

# QUICK TYPING

A SELF-TEACHING GUIDE

JEREMY GROSSMAN



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# QUICK TYPING

## A Self-Teaching Guide

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*To my wife Alice  
and to our children  
Judith, David, and Joseph*

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# To the Reader

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You want to learn to type, or you want to learn to use a computer terminal or other equipment that uses the keyboard. Good for you. This book will teach you how to type—quickly and at your own pace.

This book places a value on your time. In this typing course you will have private typing lessons. Your “classes” will meet at times and locations suitable for you. For that reason you can work at your own pace and study only the material you want to. For example, if you plan to type numbers only in dates, addresses, page numbers, and occasional short lists, you do not have to spend too much time practicing numbers.

## MATERIALS NEEDED

You will need to use a typewriter, standard-size (8½" across by 11" up and down) typing paper and a twelve-inch ruler. You may already own a typewriter, or you may want to beg, rent, or borrow one. (Don't steal one.) Any typewriter will do. (If you have a foreign make, there may be variations in some symbol keys.) You may use a manual (non-electric) or electric machine, standard-size or portable. You may also use the keyboard of a computer terminal; if you do, see the table on page ix to see what parts of the book apply to you.

You may use any quality of typing paper for your practice. When you get to reports and letters, you may want to type a few of them on good quality bond paper. You will also need a clock or timer, envelopes (or paper and scissors), correction tape, and paper. The beginning of each chapter will tell you which supplies you will need for that chapter.

If you plan to apply for a job that will require you to take a timed typing test, you will probably want to do all of the timed typings in the book several times each, including the ones in Appendix A. If you plan to use your typing for personal use, you may want to take only one or two timings to find out your typing speed. You will also build good typing speed when you type your own work, so it is not necessary to use only the timings to do so.

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# How to Use This Book

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Because this book is self-instructional and individualized, you can use it to suit your own needs. The following table will help you tailor your use of this book according to your interests. Study the table and identify those sections that are relevant for your interests and inclinations.

If This Describes Your Situation...	...Read These Sections:
I. You have a fair idea of how to operate a typewriter but not how to type.	Skim Chapter 1 and Chapter 2 through page 19. Read Chapter 2 from page 20 and Chapters 3-6.
II. You want to learn to type on a computer keyboard but not on a typewriter.	Chapter 2 from page 20 through the end of the chapter and Chapters 3 and 4.
III. You want to build speed.	Chapters in I or II above plus Chapter 7 and Appendix A.
IV. You are working in a business setting.	Appropriate chapters above plus Chapters 8-10 and Appendixes B and C.
V. You plan to type school or college work.	Appropriate chapters above plus Chapters 8 and 10 and Appendix B.
VI. You know nothing about using a typewriter.	Chapters 1-6 and other chapters and appendixes according to your interests and needs.

At the beginning of each chapter are Objectives which outline what you can expect to learn from the chapter. The Self-Test at the end of each chapter will help you determine whether and how well you have met the Objectives. If you think you already know the material in a chapter, you

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may want to take the Self-Test first and if you do well on it, skip the chapter. If you are working on a computer keyboard, just skip the test questions that don't apply to you.

Because QUICK TYPING is self-instructional, you may spend as much or as little time as you need on any particular section. The following list gives a *rough approximation* of the length of time you need to cover various parts of the book. Remember, there are *wide individual differences*.

☆ Letters of the Keyboard	10-15 hours
☆ Numbers and Other Symbols	3-5 hours
☆ Reports and Letters	3-5 hours
☆ Tables	3-5 hours

If you concentrate on speed, you will probably reach 40 words a minute (the minimum job requirement) in 20 to 40 hours of practice after you have learned the letters of the keyboard. The time you need to spend to learn numbers and other symbols as well as reports, letters, and tables is *included* in this 20 to 40 hours.

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# Contents

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To the Reader	vii
How to Use This Book	ix
Introduction	1
 CHAPTER 1: SETTING UP	 4
The Typewriter Parts, 4	
Spacing, 9	
Carriage or Element Carrier Return, 11	
Self-Test, 13	
 CHAPTER 2: STARTING TO TYPE	 15
Setting Margins, 15	
For Margin Levers Set on the Cylinder Line Scale, 16	
For Automatic (or Magic) Margins, 17	
For Key Set Margins, 17	
Good Typing Posture and Technique, 19	
Using the Home Keys, 20	
Home Row Keys, Left Hand: A, S, D, F, (G), 20	
The A Key, 21	
The S Key, 22	
The D Key, 23	
The F Key, 24	
The G Key, 24	
Home Row Keys, Right Hand: (H), J, K, L, ; , 25	
The J Key, 26	
The K Key, 26	
The L Key, 27	
The ; (semicolon) Key, 28	
The H Key, 28	
Self-Test, 31	

