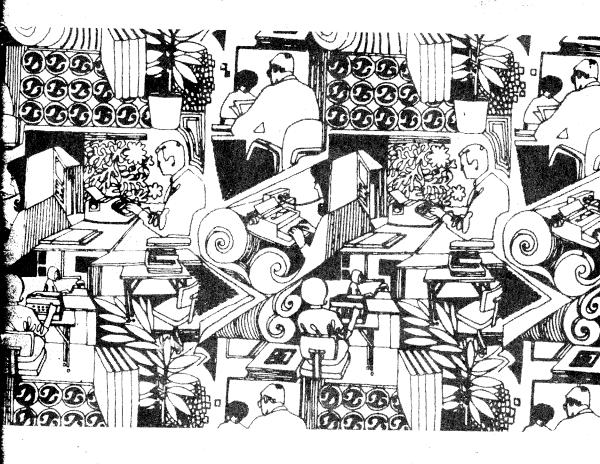
TYPEWRITING STYLE MANUAL



CORRELATED WITH





TYPEWRITING STYLE MANUAL

with references to

CENTURY 21 TYPEWRITING

by LESSENBERRY, CRAWFORD, ERICKSON BEAUMONT, and ROBINSON



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SOUTH-WESTERN PUBLISHING CO.

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T709

PURPOSE

Genuine marketable skill in typewriting and practical personal skill in typewriting involve more than the typing of straight copy. For this reason Century 21 Typewriting, by Lessenberry, Crawford, Erickson, Beaumont, and Robinson, is more than just a typewriting book. It provides a close correlation of typewriting skill with punctuation, syllabication, grammar, and many other related skills that are important in obtaining the maximum usable results.

Century 21 Typewritine (Stock No. T70) is so complete in this respect that teachers have found it not only thorough as a typewriting textbook, but also useful as a reference book in other courses, such as English, transcription, and office practice. Because other teachers have found this same information useful, the manual is being made available at low cost. This is not only an inexpensive permanent reference for students, but many schools use it on a school-wide basis to help correlate the style problems in all related courses.

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CENTERING

MEASUREMENTS BASIC TO CENTERING

Textbook References

There are two common sizes of typewriter type: Pica and Elite.

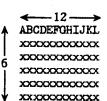
renc

PICA

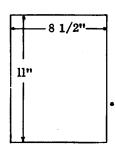
(10 spaces to each horizontal inch) (6 lines to each vertical inch) -10 -

ELITE

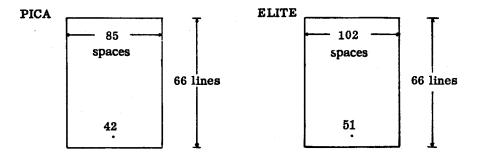
- (12 spaces to each horizontal inch)
- (6 lines to each vertical inch)



A standard sheet of paper is 8½ x 11 inches:



Or, in terms of spaces and lines:



Horizontal Centering Point. The horizontal center of the paper is 42½ for pica type and 51 for elite type. For ease in centering, use 42 for pica and 50 for elite.

iii 7

HORIZONTAL CENTERING

iii

iii

iii

iii

Setting the Paper Guide; Centering the Paper

Olympia, R. C. Allen, Royal, Smith-Corona

Set the paper guide so the indicator at the left will point to θ on the paper guide scale, which is on the paper table. When paper of standard size (8½" by 11") is inserted with the guide at θ , the centering point will be:

42 for machines with pica type

50 or 51 for machines with elite type

(Note the difference between pica and elite type illustrated in the two lines above. Compare this type with the type on the machine you are using.)

IBM

Insert the paper with the left edge at θ on the margin scale (Selectric) or the lower platen (cylinder) scale of the standard electric. Move the paper guide so that it is alongside the left edge of the paper. Note the position of the paper guide on the paper table, and always set the guide in this position.

Olivetti-Underwood

Insert the paper with the left edge at 0 on the paper-bail scale. Move the paper guide so that it is alongside the left edge of the paper. Note the position of the paper guide on the paper-guide scale, and always set the guide in this position.

Remington

Insert the paper with the left edge at 0 on the bottom carriage scale. Move the paper guide so that it is alongside the left edge of the paper. Note the position of the paper guide on the paper table, and always set the guide in this position.

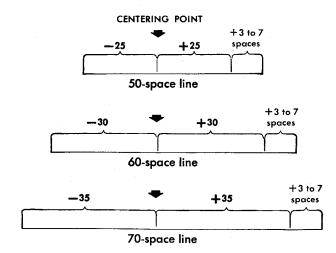
Note: Remington, Smith-Corona, and Olivetti-Underwood Typewriters have special centering devices which may be used. Consult operator's manual.

Planning Margin Stops

To have the typed material centered horizontally, set stops for the left and right margins. Typewriters differ in their mechanical adjust-

ments and the bell rings at different points on different typewriters, but the carriage locks at the point where the right margin stop is set. After the bell rings, there will be from 6 to 11 or more spaces before the carriage locks, some machines allowing more but none fewer than 6 spaces.

Test your typewriter and determine the number of spaces the bell rings before the carriage or carrier locks. Take this into consideration when setting the right margin stop. Since the ringing of the bell is a cue to return the carriage, set the right stop 3 to 7 spaces beyond the desired line ending so the bell will ring approximately 3 spaces before the point at which you want the line to end.



Mechanics of Setting the Margin Stops

Royal Standard and Electric

To set the left margin stop, place your left index finger behind the left "Magic" margin control and move it forward; move the carriage to the desired position; then return the margin control to its original position. To set the right margin stop, move the right "Magic" margin control forward; move the carriage to the desired position; then return the margin control to its original position.

IBM Electric

To set the left margin stop, move the carriage until it is against the left margin stop; depress and hold down the margin set key as you move the carriage to the desired new position; then release the set key. To set the right margin stop, move the carriage until it is against the right margin stop; depress and hold down the margin set key as you move the carriage to the desired new position; then release the set key.

iii

iii

IBM Selectric

With the element carrier approximately centered, move stops to desired position. This is easy to do by relating their location to the keyboard. As there is no movable carriage as on other typewriters, stops can be moved left or right as the line length requires.

iii

R. C. Allen and Olympia

To set the left margin stop, depress the left margin stop, move the carriage to the desired position, and set and then release the stop. Use the same procedure for setting the stop for the right margin.

iv

Remington Standard and Electric

To set the left margin stop, move the left margin stop to the desired position to begin the line of writing. Move the stop for the right margin to the desired position to set the stop for the right margin.

iv

Smith-Corona Standard

To set the left margin stop, press the left margin set button to the left in the direction of the arrow as you move the carriage to the desired position; then release the margin set button. To set the right margin stop, press the right margin set button to the right in the direction of the arrow as you move the carriage to the desired position; then release the margin set button.

iv

Smith-Corona Electric

To reset the left margin, depress the left carriage release button and the left margin button, move the carriage to the right to the desired location and release the two buttons simultaneously. The same operation is used to reset the right margin.

iv

Olivetti-Underwood

Set both right and left margins simultaneously. You do not have to move the carriage. The margin indicators (shaded geometric shapes) on the front scale indicate balanced margin set positions.

iv

Centering Lines, Titles, and Headings

1. Move marginal stops to extreme ends of scale. Clear tab stops.

x 67

- 2. Move the carriage to the center of the paper (centering point). Set a tab stop at this point.
- 3. From the center of the paper, backspace once for every two strokes (letters, figures, spaces, punctuation marks, etc.) in the

5

X

70

line to be centered. Do not backspace for the odd or leftover stroke if there is one.

- 4. Begin to type at the point where the backspacing is completed.
- 5. If there are more lines to be centered, tabulate to the centering point, and repeat steps 3 and 4. Continue in this manner until all lines have been typed.

To Center a "Spread" Heading

- 1. Backspace from center once for each letter or character in the line and once for each space between words.
- 2. Type the heading, spacing once between letters and characters, and three times between words.

VERTICAL CENTERING

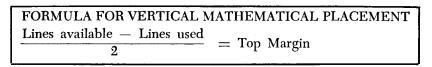
Vertical Spacing

Most typewritten material is single spaced—there are no extra line spaces between lines. In some instances, such as manuscripts, it is customary to double space—this leaves one blank line space between lines. For special effects, such as headings, triple spacing may be used—leaving two blank line spaces between typewritten lines.

This is This is This is single - - - triple spacing - - spacing - spacing

Vertical Centering—Mathematical Method

- Count all of the lines required to type the problem; include headings, lines in the body of the material, and all blank lines—remember, every double space counts as one blank line; every triple space counts as two blank lines.
- 2. Subtract the total lines required to type the problem from the total number of lines on the sheet (66 full sheet, 33 half sheet—standard paper).
- 3. Divide the remaining number of lines by 2 to get the top and bottom margins. Drop the fraction if there is one.



Reading Position: Copy will appear centered to the eye if it is slightly above the exact center. To achieve this effect, subtract 2 from the exact top margin.

Vertical Centering—Backspace-from-Center Method

From the vertical center of the paper (34 lines down from the top of a full sheet), roll the platen (cylinder) back once for each two line spaces to be used in typing the copy. Remember to count blank lines caused by double and triple spacing. Turn back two more spaces (visual center) and begin typing.

78

BUSINESS LETTERS

STATIONERY

Business letters are usually typed on 8½ by 11 inch *letterheads* which have the name and address of the company and sometimes other information printed at the top.

If a letter is longer than one page, plain paper of the same size, color, and quality as the letterhead is used for the additional pages.

Some business offices also use smaller-sized letterhead paper for very short letters. Such paper is either 8½ by 5½ inches or 5½ by 8½ inches.

Special paper, such as onionskin or manifold-copy paper, is used for carbon copies.

LETTER STYLES

There are three widely used basic letter styles: Block, Modified Block, and AMS Simplified. In the Block and AMS Simplified letter styles, all lines start at the left margin. In the Modified Block Style, the date and closing lines are started at the center point and the paragraphs are indented or blocked.

Block (Illustrated on page 14).

 $\label{eq:modified_Block} \textit{Modified Block} \left\{ \begin{array}{l} \text{with blocked paragraphs (Illustrated on page} \\ 12). \\ \text{with indented paragraphs (Illustrated on page} \\ 13). \end{array} \right.$

AMS Simplified (Illustrated on page 15).

Occasionally the basic styles are changed or unusual styles (such as the *Inverted Paragraph* style illustrated on page 15) are used for special effect.

PUNCTUATION OF BUSINESS LETTERS

Two types of punctuation are widely used in business letters: open and mixed.

In *mixed punctuation*, a colon follows the salutation and a comma follows the complimentary close (illustrated on page 12).

In open punctuation, no punctuation follows the salutation or complimentary close (illustrated on page 14).

PLACEMENT OF BUSINESS LETTERS

Some business offices use standard margins (a set line length) for 144 all business letters. Others vary the margins according to the length of the letter.

