ARCO
TYPING FOR EVERYONE

TYPING
FOR EVERYONE

Nathan Levine

TO THE BEGINNER

Typing for Everyone will teach you to type by touch—without looking at your fingers. These lessons "work." They were tested for ten years on 3,000 beginners, ages 14 to 70: students, clerks, cashiers, bookkeepers, salespeople, nurses, technical assistants, and workers in all sorts of jobs and occupations. All of them learned how to type quickly and expertly.

Type a lesson a day. Learn a few keys at a time; then as you practice words, sentences, and paragraphs, your control of those keys becomes automatic. Before you know it, you are a touch typist.

Here are some of the special features you will like about this book:

1. **Entirely Self-Teaching:**
   Each lesson is short, simple, and easy to master; it tells you plainly what to do and how to do it; it is your own private home tutor.

2. **Cumulative Review:** |
   Beginning with Lesson 2, you review all the keys you have learned; you reinforce your control of those keys before you go on to the new ones. You can see your day-to-day progress toward your goal of typing mastery.

3. **Accuracy and Speed-Building in Same Lesson:**
   You get intensive accuracy and speed-building practice in the same lesson to develop your maximum typing skill. Interesting, flowing copy helps you reach specific goals.

4. **Word-Counted Material:**
   Sentences, paragraphs, and 1- to 5-minute copy tests tell you at a glance how many words you have typed in a given time.

5. **Timed-Typing Score Sheet:**
   A simple, easy-to-use score sheet for 1-, 2-, 3-, 4-, and 5-minute timed tests lets you see your day-to-day progress in speed-with-accuracy.

6. **Realistic Business Letter Placement:**
   No complicated scales to memorize. An all-purpose letter-placement formula tells you how to arrange quickly and attractively ALL styles of business letters.

7. **Simplified Tabulation:**
   No diagrams, no arithmetic. You learn the BACKSPACE way to type material in columns on a typewriter. If you are using a computer, check your user manual.

8. **Typing Aids:**
   · Basic office "Know-Hows"—to help you become a proficient typist.

Correcting "Selectric" III

Page-End Indicator

Paper Edge Guide
Paper Centering Guide

Paper Centering Scale

Paper Bail Lever
Cardholder
Line Space Lever

Pitch Selection Lever
Paper Release Lever

Half-Backspace Lever
Line Finder

Platen Variable

Typing Element
Impression Control

Pitch Indentification
Margin/Pitch Scale

Left Margin Stop
Right Margin Stop

Margin Release Key
Index Key
Express Backspace Key

Tab Control
On/Off Control

Correcting Key

IBM PC XT

The Backspace, Enter, and Shift keys are enlarged for convenience and located in their familiar Selectric positions.

The Escape key is isolated at the upper left of the keyboard to help reduce keying errors.

Dedicated function control keys are provided for frequently used functions such as Print Screen, Scroll Lock, and Pause.

Function keys are located across the top of the keyboard and spaced in groups of four. Two additional Function keys provide added flexibility in host access or communication applications.

The dedicated Numeric Pad includes its own Enter key and four Arithmetic Function keys, making it simple to work with numbers only.

The Tab and Caps Lock keys are enlarged and are located in their familiar Selectric positions.

Two Ctrl and Alt keys—one on each side of the space bar— offer easy access with either hand.

Screen Control and Cursor keys are separated from the numeric pad for easier, faster access.

IBM

Courtesy of IBM.

COMPUTER TERMINOLOGY

Alphanumeric	A combination of alphabetic and numeric characters.
Batch	A collection of similar work that can be produced in a single operation.
Bit	The smallest unit of information.
Buffer	The device in the computer that compensates for the rate of data flow.
Byte	A sequence of bits, usually shorter than a word.
Character	A letter, number, symbol, or space.
Command	Instructions to the equipment to perform a certain function.
CPS	Characters per second (speed of typing).
CPU	Central processing unit (memory in a computer).
Crash	To become inoperable.
CRT	Cathode ray tube (a television-like screen for the display of characters).
Cursor	The movable indicator on a CRT that indicates the place for editing a document.
Daisy Wheel Printer	A printer with an element that resembles a flattened daisy and has a character at the end of each petal. This produces printed material like that of a typewriter.
Database or Data Base	Files of information used by an organization.
Debug	To locate and remove errors.
Delete	To remove a character, word, line, etc.
Disk (Diskette)	Equipment for the computer that is used for the recording, transcribing, and storage of data.
Dot Matrix Printer	A printer on which dots are arranged to form characters and graphic illustrations.
Down Time	Equipment inoperable.
Edit	To revise text.
Element	The removable, replaceable printing device resembling a ball.
Facsimile (FAX)	The transmission and reception of textual copy through telephone lines.