---



---

## CHAPTER 3: THE TOP ROW OF LETTER KEYS

33

Top Row of Letter Keys, Left Hand: Q, W, E, R, T, 33

The Q Key, 34

The W Key, 36

The E Key, 36

The R Key, 37

The T Key, 38

Top Row of Letter Keys, Right Hand: U, I, O, P, Y, 39

The U Key, 40

The I Key, 41

The O Key, 41

The P Key, 42

The Y Key, 42

Self-Test, 44

## CHAPTER 4: KEYS ON THE BOTTOM ROW

45

Bottom Row, Right Hand: Period, Slash, Comma, N, and M Keys, 45

The Period Key, 46

The Slash Key, 47

The Comma Key, 48

The N Key, 48

The M Key, 49

Bottom Row, Left Hand: Z, X, C, V, B, 50

The Z Key, 51

The X Key, 51

The C Key, 52

The V Key, 52

The B Key, 53

Self-Test, 55

## CHAPTER 5: TYPING CAPITAL LETTERS, INDENTING, PROOFREADING, AND CORRECTING

56

Materials for Making Corrections, 56

Capitalization, 57

Four Steps in Typing Capital Letters, 59

Indenting, 61

Proofreading, 63

Making Corrections, 65

On Typewriter Keyboards on Most Computer Terminals, 65

On Self-Correcting Typewriters, 65

On Other Typewriters, 65

Correction Paper, 65

Correction Tape, 66

---

Correction Fluid, 66  
Erasers, 67  
General Comments on Corrections, 67  
Self-Test, 69

## CHAPTER 6: NUMBERS AND OTHER SYMBOLS

72

Number Row, Left Hand: (1, 2, 3, 4, 5), 73

The 1 Key, 73

The 2 Key, 74

The 3 Key, 74

The 4 Key, 75

The 5 Key, 75

Number Row, Right Hand: 6, 7, 8, 9, 0 (Zero), 78

The 6 Key, 78

The 7 Key, 79

The 8 Key, 79

The 9 Key, 79

The 0 (Zero) Key, 80

Other Symbols, 82

Symbol Keys Common to All Typewriters: : (Colon), ? (Question Mark),  $\frac{1}{2}$  (One-half),  $\frac{1}{4}$  (One-fourth), Other Fractions, 82

The Colon Key, 82

The Question Mark Key, 83

The One-half Key, 83

The One-fourth Key, 84

Typing Other Fractions, 84

Other Symbols on Electric Typewriters: - (Dash), \_ (Underline), ' (Apostrophe), " (Quotation Mark), = (Equal Sign), + (Addition), 86

The Dash Key, 86

The Underline Key, 87

The Apostrophe Key, 87

The Quotation Marks Key, 87

The Equal Sign Key, 88

The Addition Sign Key, 88

Other Symbols on Manual Typewriters: ¢ (Cents), @ (At),

\* (Asterisk), 89

The Cents Key, 89

The At Key, 90

The Asterisk Key, 90

Symbols on Number Row, 91

Keys Common to All Machines: (#, \$, %, &, ( ), 91

Keys on Electric Machines Only: (@, ¢, \* ), 92

Keys on Manual Machines Only: (" , \_ , ' ), 92

Self-Test, 93

---

## CHAPTER 7: TIMED TYPINGS

94

- General Instructions, 95
- One-Minute Timings, 95
  - First One-Minute Timing, 95
  - How to Compute Speed for One-Minute Timings, 95
  - Second One-Minute Timing, 96
  - Third One-Minute Timing, 96
- Five-Minute Timings (Optional), 97
  - First Five-Minute Timing, 97
  - How to Compute Speed for Five-Minute Timings, 97
  - Second Five-Minute Timing, 98
  - Third Five-Minute Timing, 98

## CHAPTER 8: TYPING REPORTS

100

- Setting Up Your Report, 100
- Centering Titles, 103
  - Reports to Type, 104
  - First Report, 104
  - Second Report, 106
- Self-Test, 108

## CHAPTER 9: TYPING LETTERS

110

- Parts of a Block Style Letter, 110
- Letter Placement on Typewriter, 112
  - Block Style Letters to Type 113
  - First Letter in the Block Style, 113
  - Second Letter in the Block Style, 114
- Typing Letters in Modified Block Styles (Optional), 116
  - First Letter in a Modified Block Style, 117
  - Second Letter in a Modified Block Style, 118
- Typing Envelopes, Cards, and Labels (Optional), 119
- Self-Test, 124

## CHAPTER 10: TYPING TABLES

125

- Two-Column Tables, 125
- Two-Column Tables without Column Headings, 129
- Two-Column Tables with Column Headings, 131
- Self-Test, 137