When letters are typed with variable margins, short letters have wider margins and are typed further down the page than long letters. You will find the use of a placement table, such as the one given below, helps in the placement of letters. As you develop placement skill, however, you should be able to estimate the length of the letter and decide its placement without the help of a table.

Letter 5-Stroke Words Side Margin Dateline Position Classification in Letter Body Margins Description (From Top Edge of Paper) 2" Line 20 Short Up to 100 Wide 100-150 1½" Standard 18 1½" 2 151-200 16 $\bar{3}$ Average 201-250 1%" 14 251-300 1½" 12 301-350 1" Long Narrow 12 More than 350 Two-page Narrow 12

LETTER PLACEMENT TABLE

Notes About the Placement Table

- 1. Vertical placement of the date varies according to letter length. The address, however, is always typed on the 4th line (3 blank line spaces) below the date.
- 2. Letters with special lines (attention, subject, etc.) or unusual features (tabulated material, extra lines in address or closing) may require adjustment in date-line placement. Also, when a deep letterhead makes it impossible to type the date on the designated line, type it a double space below the past letterhead line.
- 3. No change in margins is needed for letters in the 100-300 word classification: Use 1½-inch margins for all these letters.
- 4. For each 50-word increase in letter length in the "average" category, the date line is raised 2 lines.



11 GUITTARD ROAD BURLINGAME, CA 94010 415/697-7050

Tabulate to center point to type date and closing lines

Dateline

Line 16 November 17, 19--

Operate return 4 times

Letter address

Mr. Dennis R. Knox, Principal Golden Gate High School 2800 Turk Boulevard San Francisco, CA 94118

Salutation

Dear Mr. Knox:

Surely you agree that few things are more personal than the messages you write. They convey your ideas, your thoughts, your ideals. They are you-on paper. But are the messages that bear your signature giving you fair representation?

Body of letter

Study this message for a moment and decide for yourself. Note how it is centered upon the page. Then observe that the margins are balanced and clearly defined, that the paragraphs are well proportioned.

Note also that every type character is clean-cut, uniform in impression, and evenly spaced. The capitals, which in so many cases show a tendency to jump above the line, are in perfect alignment.

Compare and see! Let us deliver a new IMPACT ELECTRIC typewriter to your office where you can see for yourself how the performance of an IMPACT will give you better-looking messages for better representation. Your signature on the enclosed card is all it takes to arrange an appointment.

Complimentary close

Signature

Typed name of writer Official title of writer

Initials of typist Enclosure notation mhh *DS*

Enclosure

Sincerely yours,

9. Marshall Goodwin

J. Marshall Goodwin Regional Sales Manager 4 line spaces (3 blank lines)

Cincınnati

Chicago

Burlingame, California

Dallas

New Rochelle, New York

*ELECTRA CORPORATION One Victory Boulevard, S. Burbank, California 91502 Telephone 483-2759 **Typewriters** Adding Machines Calculators EDP-IDP Equipment Start at center point of paper Dateline February 15, 19--Line 16 4 line spaces (3 blank lines) Mr. Mark Brown, President Associated Industries, Inc. 1078 California Avenue Letter address Seattle, WA 98116 Dear Mr. Brown: Salutation Often the effectiveness of a letter is reduced if it is poorly placed on the page. Good letter placement has eye appeal. A letter that is properly placed on the page gets the kind of positive attention that leads to action as your customer reads your message. Our Research Division has just completed an intensive study of letter placement problems. They have developed a new letter placement guide that assures good placement every time. Several copies of this new guide are enclosed. Why not have your typists try it. I know you will be pleased with the very attractive "picture frame" place-Body of letter ment it will give your letters. This letter placement guide is another of the free services we offer to the busy executive who must depend upon his typing staff for proper letter placement. It is always good to have an occasion to be of service to you. Start at center point of paper Sincerely yours, Complimentary close 4 line spaces (3 blank lines) Richard Krisker Signature Richard Krisher, Manager Typed name and official title Reference initials Enclosure **Enclosures** notation

One Victory Boulevard, S. Burbank, California 91502

Telephone 483-2759

ELECTRA CORPORATION

Typewriters

Adding Machines

Calculators

EDP-IDP Equipment

March 28, 19--

Dr. Lyn R. Clark, President Systems Design Corporation 11463 Wilshire Blvd Los Angeles, CA 90024

Dear Dr. Clark

Today many business firms use the block style letter for their correspondence. This letter is an example of that style. You will note that all lines start at the left margin. The advantage of this style is that the mechanical process of indenting opening and closing lines, or paragraphs, is eliminated. This practice saves typing time as well as space.

Open punctuation is used with this letter. Punctuation marks are omitted after the date, address, salutation, and complimentary close unless an abbreviation is used. In this case the period is typed as a part of the abbreviation. Elimination of these punctuation marks helps to increase letter production rates. Another recommended timesaving feature is to type only the typist's initials for reference when the dictator's name is typed in the closing lines.

As you can see, the block style letter gives good placement appearance. Because many extra typing strokes and motions are eliminated, the use of this style does help to increase letter production rates. It is the letter style I recommend for use in the business office.

Sincerely yours

Scott M. Sellwood

Scott M. Sellwood Communications Consultant



September 24, 19--

SPECIAL DELIVERY

Mrs. Nancy Bizal, Training Director Midwest Fabrics Corporation 3509 Hawthorne Avenue Evansville, IN 47714

Dear Mrs. Bizal

Here is a letter style you will want to use for attracting attention to exciting ideas or in promoting fine products. This eye-catching format is called the inverted paragraph style.

The first line of each paragraph starts at the left margin; all other lines in the paragraph begin five spaces to the right. Closing lines are typed in the modified block position; punctuation may be either mixed or open.

Margins should be set initially so the first line of the paragraph is centered horizontally. After typing the first line, reset the left margin so the remaining lines will be indented five spaces. To type the first line of each succeeding paragraph, depress the margin-release key and move the carriage to type at the original left margin.

Reference initials, enclosure notations, and postscripts are typed at the original laft mergin. Us are enclosing the items listed

7.

training program.

T. Burke Craver/mjc

Enclosures: Style Manual Display Charts Cost Studies

AMS Simplified Letter

Letter With Inverted Paragraphs

management support systems,

5001 West Harrison Street • Chicago, IL 60644 • (312) 721-4423

December 14, 19--

Mrs. Diane A. Baker Hayeford Manufacturing Company 4516 Broadway Avenue, N.E. Knoxville, TN 37918

AMS LETTER STYLE -- SIMPLIFIED

The Administrative Management Society urges typists to use a "simplified" letter style for correspondence. To type a letter in AMS format, always omit the salutation and the complimentary close, and follow these steps:

- 1. Use block format, blocking all paragraphs.
- 2. Type the address four lines below the date.
- Always include a subject line and type it in ALL CAPS on the third line below the address.
- 4. Begin the body of the letter on the third line below the subject line, $% \left(1\right) =\left(1\right) ^{2}$
- Type enumerated items at the left margin; indent unnumbered listed items five spaces.
- 6. Type the writer's name and title in ALL CAPS at least four lines below the body of the letter. $\,$
- 7. Type the reference initials (typist's only) in lower-case letters on the second line below the writer's name. When enclosure notations, carbon copy references, or postscripts are used, separate them from the last typed line by one blank line.

AMS letters are illustrated in the enclosed brochure.

William M. Crawford - VICE-PRESIDENT

jrw

Enclosure



September 24, 19--

SPECIAL DELIVERY

Mr. Darwin L. Stevens Manager, Information Systems Midwest Transportation Company 7307 West Washington Street Indianapolis, IN 46231

Dear Mr. Stevens

Key Words Displayed Letters with side headings are attention getters! Key words chosem to attract the reader's eye are placed strategically in the left margin, the first word being typed in the margin on the same line as the first line of the paragraph. Should a side heading require more than ten typewritten spaces, two or more lines may be used; for special emphasis, it may be underlined or typed in all capitals.

One-Inch Margins Preferred With standard-size paper, side margins should be at least one inch. The dateline, as in other letter styles, is placed according to letter length. There should be three spaces between the longest line of a side heading and the first word in a paragraph.

Setting the Left Margin To determine the starting point for the inside address and body of the letter, space in from the one-inch left margin the number of strokes required for the longest side heading PLUS three spaces. Set the margin stop at that point. After typing the opening lines, move outside the left margin stop to the one-inch margin position to fill in th

Models

Enclosed are sample le your inspection and an

Ve Q

A1

mjc Enclosures

P.S. We shall send you new design

Informal Government Letter

(Government-Size Stationery 8" x 10½") Letter With Side Headings

PUBLIC SERVICE AGENCY

Washington, D. C. 20405

Date: April 10, 19--

Reply to Attn. of: NMRW

Subject: Format for the Informal Letter

To: Director, Administrative Services Division (AFAS) Federal Supply Agency 1889 Inverson Street San Francisco, CA 94102

This letter shows the format for preparing letters throughout the United States Government. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features of this format should please typists.

a. All elements except the first line of lettered items are blocked along the left margin. This block style minimizes the use of the space bar, tabulator set key, and the tabulator bar.

b. Salutations and complimentary closes are omitted in most letters. They may be included in letters to any individual on a personal or private matter (letters of condolence, notices of serious illness, where a warm and personal feeling is paramount, etc.), or where protocol or tradition dictates.

c. The address is positioned for use in a window envelope, eliminating the need for typing an envelope.

John B. Smith

JOHN B. SMITH Administrator of Correspondence

PARTS OF THE LETTER: ARRANGEMENT AND FORM

Letterheads

Most businesses use stationery which has the company name and address printed on it. Other information, such as the telephone number, a sales message, a description of the business, etc., is often included. The letterhead is usually confined to the top two inches of the page.

Return Address

When a company does not use printed letterheads or an individual types a letter for himself, the return address is typed. The return address may be blocked at the left margin or started at the center point.

	Start return	
,	address on line	
Short letter	18	
Average letter	14	
Long letter	10	

3726 Rosemont Drive Wilmington, DE 19804 January 15, 19--

3726 Rosemont Drive Wilmington, DE 19804 January 15, 19--

Date Line

Vertical Placement:

tacement:		
Number of words	Line on which	vii
in letter	date is typed	
Up to 100	20	
100–150	18	
151-200	16	
201–250	14	
251–300	12	
Longer than 300 or 2-page	12	

92

144

Horizontal Placement:

In letters typed in the Block and AMS Simplified styles, the date is typed at the left margin.

In Modified Block style letters, the date usually starts at the center.

It also may be centered or typed to end at the right margin.

Address

The address is typed on the 4th line (3 blank line spaces) below the date. The address is blocked at the left margin just above the salutation.

vii 94

Mr. Preston N. Johnston Manager, Office Supply Company 9500 Damen Avenue Chicago, IL 60643

Dear Mr. Johnston:

Unless it is unusually long, the addressee's title may be typed on the line with his name, or on the line with the name of his division, department, company, etc., whichever is shorter. The goal is to achieve the best balance possible. In the following example, the company line is shorter.