Field	A group of characters related for a specific purpose, somewhat like a column.
Floppy Disk	A disk used to store and retrieve programs and data.
Font	An assortment of characters in a certain type and size.
Hard Copy	Paper copy.
Hardware	The equipment.
Input	Information that is entered into a system; to enter information into a system.
Interface	The connection of two or more systems or devices.
I/O	Input/Output.
Keyboarding	Typewriting.
Menu	A selection of tasks.
Modem	Hardware that connects the computer to telephone lines for sending and receiving information.
Output	The final results that are produced.
Software	Programs and routines needed to give instructions to the hardware.
Station	The work location of an operator.
Store	Place in memory or on disk.
Terminal	A device that can send and receive information.
Turnaround Time	The time that elapses from the beginning to the completion of a task.
Variable	A segment of text that is subject to change.
VDT	Video display terminal (same as CRT).

IBM Personal Computer (PC)

Monitor

Central
Processing
Unit (CPU)

Printer
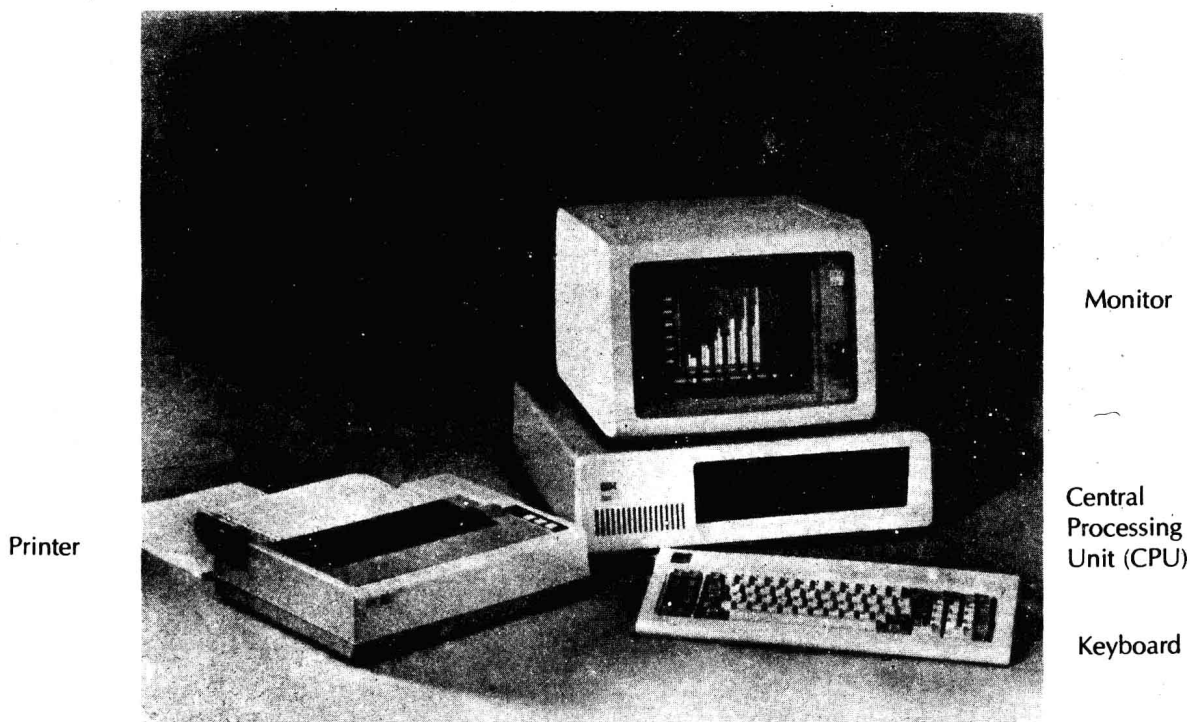
Keyboard

Courtesy of IBM.