---

APPENDIX A: MORE TIMED TYPINGS	141
First One-Minute Timing, 141	
Second One-Minute Timing, 141	
First Five-Minute Timing, 142	
Second Five-Minute Timing, 142	
Third Five-Minute Timing, 143	
Fourth Five-Minute Timing, 144	
APPENDIX B: SETTING UP A BACKING SHEET FOR REPORTS	145
APPENDIX C: MORE ABOUT LETTERS	148
The Backing Sheet, 148	
More Letters, 152	
Letter 1, 152	
Letter 2, 152	
Letter 3, 153	
Letter 4, 153	
Letter 5, 153	
INDEX	155

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# Introduction

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In recent years, changes in typewriters, teaching philosophies, and changing employment standards have made certain former practices in learning to type obsolete.

In the past, students were instructed to keep the copy from which they were typing on the right side of the table. The reason for this was that otherwise the line of vision was obstructed on the left when the typist returned the carriage. If you have a manual (non-electric) machine, you should continue to put your copy on your right-hand side. However, if you have an electric machine, you may place your copy on either side of your table.

Typewriter keyboards for beginning students used to be blank. There are now mounds of studies in the professional literature which show that using marked keyboards is more effective. However, you should do your best not to look at your keyboard until you have completed typing an entire line.

It is no longer necessary to put two pieces of paper in your machine. This was done to protect the cylinders, but today's cylinders will not be hurt without a sheet in back.

## ABOUT TYPEWRITERS

The first patent for a typewriter was granted by Queen Anne of Great Britain in 1714. William Austin Burt registered the first American patent 115 years later in 1829. The first machine that typed faster than handwriting was patented in 1868 by Christopher Sholes, and his typewriter was first manufactured and sold by the Remington Gun Factory in 1874. This machine placed the letters of the alphabet where they are on the keyboard today. This is called the *universal keyboard* and it is used not only on typewriters but also on computer terminals.

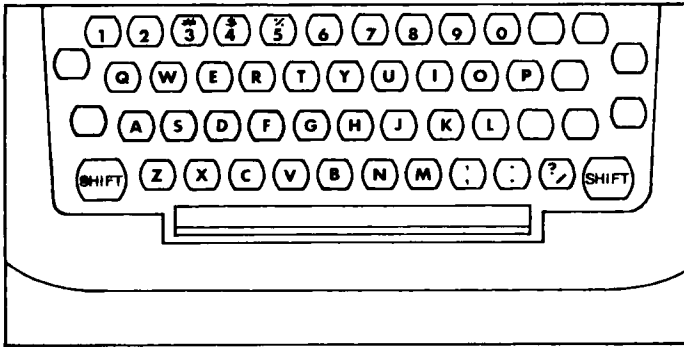


Figure I-1 The Universal Keyboard

The *universal keyboard* is used in all languages that use Roman letters (the letters English uses). The letter arrangement on this keyboard is far from the most efficient one possible. (The keys that are blank in this illustration, vary among different types of keyboards; so do the upper symbols on many keys, especially between typewriters and computer-terminal keyboards.)

The 1874 keyboard had only capital letters (as do today's computers). Typists were required to look at the reverse side of a typed page to proof-read as the typing was printed on the back side of the paper. By 1884, refinements had been made so that typists no longer had to be contortionists to proofread their work. At about the same time, the *shift key* was introduced making it no longer necessary to type in all capital letters.

Electric typewriters came to be widely used in the 1950's. On manual or non-electric machines, the pressure placed on each key is controlled by the typist. If the typist places differing amounts of pressure on different keys, light and dark strokes result. On electric machines, the machine controls the pressure so that all typed material comes out the same shade (called density in type). Electric machines will be discussed in more detail in Chapter 1.

By the early 1960's, many offices had *Selectric* typewriters, in which typebars are replaced with *elements* or balls with all of the characters on them. (The term *Selectric* is a brand name, used by IBM. Today, other manufacturers are selling similar machines under their own names.) Throughout this book, we will refer to these machines as "machines with elements." Look at Figure 1-2 to compare traditional typebars with an element.

An element can be changed very quickly, making it possible to use the same typewriter for different type sizes and styles, musical symbols, mathematical and scientific symbols, and foreign languages. It is frequently no longer necessary to have separate machines for specialized work.

By the mid 1970's, "self correcting" typewriters came into fairly widespread use. To correct a mistake with these machines, a typist simply backspaces and types over the same key—"erasing" the mistake—and then

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types the correct key. Errors in computer keyboarding can also be corrected easily.