Mr. Melvin B. Kambel Manager, Emerson Company 122 Newtown Avenue St. Louis, Missouri 63108

Dear Mr. Kambel:

In this example, the name line is shorter.

Mr. R. J. Manning, Manager Television-Radio Division General Electronics. Inc. 945 Broadway Denver, CO 80202

Dear Mr. Manning:

When typing the name of the state, it may be spelled out or the two-letter abbreviation may be used. The proper ZIP Code should be used with all addresses.

When it is unusually long, the addressee's title may be typed alone on the line following his name; however, the current trend is to omit the business title in a long address. In the following example, you could leave out the line "Assistant Credit Manager."

Mr. Robert J. Manning Assistant Credit Manager Television-Radio Division General Electronics, Inc. 945 Broadway Denver, CO 80202

Dear Mr. Manning:

Attention Line

The attention line is not used frequently in business letters. When it is used, it is usually typed on the second line (a double space) below the address at the left margin. The word attention may be typed with each letter capitalized or with only the first letter capitalized and may or may not be followed by a colon. A widely used method is to capitalize the first letter only and omit the colon.

Automobile Insurance Company 3927 North Michigan Avenue Chicago, Illinois 60640

Attention Mr. Sheldon R. Franklin

Gentlemen:

Below is the list of annual premiums for each of the five salesmen in our region.

Salutation

- 1. The salutation, or greeting is typed two spaces below the last line of the inside address and flush with the left margin.
- 2. Only the first word and all the nouns in the salutation are capped.
- 3. The choosing of a salutation depends on the first line of the inside address. The degree of formality existing between the correspondence determines the form of salutation to use.

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145 203

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145

- 4. If an attention line has been used, the salutation is typed on the second line below the attention line. The attention line does not affect the form of the salutation; the letter is addressed to the company and therefore takes a salutation appropriate for a company.
- 5. The salutation is omitted in the AMS simplified letter.

When a letter is addressed to an individual, personal or professional titles should be used. Informal salutations are the current trend, regardless of the acquaintanceship of the correspondents.

Common Titles and Salutations

Person	Title	Salutation
A man	Mr. Jerrold Anten	Dear Mr. Anten Dear Sir
A married woman or widow—social corre- spondence	Mrs. Art Raffel (use husband's full name)	Dear Mrs. Raffel Dear Madam
A married woman or widow—business corre- spondence	Mrs. Art Raffel or Mrs. Mary Raffel (whichever she prefers)	<i>Dear Mrs. Raffel</i> Dear Madam
An unmarried woman	Miss Rosalind Reade	<i>Dear Miss Reade</i> Dear Madam
Marital status of woman unknown—or preference for following title is known	Ms. Jane McLean	Dear. Ms. McLean
A professional person	Dr. Elmer Katz Professor Sue Long	Dear Dr. Katz Dear Professor Long
A company	Marcraft Corporation	Gentlemen

Subject Line

The subject line, when used, may be typed on the second line (a double space) below the salutation. On all styles except the AMS Simplified, it may either be centered or typed at the left margin.

The word subject may be typed with each letter capitalized or with only the first letter capitalized. It should be followed by a colon. The trend in many business offices is to omit the word subject.

ARA Services, Inc. 2503 Lombard Street Philadelphia, PA 19146

Attention Public Relations Director

Gentlemen:

YOUTH WORK EXPERIENCE PROGRAM

There are thousands of students in our high schools today who need summer jobs, part-time jobs, and on-the-job work experience.

Mr. Edward Robings, Purchasing Agent American Engineering Company 3856 Stadium Boulevard Milwaukee, WI 53210

Dear Mr. Robings:

Subject: Visible Purchase Control

This message, which our sales manager has just put on my desk, should be of interest to you:

In the AMS Simplified letter, the subject is started a triple-space 254 below the address and a triple-space above the body. The word "Subiect" is not used.

Miss Janice Plattner, President National Secretaries Association 3602 South Plaza Drive Fort Wayne, Indiana 46806

PROGRAM FOR ANNUAL "BOSS-NIGHT" MEETING

As a result of the discussion in our recent executive council conference, I have held three meetings with the members of the Program Committee to make plans.

Body

The body of the letter is started on the second line (a double space) below the salutation. When a subject line has been used, it is started a double space below the subject line.

94 145

Dear Dr. Clark

Today many business firms use the block style letter for their correspondence. This letter is an example of that style. You will note that all lines start at the left margin. The advantage of this style is that the mechanical process of indenting opening and closing lines, or

Gentlemen:

SUBJECT: Undelivered Material

Upon checking our purchase orders for undelivered materials, we found an order that was issued to you, on the basis of your bid, that is past due. Delivery was promised on the tenth of last month.

Complimentary Close

The complimentary close is typed on the second line (a double space) below the body of the letter. Capitalize only the first word of the complimentary close. In Modified Block letters, start the complimentary close at the center of the page.

94 145

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Send the card today. I'm sure, Mr. Stevens, you will be glad you did.

Very truly yours,

In Block Style letters, type the complimentary close at the left margin.

You are very busy, I know; but if you can send me the information I need, I shall be most grateful.

Sincerely yours,

145

The complimentary close is not included in the AMS Simplified 254 letter.

Suggestion suitable. Just as soon as I hear from you I shall proceed with the details required to complete the program.

Dayle Irene Swick

GAYLE IRENE SWICK-PROGRAM CHAIRMAN

cah

cc: Ellen Miller Bowers
Joan Hendricks

Company Name

Sometimes the company name is typed in the closing lines. When this is done, it is typed in all *capital letters* two lines (a double space) below the complimentary close. Leave three blank lines after the company name.

Very truly yours,

CITIZENS BANK OF DETROIT

J. D. Malone

J. D. Malone, Vice President

The modern practice is to omit the company name in the closing lines; this is especially true when letterhead paper is used. The company name is never typed in the AMS Simplified letter.

Sincerely yours,

J. Marshall Goodwin Regional Sales Manager

Typewritten Name and Official Title

The name of the person writing the letter and his official title may 145 be typed four lines below the complimentary close, or four lines below the typed company name when it is used. When both the name and the official title are used, they may be typed on the same line or the official title may be typed on the next line below the typed name.

Sincerely yours

Sellwood Scott M. Sellwood

Communications Consultant

lwe

Reference Initials

145 204

The reference initials are typed at the left margin on the second line below the typed name or official title. Usually only the initials of the typist are used; however, if the dictator's name is not typed in the closing lines, his initials or name may be typed as part of the reference notation.

Sincerely yours,

Romas O. Powell

Thomas O. Powell President

mos

Sincerely yours,

J.B. Hem

Sales Manager

JBH:em

Yours very truly,

J. J. Fredericks

General Service Manager

JJFredericks/lc

Special Notations

145

Special notations, such as *enclosure notations*, *carbon copy notations*, *and postscripts*, are typed on the second line (a double space) below the reference initials.

The items enclosed may be listed under the word Enclosures with each item indented five spaces from the left margin and single spaced.

Carbon copy notations may be indicated by the abbreviation ce:, or spelled out (both styles are illustrated on the next page).

For special emphasis of a particular paragraph, or as an afterthought, a postscript may be added at the end of the letter. Double space before

a *postscript* may be added at the end of the letter. Double space beto the postscript; the letters P. S. may or may not be used.

When two or more special notations are used in the same letter, double-space between the special notations—follow this order: enclosures, carbon copies, postscripts.

Elwood E. Carter Executive Secretary

204

muh

Enclosures

Blueprint No. 60X Specifications

Yours for safe driving,

NATIONAL HIGHWAY SAFETY COUNCIL

James Weber

James Weber, Chief Traffic Safety le

Copy to Dr. M. E. Oliverio
A.A.A. Safety Engineer

Very sincerely yours,

R. W. Orensman
Executive Vice President

RWArensman/cah

cc: Joyce Root

Personal Data sheets should accompany all recommendations.

Two-Page Letters

If a letter is too long for one page, at least two lines of the body of the letter should be carried to the second page. The first line of a paragraph should not be typed by itself at the bottom of a page nor should the last line of a paragraph be typed by itself at the top of a page.

Two forms that may be used for the heading of the second page, as well as additional pages, of a letter are illustrated. These headings are started about an inch from the top of the page. Two blank lines are left between the heading and the first line of the body of the letter. The second page is typed on plain white paper of the same quality as that used for the letterhead sheet.

214

204

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ARA Services, Inc.

2

February 21, 19--

like to set up and run themselves. The ideas flowed. The merchandising company agreed to supply the facilities, merchandising counseling, and investment capital for each student-operated company.

All this involvement has meant a lot of work for this company.

Page 2 Heading, Horizontal Form

Note: With the horizontal form, the dateline ends even with the right margin; the page number is centered.

ARA Services, Inc. Page 2 February 21, 19--

like to set up and run themselves. The ideas flowed. The merchandising company agreed to supply the facilities, merchandising counseling, and investment capital for each student-operated company.

All this involvement has meant a lot of work for this company. The company now sponsors each year, at each of its retail outlets,

Page 2 Heading, Vertical Form

Special-Size Stationery

Letters are sometimes typed on stationery other than that of the standard size. Use the following chart for help with the placement of these letters.

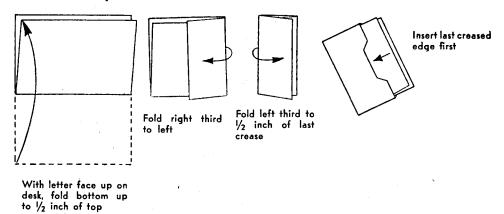
LETTER PLACEMENT ON SPECIAL-SIZE STATIONERY

Kind of Stationery	Margins*	Date Placement *	Special Tips
Half-size (5½" x 8½")	%4" - 1"	Line 10 - 8	Side margins may be decreased from 34" to 1/2" for longer letters. Date may vary from Line 8 to Line 10.
Executive-size (71/4" x 101/2")	1" - 3/4"	Line 16 - 10	Side margins may be decreased from 1" to 34" for longer letters. Date may vary from Line 10 to Line 16.
Government-size (8" x 10½")	11/2" - 1"	DS below letter- head at the left margin	Side margins may be decreased from 1½" to 1" for longer letters; date to begin at left margin, DS below letter-head; reference initials in lower case and on file copy only, a DS from last notation.

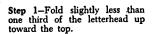
[•] Margin width and date placement depend upon the letter length; the shorter the letter, the wider the margins, the lower the date.

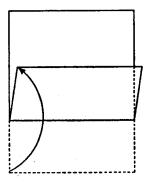
FOLDING LETTERS AND ADDRESSING ENVELOPES FOLDING-AND-INSERTING PROCEDURE FOR ENVELOPES vi

Small Envelopes

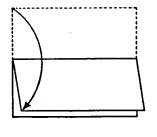


Large Envelopes

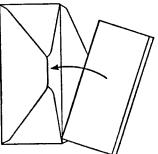




Step 2-Fold down the top of the letterhead to within ½ inch of the bottom fold.



Step 3—Insert the letter into the envelope with the last crease toward the bottom of the envelope and with the last fold up.