Keyboard	The placement of alphabetic and numeric keys are standard and conform to any typewriter keyboard. Many keyboards have an additional ten-key numeric pad (similar to a calculator) for faster numeric entry.
Central Processing Unit (CPU)	The CPU, also known as the terminal or computer, is the "brains" of the unit and receives commands from the keyboard. It serves as the central location for the storage and processing of data.
Monitor	The monitor, also known as a CRT, display screen, or VDT, is a television-like screen for the display of text.
Printer	The printer, which gives you paper copy, can be one of several types: daisy wheel (typewriter quality); dot matrix (small dots that form characters); or laser printer (printed quality).

CONTENTS

STEP 1: PREPARE YOUR TYPEWRITER

NOTE: If you are using a typewriter, read this section carefully. As all computers and software programs vary greatly, we can only provide general instructions for computer use. If you are using a computer, refer to your user manual for the applicable instructions.

Before you begin a lesson, follow this routine:

1. **Set the paper guide at "0" on the paper-guide scale.**
   A. The paper guide is a blade at the left end of the carriage.
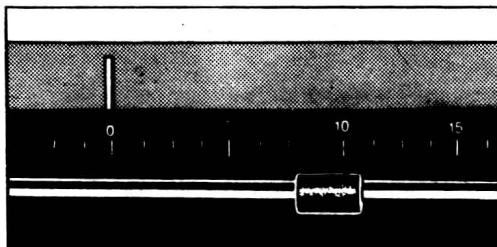   B. Slide the blade left or right until its edge points to "0" on the paper-guide scale.

Fig. 1. Paper guide at "0."

2. **Set the line-space regulator at "1" for single spacing.**
   A. The line-space regulator is a lever at the right end of the carriage. It controls the amount of space between typed lines.
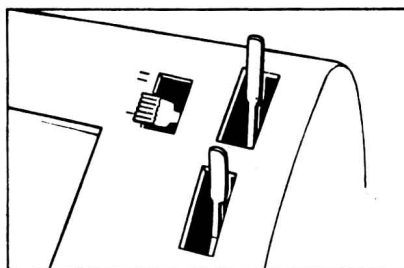

Fig. 2. Line-space regulator at "1."

   B. The line-space regulator has a 1, a 2, and a 3 printed beside it. Set it at:
      1 for single spacing, which leaves no blank lines between typed lines.
      2 for double spacing, which leaves one blank line between typed lines.
      3 for triple spacing, which leaves two blank lines between typed lines.

   NOTE: Some typewriters have only single and double space or have single space, space and a half, and double space.

   EXAMPLES:

Single Spacing	Double Spacing	Triple Spacing
Single Spacing		
Single Spacing	Double Spacing	
Single Spacing		Triple Spacing

3. **Set the margin stops indicated at the top of each lesson.**
   A. Your machine has a left margin stop and a right margin stop. Set them one at a time—first the left, then the right. The margin stops show where the typing line begins and ends.
   B. The procedure for setting the margin stops varies with the make and model of the machine. See the instruction booklet that comes with your machine, or ask your teacher.

4. **Pull the paper bail away from the cylinder.**
   A. The paper bail is the rod, with 2 small rollers on it, that clamps the paper against the cylinder.
   B. Pull the paper bail either toward you or straight up so it won't interfere with inserting the paper (Fig. 3).

Fig. 3. Paper bail away from cylinder.

Use standard typing paper 8½" by 11" in each lesson.

5. **Insert your paper.**
   A. Hold the paper in your left hand.
   B. Place it behind the cylinder against the paper guide at "0."
   C. Turn the right cylinder knob to draw the paper into the machine. Turn up about half the length of the paper (Fig. 4) or depress the index key.

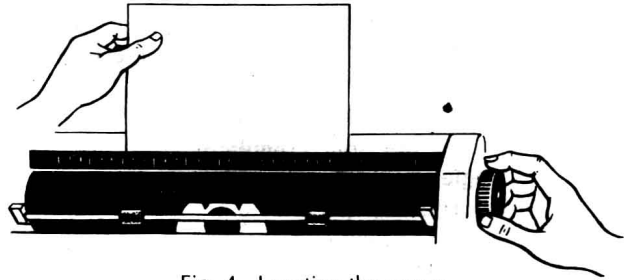Fig. 4. Inserting the paper.