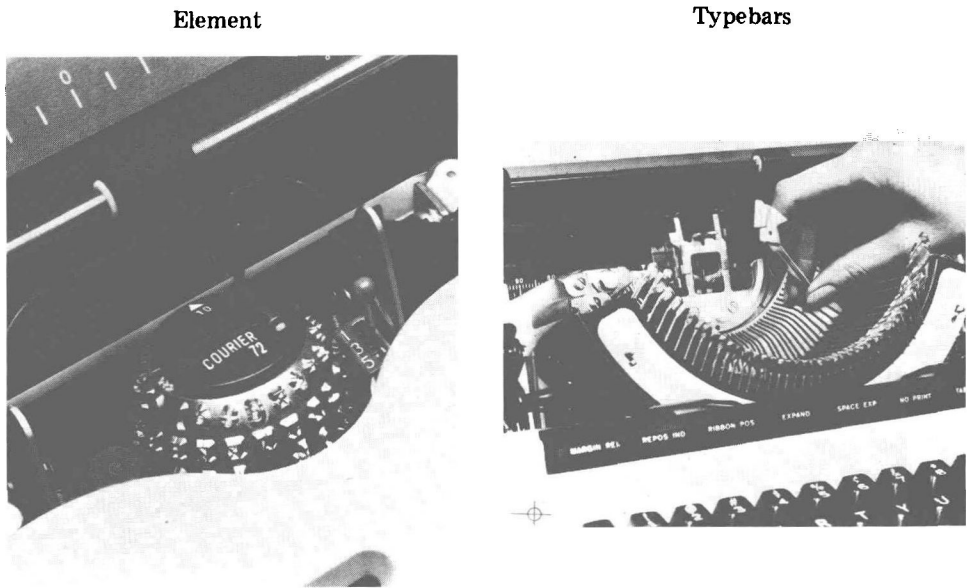


Figure I-2 Typebars and Elements

By this time “automatic typewriters” also had come into use in many business offices. These typewriters type from tape hundreds or thousands of “original” copies at very high rates of speed, working by themselves while the operator does other work or even goes home at night. With these machines, typists can edit material by adding, deleting, or changing copy on the tape. The machine types all of the unchanged material. If material is added, or deleted, some machines automatically adjust the spacing of the copy on the page.

Portable electric machines made from lightweight metals are widely used now. Most of these machines have all of the features of other electrics and cost no more than good manual machines.

But whatever type of machine you are using, this book will work for you. Where variations may exist, they are pointed out and illustrated.

Now it's time to learn to type!

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## CHAPTER ONE

# Setting Up

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This chapter will get you set up to type, introducing the basic machine parts and skills you will need to use to begin to type. For this chapter you will need a typewriter, a 12-inch ruler, and several sheets of standard-size ( $8\frac{1}{2}$ "  $\times$  11" ) typing paper.

### OBJECTIVES

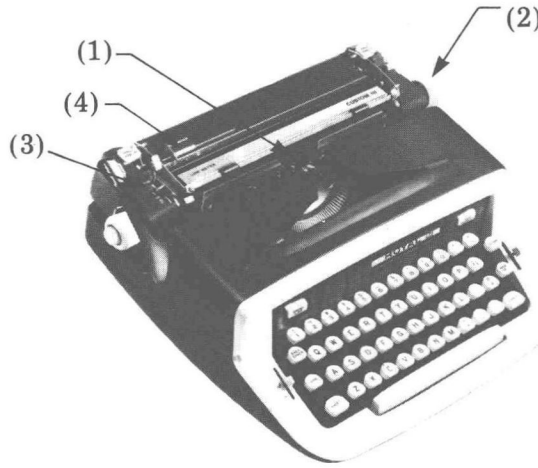
When you complete this chapter, you will be able to:

- identify and locate several important parts of your typewriter;
- insert and remove the paper from your machine;
- single space, double space, and triple space;
- distinguish between pica and elite type; and
- use the carriage or element carrier return correctly.

### THE TYPEWRITER PARTS

The first step in learning to type is to learn the basic parts of the typewriter. Look at Figure 1-1 for the names and functions of various parts of the machine.





- (1) The *cylinder* is a hard rubber roller, which serves as backing for the paper.
- (2) The *cylinder knobs* turn the *cylinder* and are used to insert or release paper.
- (3) The *line-space regulator* sets the machine to type on every line, every second line, or every third line (single space, double space, or triple space). Your *line-space regulator* may not look exactly like this.
- (4) The *paper guide* is on the left side of the machine. It guides the left edge of paper as it is inserted in the machine.

Figure 1-1 Some Typewriter Parts

### Application

Try to follow the steps below on your own. Then use Figure 1-2 to check your work. If you need help, you may refer to the illustration but try not to.

1. Set your *paper guide* at zero. Place the left side of your paper against the paper guide.
2. Use one of the *cylinder knobs* to move the paper into your machine. Turn the cylinder knob until the paper appears just at the bottom of the cylinder. Then stop.
3. Set the *line-space regulator* at 1 for single spacing.