ADDRESSING ENVELOPES

Envelope Size

Use a large envelope (No. 10), 4% by 9½ inches, for letters of more than one page and for letters with enclosures.

Use a small envelope (No. 6%), 3% by 6% inches, for letters of one page that do not have enclosures.

vi

ADDRESSING ENVELOPES

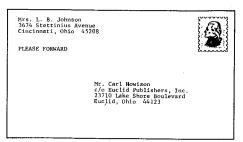
Envelope Address. Set a tab stop (or margin stop if a number of envelopes are to be addressed) 2½" from the left edge for a small envelope or 4" from the left edge for a large envelope. Start the address here 2" from the top edge of a small envelope and 2½" from the top edge of a large one.

Style. Type the address in *block style*, single-spaced, without punctuation at the ends of lines, except when an abbreviation ends a line. Type the city name, state name or abbreviation, and ZIP Code on the last address line. The ZIP Code is usually typed 2 spaces after the state name.

Addressee Notations. Type addressee notations, such as *Hold for Arrival*, *Please Forward*, *Personal*, etc., a triple space below the return address and about 3 spaces from the left edge of the envelope. These notations may be underlined or typed in all capitals.

If an attention line is used, type it immediately below the company name in the address lines.

Mailing Notations. Type mailing notations, such as AIRMAIL, SPE-CIAL DELIVERY, and REGISTERED, below the stamp and at least 3 line spaces above the envelope address. Type these notations in all capital letters.

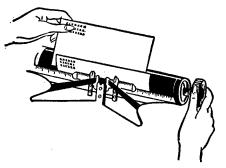


Small Envelopes

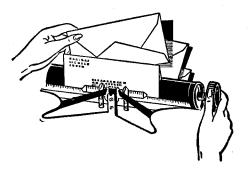


Large Envelope

Chain Feeding Envelopes







Back-Feeding Envelopes

Front Feed (Method 1):

1. Stack the envelopes face down, flap toward you, on the left side of the typewriter.

2. Address the first envelope; then roll it back (toward you) until a half inch shows above the alignment scale.

3. Insert the next envelope from the front, placing it between the first envelope and the cylinder.

4. Turn the cylinder back to remove the first envelope and to position the second one. Continue the "chain" by feeding all envelopes from the front of the cylinder.

Back Feed (Method 2):

1. Stack the envelopes face up on the left side of the typewriter.

2. Insert the first envelope in typing position; place a second envelope behind the cylinder in the "feed" position.

3. Address the first envelope. As you twirl the first envelope out of the machine with the right hand, feed another envelope in the "feed" position with the left hand.

4. As the first envelope is removed, the second envelope will be moved into typewriting position. Continue the "chain" by placing a new envelope in the "feed" position each time the addressed envelope is removed.

Experiment with each of the methods shown above to decide which of the two you prefer using.

MEMORANDUMS

Most firms use printed forms for interoffice communication. These forms vary in size and arrangement. The following illustration shows typical style and placement on a standard memorandum form.

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Crosswhite Wholesale Suppliers

INTEROFFICE COMMUNICATION

TO: Kay Price, Steno. Dept.

DATE: November 18, 19--

FROM: Rita Curtin, Manager

SUBJECT: Letter Styles

Effective December 1, all our letters are to be typed in the block style (all lines flush with the left margin). Will you please announce this policy change to all members of your department.

We are making this style letter change because research conducted in the Sales Department during the past three months has indicated that the use of this style enables typists to produce letters more quickly. The net result has been an amazing reduction in letter typing production costs.

Also, will you please assume responsibility for the retraining program that may be needed to familiarize our typists with the $\frac{block}{letter}$ letter style.

jd

MANUSCRIPTS AND REPORTS

GENERAL INSTRUCTIONS

Spacing and Margins

179

Manuscripts or reports may be either single- or double-spaced. The form that is followed is dependent upon the type of report. School reports, formal reports, and manuscripts to be submitted for publication should be doubled-spaced. Reports prepared for use in the business office are often typed in single-spaced form.

Maintain an approximate 1-inch bottom margin. Leave 1-inch top and side margins on all pages with these exceptions:

1. Leave a ½- or 2-inch top margin on the first page of an unbound or leftbound manuscript; a 2- or ½-inch top margin on the first page of a topbound manuscript.

2. Leave a 1½-inch top margin on the second and succeeding pages of a topbound manuscript.

3. Leave a 1½-inch left margin on all pages of a leftbound manuscript.

The first line of a paragraph may be indented 5, 7, or 10 spaces. *Quoted material* of 4 lines or more is single-spaced and indented 5 spaces from the left and right margins. It is preceded and followed by one blank line space.

Bottom margins are planned by making a light pencil mark at the right edge of the sheet and about 1-inch from the bottom of the page as a reminder to leave a 1-inch bottom margin. For each footnote that must be typed, raise the pencil mark about 4 line spaces.

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Helpful Hints

1. Left and right margins—Think of 1-inch side margins as a 60-space line for pica type and a 70-space line for elite type. For side bound manuscripts, move the left margin 6 spaces to the right and the centering point 3 spaces to the right.

ix 183 185

2. Top margins, bottom margins, and footnotes—Make a page line gauge: Type the figure 1 in the first line space below the top edge and near the right edge of a full sheet of paper; then number the lines consecutively through 33. For the lower half of the page, type 33 down to 1 on consecutive lines. Use this page as your backing sheet, positioning it so that the numbers appear beyond the right edge of your manuscript page.

105

Headings and Subdivisions

179

- 1. The main heading is capitalized, centered, and followed by a triple space. (If there is a subheading, double space, center the subheading, and then triple space.) All horizontal centering is to be based on the *line of writing* rather than the center of the page. To get the center of a line of writing of any length, add the figure on the margin scale at the beginning of the line to the figure at the end of the line, divide by 2 and the result will be the exact center of the line of writing.
- 2. Side headings are underlined and typed even with the left margin. Each side heading is preceded by two blank line spaces and followed by one blank line space.
- 3. Paragraph headings are underlined and indented on the first line beginning a paragraph. Usually only the first word is capitalized.

Page Numbers

The first page may or may not be numbered. The number, if used, is centered and typed one-half inch from the bottom edge. Other page numbers, as a general rule, are typed on the fourth line in the upper right corner so that they are approximately even with the right margin; however, if the manuscript or report is to be bound at the top, the page numbers are typed in the first-page position.

SPECIAL PARTS OF MANUSCRIPTS AND REPORTS

Title Page (See page 35.)

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- 1. The title page may contain the title of the report, the name of the author, and the date. (Student reports may be covered with title pages which show the name of the school and other additional information.)
- 2. Headings on title pages are usually centered according to the line of writing; however, a great deal of flexibility is permitted. The objective is a neatly and attractively arranged page.

Footnotes (See page 34.)

107

- 1. A footnote reference is indicated in a manuscript by a number typed ½ space above the line of writing (superior figure). The footnote must be typed at the bottom of the same page on which the reference is made.
- 2. Footnotes can be numbered consecutively throughout the manuscript or be numbered anew on each page.
- 3. Type a 1½-inch divider line (underline) to separate footnotes from the last line of text on the page. Single space before the dividing line and double space after it.
- 4. Footnotes are indented to the paragraph point, preceded by the superior figure, and single-spaced with double spacing between footnotes.
- 5. In planning the bottom margin for a page with footnotes, allow 4 line spaces for each footnote; 3 lines for the divider line; and 6 lines for the bottom margin.
- 6. On a partially filled page, footnotes are usually typed at the bottom of the page—leaving the normal 1-inch bottom margin.

Bibliography (See page 35.)

189

- 1. References are listed alphabetically.
- 2. The first line of each entry is started at the left margin. The second and succeeding lines are indented 5 spaces.
- 3. Each entry is single-spaced with a double space between entries.
- 4. Use the same margins as page one of the manuscript.

Table of Contents (See page 36.)

284

- A table of contents is prepared if the report is very long or contains many divisions.
- 2. Main divisions of the report and the page numbers are shown in the table of contents.
- 3. Use the same margins as page one of the manuscript.
- 4. Leaders should be used: To align the leaders vertically, type only on the even or odd spaces.

1 1 top margin

Studying has been defined by Morgan and Deese as an "all-out effort at learning." The effectiveness of study is often the difference between success and failure.

Students frequently do poor work in school because they do

Getting Organized for Study

not know how to study. Reading a school book or doing homework while you are watching television or are listening to the latest—recording of your favorite singers is not studying. When ques—tioned about his problem of studying, one student replied, "I don't need a course in how to study; I need a course in how to stop watching television." The solution is really very simple:

Just turn off the television set, put one foot in front of the other, and keep moving until you find a quiet place—then go to work! This is the first and probably the most important step in getting organized for study.

First Page Unbound

Basic Aspects of Study

Only a few study techniques of The first technique is to get orgothree important aspects of study; for study, and (3) a desire to lea

¹Clifford T. Morgan and James McGraw-Hill Book Co., Inc., 1957)

²Loren Reid, "The Lost Art of XLVI (March, 1960), 16-17.

Approximately 1"

1

l" top margin

2 Line 4

The place to study should be reasonably quiet and should have good lighting. It should be away from the TV set, the radio, the record player, or other distractors of attention. It should be a place that suggests: When I sit here, I study!

If you are to plan for the wise and maximum use of your time, Sharp suggests that you start by keeping an accurate record of how you spend each hour of the day. This record will enable you to plan and budget a time for study. When you have done this, make a list of all the things that should be done during the study period. Next, make a decision as to the approximate time needed for each study task, the best procedure to follow, the equipment

The final aspect of getting organized for study is to have a desire to learn. This is something that you must do for your-self; no one can do it for you. You--not your dad or mom or a friend--are getting the education. Nason, commenting on this phase of learning, has said:

and materials needed -- then go to work and stick to your schedule.

There is nothing wrong with asking for advice and examples. But the basic work should be your own--not that of another person. After getting help from someone, you should test whether you can do the problem for yourself.

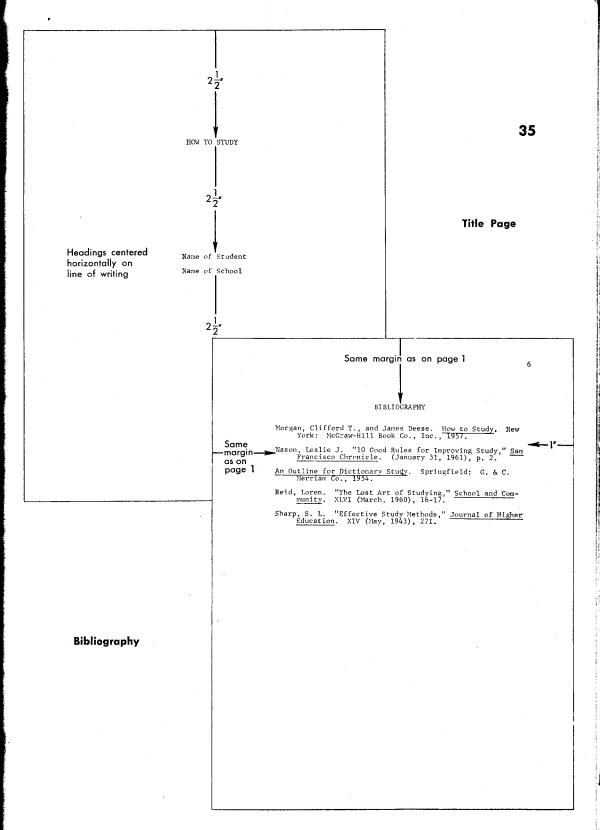
The practice of self-reliance will help you learn to solve problems on your own. It will help you discover practical applications of what you learn; it may add interest and excitement to your school work.