6. **See whether the paper is inserted straight.**
   A. Your paper is inserted straight if the left edges—front and back—meet against the paper guide (Fig. 5a). If the edges do not meet—
   B. Loosen the paper: Move the paper-release lever (Fig. 5b) toward you; then shift the paper till the left edges meet against the paper guide.
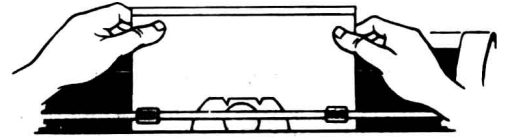   C. Move the paper-release lever back to its normal position.
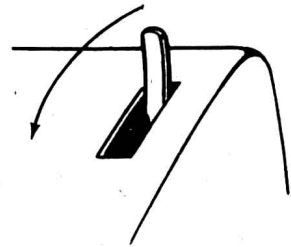
Fig. 5a. Straightening the paper.

Fig. 5b. Paper-release lever.

Prepare Your Typewriter

7. **Leave a top margin of 1½ inches.**

  A. Roll the paper down until its top edge is even with the cardholder —on each side of the printing point (Fig. 6).

  B. Roll up 10 line spaces. All typewriters type 6 lines to the vertical inch (Fig. 7). By typing on line 10 from the top of the paper, you leave 9 blank lines—a top margin of 1½ inches.
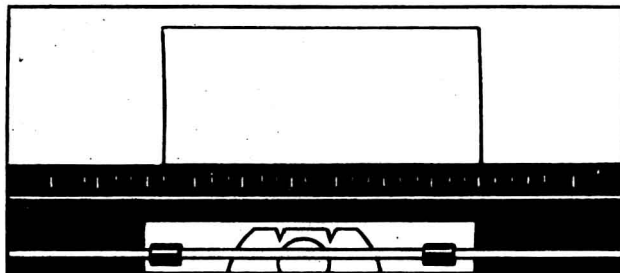
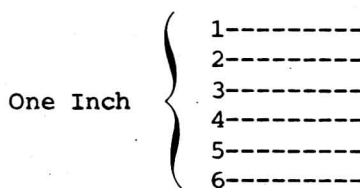Fig. 6. Top edge of paper level with cardholder.

One Inch
```
1----------
2---------
3---------
4---------
5---------
6---------
```

Fig. 7. Six lines to the inch.

8. **Set paper bail back in position.**

  A. Place the paper bail against the paper.

  B. Slide the small rollers on the bail to divide the paper approximately into thirds (Fig. 8), or into quarters if there are 3 rollers.
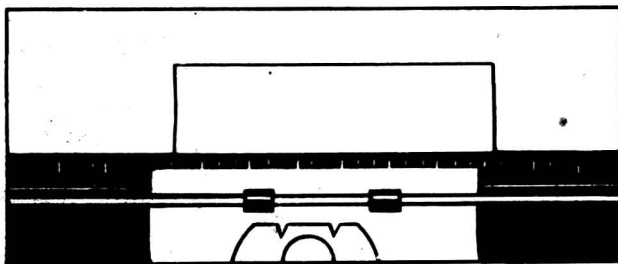
Fig. 8. Paper bail rollers in place.

Prepare Your Typewriter

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STEP 2: GET READY TO TYPE

1. Sit all the way back in the chair.

2. Feet flat on floor, 6 inches apart.

3. Back straight; elbows close to body, hanging loosely; forearms parallel to the keyboard.

4. Wrists low, barely clearing the machine.

5. Body centered opposite the J-key, a handspan from the machine.

6. Head erect, facing the book.

7. *Left Hand*
   Place fingertips on **A S D F**
   Draw left thumb close to the first finger.

8. *Right Hand*
   Place fingertips on **J K L ;**
   Extend right thumb above center of the space bar.

Fig. 9. Good typing posture.

