and carbon paper

Your IBM Electric Typewriter and IBM typing supplies are literally "made for each other." IBM typing materials are designed and tested under quality-control conditions to guarantee optimum performance for your typewriter. For a perfect impression, ask your IBM representative to recommend the ribbon and carbon paper that are best for your work.

Ask your IBM representative, too, about our economical Maintenance Agreement Plan— a program of planned "preventive" maintenance that assures you the finest typewriter performance at all times.

Carbon paper