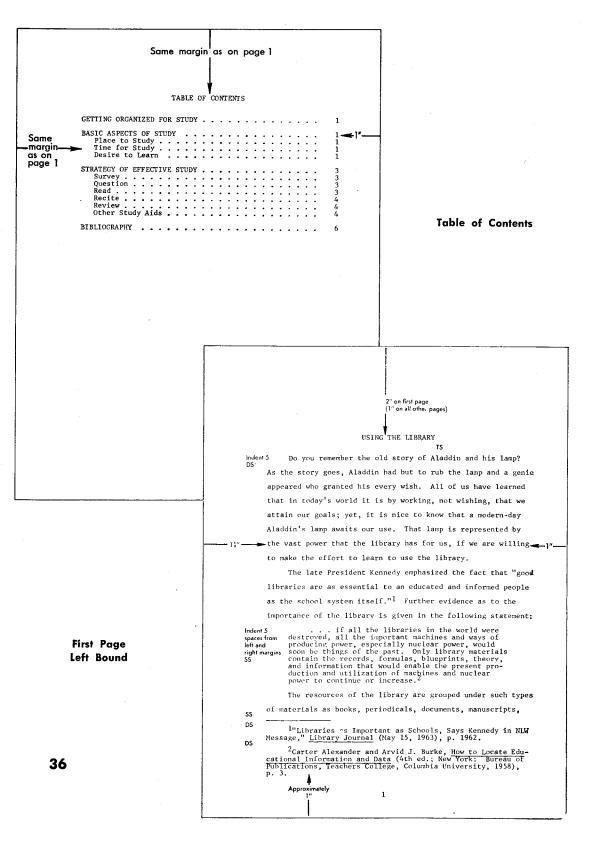
T Approximately 1"

Second Page Unbound

³S. L. Sharp, "Effective Study Methods," <u>Journal of Higher Education</u>, XIV (May, 1943), 271.

⁴Leslie J. Nason, "10 Good Rules for Improving Study," <u>San Francisco Chronicle</u> (January 31, 1961), p. 2.





REPORTS

Reports for school, business, or other organizations may be type-written or printed, reproduced in a number of ways (stencil, spirit duplicator, photocopy, etc.), and arranged in manuscript form—or any appropriate form which presents the material in a clear and attractive manner.

A typical typewritten form is shown below.

REPORT TO COMPANY SHAREHOLDERS

During the past year, one of unprecedented accelerating inflation, company policy was oriented toward a course designed to combat the impacts of higher basic material costs and the widening spread in payroll costs not fully matched with higher productivity. For the same period, it was decided not to postpone investments and expenditures for longer-term growth opportunities merely to produce additional profits in any one year. Economic pressures limited the increase in the prices of our products, so that only a part of these higher costs could be recovered through higher prices.

Volume of Sales

The behavior of consumers during the past year, due in large measure to the late-year slowdown in the national economy, was characterized by caution and uncertainty. This resulted in an appreciable decline in the rate of domestic sales, though foreign sales showed a decided increase. While the increase in sales outside the United States offset the numerical drop in U.S. sales, the smaller overseas-produced units, which sell at a lower average price, could not compensate in terms of dollar sales and profit.

<u>Domestic sales</u>. Volume of dollar sales reached an all-time high during the past year. Sales of products sold through distribution channels closely related to the ultimate consumer were up 18 percent over the preceding year. Sales of components and materials for use in electronics equipment showed an increase of 24 percent over the year before.

International sales. All phases of our international business expanded at impressive rates. Sales and marketing innovations introduced in many of

OUTLINES

The following example shows the customary manner in which outlines are typed.

STRUCTURE OF AN OUTLINE

THE TOPIC OUTLINE

- Identifying Divisions of Outline
 - Main heading by Roman numerals
 Secondary heading by capital letters
 - 3. Subdivisions by a. Arabic numerals, or b. Small letters
- B. Spacing the Outline 1. Triple-space after the title of the outline
 - 2. Double-space before main headings except the first one
 - 3. Single-space between subdivisions
 - 4. Space twice after the period following a Roman numeral, a capital letter, or a figure 5. Indent steps four spaces

THE SENTENCE OUTLINE

- Identify Divisions as for Topic Outline Punctuating and Spacing the Outline
- - 1. Punctuate complete sentence with appropriate mark
 - 2. Use spacing similar to Topic Outline

PROOFREADER'S MARKS

Quite often when themes, reports, or manuscripts are written, many changes are made in the original copy. The following proofreader's marks may be used to correct the rough draft.

Align type; set flush	Insert apostrophe	Paragraph
Capor = Capitalize	V V Insert quotation marks	No new paragraph
Close up	Move right	# Space
A Delete	Move left	Spell out
✓ Insert	Move down; lower	ster Let it stand (ignore correction)
♠ Insert comma	Move up; raise	O or triranspose
a or Insert space	le or Set in lower case	Underline or Ital.

TABULATING BACKSPACE-FROM-CENTER METHOD

Tabulating is the orderly columnar arrangement of words, figures, amounts, and the like in tables and reports. In the arranging of words or phrases in tabulated form, the left margin of the column should be kept in vertical alignment. In the tabulating of figures, the right margin of the column should be kept in vertical alignment unless decimals are being used, in which case the decimal points must be kept in vertical alignment.

- 1. Machine Adjustments. Set the paper guide so that the paper will be centered when it is inserted into the typewriter. The left and right marginal stops should be moved to the end of the scale and all tab stops cleared.
- 2. Planning the Setup of the Problem. Note the number of columns to be used and the length of the longest item in each column. Observe any unusual features of the problem and include these in your planning. When the backspace-from-center method is used, an even number of spaces is usually left between columns (4, 6, 8, 10, or more), depending upon the number of columns to be used.

xi 162 3. Planning the Vertical Placement (Top Margin). Count total lines to be used (including blank spaces between lines); subtract this total from lines available; divide remainder by 2. Leave this number of blank lines at the top of the sheet.

Note: Allow for 1 blank line (double space) between the main heading and the secondary heading and after columnar headings. Allow for 2 blank lines (triple space) after the main heading when no secondary heading is used or after the secondary heading when both a main heading and a secondary heading are used.

- 4. Type the Headings. Space down to allow for the top margin determined in Step 3. Center the main heading and type it in all capital letters. Center the secondary heading, if one is used, and capitalize the first letter of each principal word.
- 5. Determine the Horizontal Placement of the Columns.

a. Left Margin Stop. From the center of the page, backspace once for each two spaces in the longest line in each column. Decide upon the number of spaces to be left between columns, and backspace once for each two spaces between the columns. Set the left margin stop at this point. The first column will begin at this position.

b. Tab Stops. From the left margin, use the space bar to space forward one space for each space in the longest line in the first column and one space for each space to be left between the first and second columns. Set the first tab stop at this point. It is the point at which the second column will start. Continue in this manner until the tab stops for all columns have been set.

c. Dollar Sign. In a money column, place a dollar sign before the top figure in the column and the total (if shown). The dollar sign should be placed so that it will be one space to the left of the longest line in the column.

- 6. Type the Columnar Headings. The columnar headings (if used) are usually centered over the columns. An easy way to do this is to space forward, from the point where the column is to begin, one space for each two spaces in the longest line in the column. This will bring the machine to the center of that column; from that point backspace once for each two spaces in the columnar heading. Type the columnar heading. It will be exactly centered over the column.
- 7. Type the Columns. Start the columns at the points determined in Step 5. Type across the page, using the tabulator key or bar to move from column to column.

75

162

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UNIFORM SPACING METHOD

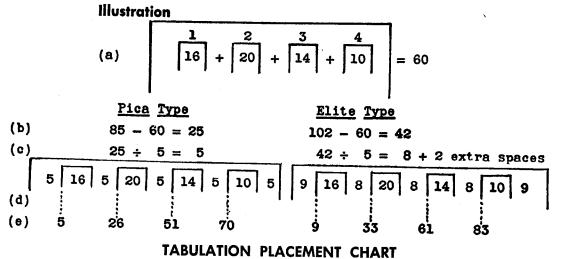
- 1. Vertical Placement and Machine Adjustments are the same as 347 those for the Backspace-from-Center Method.
- 2. Determine the Horizontal Placement of the Columns.
 - a. Count the number of spaces in the longest item of each column; then add those numbers (it is helpful to draw the diagram shown in the illustration).

b. Subtract the total of (a) from 85 for pica type or from 102 for elite type.

c. Divide the remainder of (b) by one more than the number of columns to find the spaces to be placed in each margin and between the columns. Any remainder after the division may be placed where the typist chooses. Common practice is to place such spaces in the margins.

d. Left Margin Stop. Having found the number of spaces to be placed in the left margin, set the left margin stop at that point.

e. Tab Stops. Follow step 5-b in the Backspace-from-Center Method or add the spaces in the left margin to those in the first column plus the spaces between the first and second column and set a tab stop at that point. This will be the starting point for the second column. Continue in this manner until the tab stops for all columns have been set.



By following the steps below, horizontal placement of tabulations may be planned without calculations.

- 1. Choose the proper table (pica or elite).
- 2. Select the number of columns that will be typed.
- 3. Select the number of spaces required to type the longest lines in

all the columns (you may not find the exact number; choose the closest one).

4. On the following chart, match the total number of spaces in the longest lines of all the columns with the number of columns. The block where these two intersect establishes the left margin.

5. Set the left margin stop; thumb-space the number of spaces in the first column plus ten (six if you are using a pica typewriter); set a tab stop for the second column; thumb-space the number of spaces in the second column plus ten (six if you are using a pica typewriter), set a tab stop, etc.