LESSON 1
HOME KEYS

A S D F   J K L ;
Left hand   Right hand

A S D F ( ) ( ) J K L :;

This is <u>Pica</u> type: 10 characters per inch (cpi)*
This is <u>Elite</u> type: 12 characters per inch

*A character is any letter, number, punctuation mark, or space on a line.

HOW TO STRIKE THE KEYS

Tap each key lightly and quickly using a flat-oval motion. Hold your fingers slightly above (not on) the keys. The keys respond instantly to very light strokes.

Follow each numbered step exactly.

1. **F-Key Tryout:** *Use Left First Finger.*
   Type the following **f**'s:

   fffffffff

2. **J-Key Tryout:** *Use Right First Finger.*
   Type the following **j**'s:

   jjjjjjjjj

3. **Space Bar Tryout:** *Use Side of Right Thumb.*
   To leave a space after a letter or a word, strike the space bar sharply with the side of your right thumb.

   Type the following **f j** alternately. Space sharply after each letter. Bounce the thumb off the space bar.

   fffffffffjjjjjjjjj f j f j f j f j f j f j f j

4. **Return Practice:**

Fig. 10. Return key.

A. Swiftly extend the little finger of your right hand to the return key.
B. Lightly tap the return key, making the return automatically to the margin.
C. Move the finger back home.

Type the following line 5 times.

```
fff jjj fff jjj fff jjj fff jjj fff jjj fff jjj fj
```


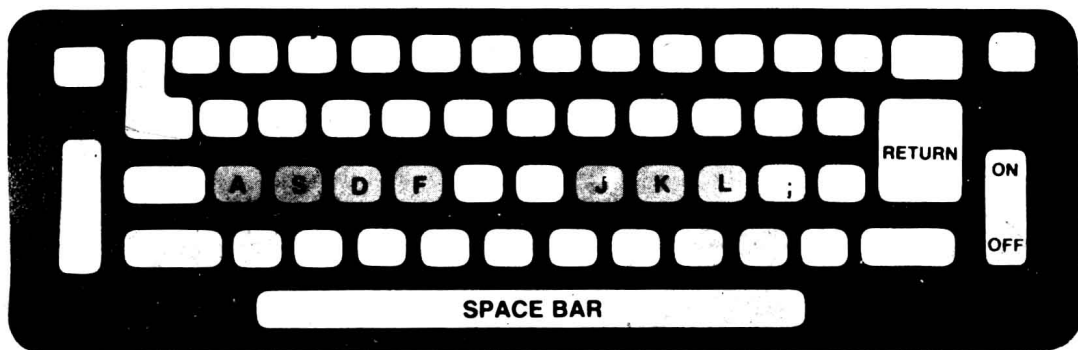Try to do the A B C steps (above) in one quick 1-2-3 motion.

5. **Home-Key Practice:** Type the following lines exactly. Double space after each 2-line group by using the return key twice. Doing so will leave one blank line between groups. The margin bell tells you that you are getting close to the right margin stop.

FIRST	`fff jjj fff jjj fff jjj fff jjj fff jjj fff jjj fj`	Return to
FINGER:	`fff jjj fff jjj fff jjj fff jjj fff jjj fff jjj fj`	the margin without
SECOND	`ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk dk`	spacing at
FINGER:	`ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk dk`	end of a line.
THIRD	`sss lll sss lll sss lll sss lll sss lll sss lll sl`	
FINGER:	`sss lll sss lll sss lll sss lll sss lll sss lll sl`	
FOURTH	`aaa ;;; aaa ;;; aaa ;;; aaa ;;; aaa ;;; aaa ;;; a;`	
FINGER:	`aaa ;;; aaa ;;; aaa ;;; aaa ;;; aaa ;;; aaa ;;; a;`	

NOTE: When you are using a computer you will have a wordwrap feature. This **means** that if text is too long to fit on a line, the next complete word will automatically return (wrap) to the left margin of the next line.