•		EL	ITE	TY	PE—	-10	SPA	CES	\mathbf{BE}	TW	EEN	1 C	OLU	MN	S	
Total																
Spaces	. 5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Columns.																
2	43	41	38	36	33	31	28	26	23	21	18	16	13	11	9	6
3	38	36	33	31	28	26	23	21	18	16	13	11	9	6	_	_
4	33	31	28	26	23	21	18	16	13	11	9	6		_	_	
5	28	26	23	21	18	16	13	11	9	6			$\overline{}$			_
6		21	18	16	13	11	9	6				_		_		
7	_	16	13	11	9	6	_			_	_	_				
8	_	11	9	6	_		_		_			_	_			
		DI	7 A F	rvn		o Cu	יחרו	ZEO	DE	77 7 T 77	-					
Total		PIC	CA 7	TYP.	E6	S ST	ROI	KES	BE'	TWI	EEN	CC	LU	MNS	3	
Total	K															0.0
Total Spaces	5							KES 40								80
	5															80
Spaces	5 37			20	25	30	35	40	45		55	60	65			80
Spaces Columns		10	15	20			35 22	40 19	45 17	50 14	55 12		65			80
Spaces Columns 2	37	10 34	15 32	20 29	25 27	30 24	35	40	45	50	55 12 9	60 9	65			80
Spaces Columns 2 3	37 34	10 34 32	15 32 29	20 29 27	25 27 24	30 24 22	35 22 19	40 19 17	45 17 14	50 14 12	55 12	60 9	65			80
Spaces Columns 2 3 4	37 34 31	10 34 32 28	15 32 29 26	20 29 27 23	25 27 24 21	30 24 22 18	35 22 19 16	40 19 17 13	45 17 14 11	50 14 12	55 12 9	60 9	65			80
Spaces Columns 2 3 4 5	37 34 31 28	10 34 32 28 25	15 32 29 26 23	20 29 27 23 21	25 27 24 21 18	30 24 22 18 16	35 22 19 16 13	19 17 13 10	45 17 14 11	50 14 12	55 12 9	60 9	65			80

RULING TABLES HORIZONTALLY

Vertical Placement

Count the number of lines to be used in the usual manner, allowing for:

Double Rulings. Leave 3 blank lines between last line of headings and columnar headings.

Single Rulings. Leave 2 blank lines between columnar headings and items in the columns.

Single Rule at Bottom of Table. Leave 1 blank line after the last line in the columns.

Source Note. If used with a single rule, leave 2 blank lines between bottom of table and source note.

Centering Horizontal Rulings

Horizontal rules should extend from the left-most character within the table to the right-most character within the table—or one or two spaces beyond.

Typing Horizontal Rulings (Also see page 60)

- a Double Lines. Double-space from the last line of heading; use underline key and type the first of the double lines. Operate the variable line spacer and move the carriage forward slightly to bring the paper into position; type the second of the double lines. Double-space between these lines and the columnar headings.
- b. Single Lines. Single-space from the columnar headings, and type a single horizontal ruling. Double-space after this line before typing the columnar entries.
- c. Lines at the Bottom. Single-space after typing the last columnar entries; type a single horizontal ruling.
- d. Source Note (If Used). Double-space from the single line; type the source note blocked at the left margin or indented 3 to 5 spaces from the left margin.

MONEY IN CIRCULATION Large Denomination Currency (In Millions of Dollars)

Denomination	1967	1968	1969	1970
\$50	3,700	3,915	4,186	4,499
\$100	8,735	9,311	10,068	11,016
\$500	241	240	244	234
\$1,000	286	285	292	276
\$5,000	3	3	3	3
\$10,000	4	4	4	. 5 ←

Source: Federal Reserve Bulletin.

CAPITALIZATION, PUNCTUATION, WORD DIVISION, AND NUMBERS

CAPITALIZATION GUIDES

General Rule: Capitalize the first word of every sentence and the first word of every complete direct quotation.

She said, "There is no substitute for hard work in attaining success."

Fragments of Quotations: Do not capitalize fragments of quotations.

Among other things, he stressed the importance of "a sense of values."

Quotation Resumed Within a Sentence: Do not capitalize a quotation resumed within a sentence. A period or comma is typed before the ending quotation mark.

"I'll toot your horn," she said impatiently. "while you start my car."

After a Colon: Capitalize the first word after a colon if that word begins a complete sentence. Space twice after the colon.

These are the directions: Use a 5-space idention and double spacing.

Business Letters-Salutation: In business letters, capitalize the first and last words, all titles, and all proper names used in the salutation.

The salutation "My dear Sir" is more formal than "Dear Mr. Johnstone."

Business Letters-Complimentary Close: Capitalize only the first word of the complimentary close of a business letter.

He uses either "Very truly yours" or "Sincerely yours" as the closing.

Business Letters-Titles in Address: In business letters, all titles appearing in the address should be capitalized.

The letter from Mr. Drake was addressed to Mr. John Howard, President.

Business Letters-Closing Lines: If a title follows the name of the dictator in the closing lines of a business letter, it must be capitalized.

Type the dictator's name and title as follows: Daniel Drake, Manager.

Official Titles: When an official title immediately precedes a name, it should be capitalized. When a title occurs elsewhere in the sentence, it may be written without the capital unless it is a title of high distinction or it is used to refer to a specific person.

On Tuesday, President Fairbanks of the Ottawa Company will address us.

Edward Smith is the president of the club. The Governor will be here.

Business or Professional Titles: Business or professional titles used without the name of the person are not usually capitalized.

The doctor will be here at 10 a.m. The attorney is studying the case.

Titles of Books, Articles, etc.: Capitalize first words and all other words in titles of books, articles, periodicals, headings, and plays, except words which are articles, conjunctions, and prepositions.

Note: The title of a book may be underscored or typed in all capital letters. Have you read the new book by Thomas Booth, The Value of an Education?

Proper Nouns: Capitalize all proper nouns and their derivatives.

John wrote an interesting report on European and American folk dances.

Days, Months, Holidays, etc.: Capitalize the names of days of the week, months of the year, holidays, periods of history, and historic events.

Capitalize these words: Tuesday, May, Christmas, and the Middle Ages.

Seasons of the Year: The seasons of the year are not capitalized unless personified.

This winter seems very cold; the icy fingers of Winter are everywhere.

Geographical Names, Regions, etc.: Capitalize the names of geographic regions and localities as well as geographical names. Points of the compass are not capitalized when used to indicate direction, or when used in a descriptive sense.

I live in the East, but I plan to move to the Middle West next summer.

Drive south on Pennsylvania Avenue, and then turn west on Pitt Street.

Street, Avenue, Company, etc.: Capitalize such words as street, avenue, company, etc., when used with a proper noun.

Is 123 Fifth Street or 123 Fifth Avenue the address of Dowe & Company?

Organizations, Clubs, etc.: Capitalize the names of organizations, clubs, and their derivatives.

The Boy Scouts will meet at the Commercial Club at 4 p.m. on Saturday.

Nouns Preceding a Figure: Nouns preceding a figure are usually capitalized, although common words, such as line, page, and verse are not.

He read Judge Baxter's decision in Volume III, Section 123, page 1049.

Direct Question Within a Sentence: Capitalize a direct question within a sentence even though it is not quoted.

It is said the eighteenth century asked of any action, Is it decorous?

Words Personified: Capitalize words that are personified.

Who did you say made profits of 42 per cent in . '68 with "King Cotton"?

Footnote References: In footnote references used in manuscripts careports, capitalize names of authors, first words and all other words in titles of books, articles, and pamphlets, names of magazines and newspapers, except words which are articles, conjunctions, and prepositions. Footnote references may be typed and capitalized as shown in the following examples.

Footnote reference to a book: 1

1H. Webster Johnson, How to Use the Business Library (4th ed.; Cincinnati: South-Western Publishing Co., 1972), p. iii.

Footnote reference to a magazine or periodical: 2

²Bernice K. Konehue, "Use of Reference Materials in the High School," <u>Education</u>, Vol. 84, No. 4 (December, 1963), p. 218.

Footnote reference to a pamphlet with no author listed: 3

3"Libraries as Important as Schools, Says Kennedy in NLW Message," <u>Library Journal</u> (May 15, 1963), p. 1962.

Footnote reference to a newspaper: 4

4"New Math to Be Tried in Local Schools," Cincinnati Enquirer (December 3, 1965), p. 2.

PUNCTUATION GUIDES

Apostrophe as a Symbol

The apostrophe may be used as a symbol for feet in bills or tables. It may be used also to indicate the omission of figures (The Spirit of '76), or in contractions to indicate the omission of letters (isn't, haven't, it's).

Isn't the apostrophe used to express feet in billings; as, 15' x 18'?

Apostrophe to Show Plurality

In market quotations, the plural of figures is expressed by the addition of s without the apostrophe. The plural of most figures, letters, and words, however, is formed by adding an apostrophe and s (6's, five's, 2 x 4's, A's, the's).

When Henry writes, I cannot read for he makes his 2's like z's.
United Funds 4s (Series B) are due in 1975 and are now selling at $85\frac{1}{4}$.

Apostrophe to Show Possession

Add the apostrophe and s to a singular noun to show possession.
 Note: No apostrophe is used in possessive pronouns, such as his, hers, its, ours, theirs, yours.

In return for a fair day's pay, you must be sure to give a day's work. A boy's bicycle was found. Bradley's type-writer is better than yours.

2. Add the apostrophe only after plural nouns ending in s to show possession.

Note: The apostrophe is usually omitted in plural company and organization names that are possessive.

The lawyers' offices are located about 15 miles from Teachers College.

3. Add an apostrophe and s to a plural noun which does not end in s to show possession.

Men's hats, women's dresses, and children's toys are on sale tomorrow.

4. Indicate joint or common possession of two or more persons by using the possessive with the last noun in the series. Separate possession of two or more persons is indicated by adding the possessive to each of the nouns.

Has Mrs. Morrison read Wingate and Samson's Retail Merchandising?
The manager's and the treasurer's reports wer

The manager's and the treasurer's reports were given at the meeting.

5. Add an apostrophe and s to a proper name of one syllable which ends in s to show possession.

Do not pay Charles's bill for \$274 today, but pay 75 cents at Jones's.

6. Add only an apostrophe to a proper name of more than one syllable which ends in s to show possession.

Anthony Roberts' car was parked on the street near Fred Sanders' home.

Colon

1. A colon may be used to introduce an enumeration or a listing. Note: Space twice after the colon.

She bought three items at the store: a coat, a dress, and a suitcase.

2. A colon may be used to introduce a question or a long direct quotation.

NOTE: The first word after the colon is capitalized if it is part of a complete sentence.

The question is this: Are you using good technique at the typewriter?

3. Use a colon between hours and minutes expressed in figures.

Note: As a general rule, use figures with a.m. or p.m. (also may be typed A. M. or P. M.).

When it is 4:30 p.m. in New York City, it is 1:30 p.m. in Los Angeles.

Comma

1. Use commas to separate words in a series.

Larry, Robert, and Paul will go to Chicago, Detroit, and Seattle soon.

2. Use commas to set off words in apposition and words of direct address. Note that the meaning of the sentence is often changed if the final comma is omitted with words in apposition.

Mr. King, the manager, is out today. Will you, Mr. Long, see the man?

3. Use a comma to set off an introductory expression (a word, a phrase, or a clause) and any phrase or clause out of its natural order.

After he had endorsed the check, he gave it to the teller at the bank.

4. Use a comma to separate a parenthetical expression or a non-restrictive clause (not necessary to meaning of sentence) from the rest of the sentence.

His story, which no one believed, was told in detail to many visitors.

5. Use a comma before short, direct quotations.

I asked, "When are you leaving?" She replied, "I plan to leave soon."

6. Use a comma to set off day from year and to separate city and state.

He was born September 20, 1873, and lived in Lexington, Massachusetts.

7. Use a comma to separate two or more parallel adjectives in a series; however, use the hyphen to connect compound adjectives when they precede a noun which they modify.

That old-fashioned stove kept them warm on long, cold winter evenings.

8. Use a comma to separate unrelated groups of figures which come together.

Note: Whole numbers are usually divided into groups of three digits each by use of the comma (12,737); but policy, year, page, room, telephone, and most serial numbers are written without commas (KMG 3099618, Room 1134, 865-4326).

During 1971, 1,249 cars, insured under Policy 80-643207, were damaged.

9. In stating dimension or weight, do not use the comma between feet and inches or between pounds and ounces as each is considered a unit.

The box I sent to Ralph measured 6 ft. 9 in. and weighed 72 lbs. 2 oz.

Dash

Use the dash for emphasis, to indicate a change of thought, to introduce the name of an author or a reference when it follows a direct quotation, and for other special purposes.

Note: The dash (made by typing two hyphens without spacing before or after) is an abrupt and emphatic mark of punctuation.

The icy road--slippery as a silver-scaled fish --made driving a hazard.

"To read good books is to enjoy life's greatest treasures."--Thompson.

Ellipsis

The omission of words from a quotation, called "ellipsis," is shown by three alternating periods and spaces, or four if the end of a sentence is included in the omission.

Poetry is defined as "The embodiment in appropriate language of . . . high thought, imagination, or emotion . . . and adapted to arouse the feelings and emotions." It is usually rhythmical, usually metrical, but need not rhyme.

Exclamation Mark

Use an exclamation mark after emphatic interjections and after phrases or sentences that are clearly exclamatory.

Note: If your typewriter does not have a special key to type the exclamation mark, type the apostrophe and then backspace and type the period.

What a beautiful view! How lucky they are to go! He shouted, "Stop!"

Hyphen

1. Use the hyphen in compound numerals from twenty-one to ninetynine.

A balance of four hundred sixty-two dollars (\$462) is due and payable.

2. Retain the hyphen in a series of hyphenated words having the same ending.

First-, second-, and third-class mail is to be sorted before 9:30 a.m.

3. Use the hyphen to join compound adjectives preceding a noun which they modify.

In the last five-year period, our business has increased tremendously. He bought three 35-pound bags of sugar and one 50-pound sack of flour.

Parentheses

1. Parentheses may be used to enclose parenthetical or explanatory matter and added information.

In this book (and most textbooks) the <u>inside</u> method is used.

2. Parentheses may be used to enclose enumerated items in a sentence or paragraph.

The important factors are: (1) speed, (2) accuracy, and (3) neatness.

3. Use parentheses to enclose figures following amounts which are expressed in words when the figures are used for added clarity or emphasis.

The undersigned agrees to pay the sum of three hundred dollars (\$300).

Period

As a mark of punctuation, the period marks the end of a complete declarative sentence and is used after abbreviations. When the period

ends a sentence, it is followed by two spaces. However, if a sentence ends in a quotation, the period is typed inside the quotation with no extra spaces between the period and the ending quotation mark (the two spaces will follow the quotation mark). Generally, one space will follow the period in an abbreviation or initial (J. C. Jones, Mr. Smith) unless the abbreviation is immediately followed by another mark of punctuation (etc., etc., etc.). Other exceptions are: a.m., p.m., f.o.b., and c.o.d. Other uses of the period: as a decimal point; to make a leader or an ellipsis; after divisions of an outline.

Question Mark

Use a question mark at the end of a sentence that is a direct question; however, use a period after a question which is in the form of a request.

When are you leaving? May we have your check for \$15.45 before May 5.

What is the price of the khaki hunting jacket that is in the showcase?

Quotation Marks

1. Use quotation marks to enclose direct quotations. Long quotations, however, that are set off from the body of the material by being single spaced and indented need not be enclosed within quotation marks.

Was it Emerson who said, "The only way to have a friend is to be one"?

2. Use the single quotation mark (the apostrophe) to indicate a quotation within a quotation.

I said, "We must be, as the poet said, 'One for all and all for one.'"

3. Use quotation marks to enclose titles of articles, poems, plays, and the like.

Did any of you read Paul Jackson's article, "Frontier Thinking Today"?

4. Use quotation marks to enclose special words or phrases to which you want to call attention.

What do the two expressions "buying futures" and "selling short" mean?

5. The question mark is placed before the ending quotation mark when it punctuates the quoted matter; it is placed after the ending quotation mark when it punctuates the entire sentence. The usual practice is to type the period or the comma before the quotation mark.

I asked, "When are you leaving?" She replied, "I plan to leave soon."

Semicolon

1. Use a semicolon to separate the members of a compound sentence when the conjunction is not expressed.

We cannot live on past glory; we must strive to improve and go onward.

2. Use a semicolon to separate the members of a compound sentence when the clauses are joined by a conjunctive adverb (however, consequently, nevertheless, moreover, etc.).

Note: Use a comma after the conjunctive adverb.

He did not follow the rule; consequently, he made many serious errors.

3. Use a semicolon, as a general rule, to separate a series of phrases or clauses (especially if they contain commas) that are introduced by a colon.

Our sales were: 1969, \$1,125,840; 1970, \$1,531,450; 1971, \$1,935,976.

4. Place the semicolon outside the quotation mark; the period, inside.

Mr. Carr spoke on "Building Speed"; Mr. Brown,

mr. carr spoke on "Building Speed"; Mr. Brown, on "Building Accuracy."

WORD DIVISION GUIDES

- 1. A word of six or more letters containing two or more syllables may be divided between syllables, provided such division does not violate other standard word division rules or guides. The division is indicated by a hyphen at the correct point of division at the end of a line.
- 2. Pronunciation of a word is the best quick guide to its division; however, a dictionary should be consulted if there is any doubt about the syllable divisions of a word.
- 3. One syllable words, such as wrapped, through, planned, height, or strolled, must not be divided.
- 4. Do not separate from the remainder of the word:
 - a. A one-letter syllable at the beginning of a word, such as abandon, enough, or enormous.
 - b. A one- or two-letter syllable at the end of a word, such as already, mighty, or teacher.
 - c. A syllable that does not contain a vowel, such as the contraction, doesn't.
- 5. Divide after the single-vowel syllable within a word, such as separate. If two single-vowel syllables occur together within a word, however, the division is made between the vowels, such as graduation.

- 6. Avoid, if possible, dividing words of six or fewer letters, such as today, also, and letter, even though such words have two syllables.
- 7. Avoid dividing proper names, abbreviations, and numbers. A date may, if necessary, be divided between the day and the year (the hyphen is not used).
- 8. Avoid, if possible, dividing hyphened words and compounds, such as *self-explanatory* and *cross-examination*, except at the hyphen.

NUMBER GUIDES

General Rule: As a general rule, numbers ten and under are spelled out; numbers above ten are written in figures. If several numbers both under and over ten are used in a sentence, however, all the numbers should be typed in figures or spelled out in order to be consistent.

I was dazzled by the quick jumping of five or six men.

The zoo ordered 785 birds, 4 bears, 2 wolves, 9 lions, and 163 snakes.

Beginning a Sentence: If a number begins a sentence, it should be spelled out; this rule applies even when figures are used later in the sentence (an exception to the rule above).

Two hundred seventy-six men were lost in that expedition.

Two girls typed 39 words, but a few of the students typed 19 words a minute.

Compound Numbers Spelled Out: When spelling out compound numbers from twenty-one to ninety-nine, use the hyphen.

A balance of four hundred sixty-two dollars (\$462) is due and payable.

Two Numbers Together: Use a comma to separate unrelated groups of numbers which come together.

During 1968, 1,249 cars, insured under policy 80-643207, were damaged.

Two Numbers Forming One Item: As a general rule, spell out the shorter of two numbers forming one item.

Order number 1350 called for ten 50-gallon drums and 350 ten-gallon cans.

Fractions: Isolated fractions in a sentence are usually spelled out, but a series of fractions is written in figures.

Two thirds of the work is done. Type 1/8, 1/2, 3/10, 1/4, and 15 7/8.

Fractions Not on the Keyboard: Type fractions not on the keyboard with the diagonal; be uniform in typing fractions.

Be uniform in typing fractions; as $\frac{1}{4}$, $\frac{1}{2}$, or 1/4, 1/2.

Mixed Numbers: Space between a whole number and a made fraction; as 6 3/4.

Measures, Weights, Dimensions, Distance: Express measures, weights, dimensions, and distance in figures. The comma is not used between feet and inches or between pounds and ounces as each is considered as a unit.

Note: Abbreviate dimensions and weight in ordinary work.

The box I sent to Ralph measured 6 ft. 9 in. and weighed 72 lbs. 2 oz.

It is 220 miles from Annapolis, Maryland, to Lynchburg, Virginia.
All the races will be on a half-mile track.

Money, General Rule: As a general rule, express money in figures; use the word "cents" instead of "¢" in ordinary work. Use "¢" in bills and tabulations.

Do not pay Charles's bill for \$274 today, but pay 75 cents at Jones's.

Even Sums of Money: Even sums of money are typed without the decimal and ciphers.

Wasn't Mr. Blackburn's check for \$384 dated August 27, 1962?

Expressing Money with Added Clarity or Emphasis: Use parentheses to enclose figures following amounts which are expressed in words when the figures are used for added clarity or emphasis.

The undersigned agrees to pay the sum of three hundred dollars (\$300).

Time: Spell the hour in full when the word "o'clock" is used for stating time. Use a colon between hours and minutes expressed in figures. As a general rule, use figures with a.m. or p.m. (also may be written A. M. or P. M.).

Mr. Robertson will be in his office at eleven o'clock tomorrow.

Mat leaves at 9:20 a.m., on Flight 836, to arrive at 1:45 p.m.

Age: Type words to state approximate age in years; use figures in stating exact age in years, months, and days.

Robert Barton is nearly thirty-six years old. Margaret Marvin is exactly 17 years 2 months and 9 days old.

Serial Numbers: Policy, year, page, room, telephone, invoice, order, and most other serial numbers are written in figures without commas.

Policy		4()49	24	67093	Telephone		•	•	•	751-4536
Year .						Invoice .	•		•	•	. #1028
Page .						Order	•	•			#12425
Room .						Serial .			•		1081955

Addresses: Spell out names of small-numbered avenues and streets (ten and under). State house numbers in figures except for house number one.

They moved their office from One Lexington Avenue to 270 Fifth Avenue.

The factory is at 18 First Street; the store, at 164 West 59th Street.

Numbers Preceded by Nouns: Numbers preceded by nouns, such as Volume, Chapter, page, etc., are usually expressed in figures.

Note: Nouns preceding a figure are usually capitalized, although common words, such as line, page, and verse, are not.

We found the exact quotation in Volume III, Section 4, pages 210-213.

Percentage and Decimals: Express percentage and decimals in figures. In business letters, the per cent sign (%) is preferred when it is preceded by definite figures. With approximations and in most formal writing, per cent (spelled out) is preferred.

He will pay $4\frac{1}{2}\%$ interest for a \$500 loan.

Approximately 50 per cent of the students have a 2.57 average.

Plural of Figures: The plural of most figures is formed by adding an apostrophe and s; in market quotations, however, the plural is expressed by the addition of s without the apostrophe.

United Fund 4s (Series B) are due in 1975 and are now selling at $85\frac{1}{4}$.

#%¢: Do not space between #, %, ¢ and the figure typed with them.

Isn't Paul going to leave at 10:05 on Flight #834?

You get a 10% discount on the \$748 bill if you pay by May 6.

A $6\frac{1}{2}\phi$ increase in the cost of cheese was made by this store.

Negative Numbers in Tabulations: May be indicated by using the red portion of the ribbon, setting the ribbon control at stencil and typing through red carbon paper, or enclosing the negative number in parentheses.

4758	(8475)
(366)	` 974´
122	3672

CORRECTING ERRORS

Errors are usually corrected by using a rubber eraser, correction paper, or correction fluid.

ERASING

1. Use a plastic shield and a typewriter (hard) eraser.

2. Lift the paper bail.

- 3. Turn the paper forward if the error is on the upper two-thirds or backward if the error is on the lower third of the page.
- 4. Move the carriage to the left or right as far as you can so the eraser crumbs will not fall into the typewriter mechanism.
- 5. Erase lightly. Blow eraser particles away as you erase.
- 6. Turn the paper back to writing position and type.

Disadvantages

A rubber eraser must be used with care as it is possible to rub a hole in the paper. Eraser crumbs must be brushed away from the typewriter; if they fall into the type basket, they can cause sticky key action.

CORRECTION PAPER

Correction paper covers (masks) the error with a powder-like substance. Correction paper comes in colors to match the kinds of paper commonly in use in the business office—white, blue, pink, yellow, etc.

Types of Correction Paper

Correction paper is available in several types, among which are the following: (1) correction tape (reel-type dispensers) and (2) correction paper strips. A slightly different type of correction paper is available for making corrections on carbons. The latter type of correction paper also is available in a variety of colors.

Method to Use

Follow the steps outlined below:

1. Backspace to the beginning of the error.

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- 2. Insert the correction tape or paper strip behind the typewriter ribbon and in front of the error.
- 3. Retype the error exactly as you made it. In this step, powder from the correction paper is pressed by force of the keystroke into the form of the error, thus masking it.
- 4. Remove the correction paper; backspace to the point where the correction is to be made and type the correction.

Disadvantages

The powder correction can rub off and expose the original error. Also, at the present time, correction-paper corrections may not be satisfactory when copies are to be made of an original by a photocopy process. In some instances, the original error may show through on the copies.

CORRECTION FLUID

Correction fluid covers or masks the error with a penetrating liquid which leaves an opaque enamel-like substance on the paper. Correction fluid is available in colors to match paper commonly in use in the business office.

Type

Correction fluid is packaged in a small bottle with an applicator brush attached to the inside of the cap. A thinner liquid can be used for thinning the correction fluid if it thickens.

Method to use

Here are the steps to follow when correction fluid is used:

- 1. Turn the paper up a few spaces.
- 2. Shake the correction fluid bottle; then remove the applicator from the bottle; daub excess liquid on inside of bottle opening.
- 3. Apply liquid sparingly to error by a touching action so as to cover entire error.
- 4. Return applicator to bottle and tighten cap; blow on error to speed drying process.
- 5. When liquid is dry, type the correction.

Disadvantages

With the passage of time, the enamel mask may crack or peel exposing the error or, even more serious, causing the correction to be lost. For this reason, this error correction method is not acceptable for a copy that is to be stored for long periods of time, such as in the archives of a library. Correction liquid must be dry before the correction is typed, or the liquid will stick to the type face and clog it.

ERASING CARBON COPIES

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1. Turn the platen or cylinder forward a few spaces to provide working room; then move the carriage to the extreme right or left so that the eraser crumbs will not fall into the machine.

2. Lift or move the paper bail out of the way; pull the original sheet forward and place a card (3 by 5 inches, or slightly larger) in front of the first carbon to protect the copy from carbon smudges as the erasure is made on the original sheet. Be sure to put the card in front of, not behind, the carbon paper.

3. Flip the original sheet back and make the erasure. Be sure to brush or blow the eraser crumbs away from the typewriter.

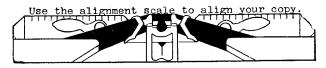
4. Move the protective card to a position in front of the second carbon if more than one copy is being made. Erase the error on the first carbon copy. Erase all other carbon copies in a similar manner. It is good practice to use a soft eraser for erasing on carbon copies and a hard typewriter eraser for erasing the original.

5. Remove the protective card and type the correction.

ALIGNMENT

Alignment becomes important when filling in forms on the typewriter or correcting errors that are discovered after the paper has been removed. It is sometimes necessary to align the printing point with something previously typed or with part of a form. To do so, follow these steps:

1. Type an experimental line on scrap paper and observe the relationship of the typewritten line to the alignment scale.



2. Insert the paper or form using the variable line spacer and the

paper release lever to align it properly.

3. Tap the first letter of the correction or insertion lightly. Some typists prefer to set the machine for stencil typing while doing this. If the lightly typed character is in proper position, backspace once and complete the correction. If it is not, erase and try again.

CORRECTING A PAGE BOUND AT THE TOP

1. Insert a sheet of paper into your typewriter and have approximately a 1-inch margin at the top.

2. Place the bottom edge of the sheet to be corrected behind the

top edge of this paper.

3. Roll the cylinder toward you and guide the sheet to be corrected into position for typing.

4. Make the correction.

MISCELLANEOUS

SPECIAL SYMBOLS

Caret to indicate an insertion: Use a diagonal (/) between the words where the insertion is to be made, and type the insertion on the line above at the top of the diagonal.

Chemistry Symbols such as H₂SO₄: Type the capitals, leaving space for the exponents. Backspace to the position for the first exponent; operate the ratchet release lever and turn the right cylinder knob away from you slightly (or turn the cylinder knob and hold it in position without operating the release lever); and type the exponent; then return the cylinder to its line position.

Dash (--): Type the hyphen twice without a space before or after the dash.

Degree Symbol (°), as in 9°: Turn the left cylinder knob toward you slightly; hold the knob in this position with the left hand and type the small o without space between the figure and the symbol; then return the cylinder to line position.

Ditto ("): If an entire line is to be dittoed, use the word ditto or the abbreviation do. If only a few words are to be dittoed, use the quotation marks (") to indicate ditto, placing them under each word.

Division Sign (\div) : Type the hyphen; backspace and type the period; backspace and turn the cylinder toward you slightly and type the period. (On some typewriters, the division sign can be made by typing the colon, backspacing, and typing the hyphen.)

Equal Sign (=): Strike the hyphen; backspace; turn the left cylinder knob slightly away from you; hold the knob in position and type the hyphen.

Exclamation Point (!): Type the period; backspace; type the apostrophe.

Feet and Minutes ('); Inches and Seconds ("): Type the apostrophe with the figure to express feet or minutes; and type the quotation mark to express inches or seconds.

Minus Sign (—): Type the hyphen with a space before and after the symbol.

Multiplication Sign (\times): Type the small letter x with a space before and after it. (In crowded tabulated work or specifications, the space may be omitted.)

Number One (1): Use the small letter l for the figure 1 (one).

Plus Sign (+): Type the diagonal (/); backspace; type the hyphen through the diagonal.

UNDERLINING AND RULING

To underline, depress the backspace key to move the carriage to the first letter of the word (or move the carriage by hand) and strike the underline key once for each letter in the word. If several words are to be underlined, move the carriage to the first letter; depress the shift lock; and type an unbroken underline, as this is quicker than to omit the underline for the space between words.

хi

Words printed in italics should be underlined when typed. Words underlined in typed copy sent to a printer will be set in italics by the typesetter.

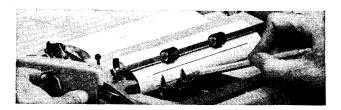
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Titles of books and names of magazines and newspapers are indicated by the underline.

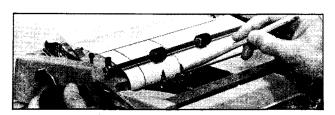
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To rule a horizontal line with a pencil while the paper is still in the typewriter:

- Place the pencil or ball point firmly against the cardholder in the hole or notch in the clear plastic shield, or on the ribbon carrier.
- Depress the left carriage release while holding the left cylinder knob.
- 3. Move the carriage to the point at which the line is to end.



To rule vertical lines: Place the pencil or ball point pen as in Step 1 above; then operate the ratchet release lever and turn the left cylinder knob quickly and smoothly. See page 42 for ruling tables.



LEADERS

Leaders (made by alternating the period and the space) are used when typing a table of contents and in typing some tabulated reports. When typing leaders, check on the cylinder scale whether the first period is struck on an odd or an even number; then strike all additional lines on either the odd or the even number to align leaders vertically.

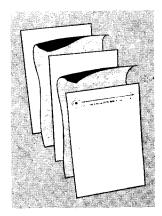
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ASSEMBLING A CARBON PACK

Desk-Top Assembly Method

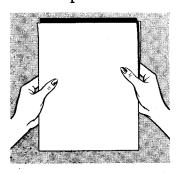
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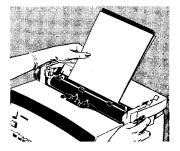
1. Assemble letterhead, carbon sheets (dull side up), and second sheets as illustrated below. Use one carbon and one second sheet for each copy desired.



2. Grasp the carbon pack at the sides, turn it so that the letterhead faces away from you, the glossy side of the carbon faces you, and the top edge of the pack face down. Tap the sheets gently on the desk to straighten.

3. Hold the sheets firmly to prevent slipping; insert pack into type-writer. Hold pack with one hand; turn platen with the other.



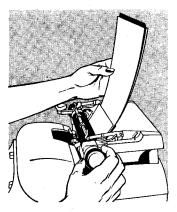


Tip for Wrinkle-Free Assembly

Start pack into typewriter with paper-release lever forward; then reset the paper-release lever and turn pack into the machine.

Inserting the Pack with a Trough

To keep the carbon pack straight when feeding it into the typewriter, place the pack in the fold of a plain sheet of paper (paper trough) or under the flap of an envelope. Remove the trough or envelope when the pack is in place.



Machine Assembly Method



1. Assemble paper for insertion (original on top; second sheets beneath). Turn the "pack" so original faces away from you and the top edge faces down.

2. Insert sheets until the tops are gripped by the feed rolls; then pull the bottom of all sheets except the last over the top (front) of the typewriter.

3. Place carbon paper between sheets, glossy side toward you. Flip each sheet back (away from you) as you add each carbon sheet.

4. Roll pack into typing position.

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