Lesson 1: Home Keys

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6. **Test Your Skill:** Type the following lines exactly. Double space after each 2-line group by using the return key twice.

```
fff aaa ddd fad fad fad; jjj aaa lll jal jal jal;    Space one
fff aaa ddd fad fad fad; jjj aaa lll jal jal jal;    after a
                                                     semicolon

aaa lll aaa lll all all; ddd aaa ddd dad dad dad;
aaa lll aaa lll all all; ddd aaa ddd dad dad dad;

sss aaa ddd sad sad sad; aaa sss kkk ask ask ask;
sss aaa ddd sad sad sad; aaa sss kkk ask ask ask;


a fad; ask dad; ask a lad; jal asks; a lad falls;    All the
a fad; ask dad; ask a lad; jal asks; a lad falls;    home keys.

all fads; alda asks; a sad lass; jal asks a lass;
all fads; alda asks; a sad lass; jal asks a lass;
```
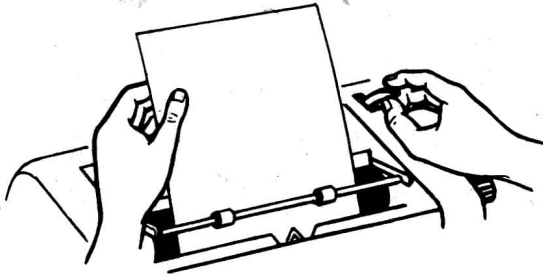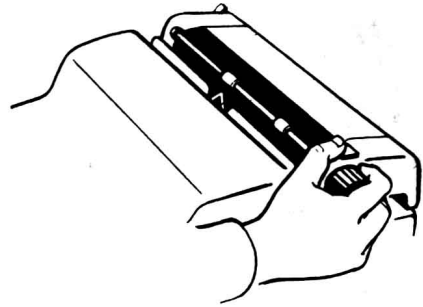
Fig. 11. Removing the paper.

Fig. 12. Centering the carriage.

NOTE: When you finish a lesson

A. Remove the paper: Move paper release lever toward you, gently pull out the paper; move the lever back in place.
B. If you are using a typewriter with a moving carriage, you must center the carriage: Hold the right cylinder knob; press the carriage release lever; move the carriage to center of carriage scale; remove hand from lever.
C. Turn the electric switch to OFF.

LESSON 2
NEW KEYS
E U
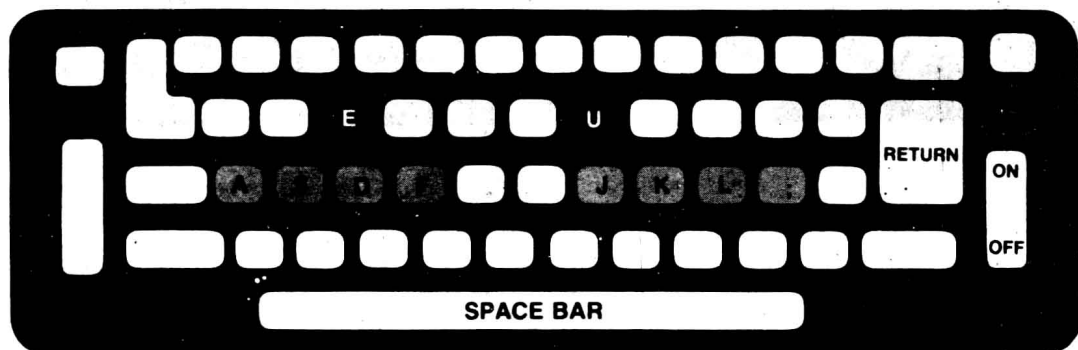
1. **Review:** Type each line twice. Double space after each 2-line group.

```
fff jjj ddd kkk sss lll aaa ;;; fdsa jkl; fdsajkl;   Always
fad fad jal jal sad sad lad lad dad dad asks asks;   keep eyes
add add; dad dad; fall fall; asks asks; lass lass;   on copy.
ask ada; ask jal; dad asks a lad; a sad lad falls;   Think the
ask a lad; jal asks a sad lad; a sad lad asks dad;   finger and
                                                     the key it
                                                     controls.
```

2. **New-Key Practice: E** *Use D-Finger.*
   Practice the reach from **D** to **E** and back home to **D**. Keep the **A**-finger on its home key.
   When you can reach **E** without looking at your fingers, type each line twice:

```
e e e e ded ded ded ded; fed fed fed; led led led;   Space once
ded ded ded elk elk elk; jed jed jed; elf elf elf;   after a
ded ded ded fee fee fee; see see see; ale ale ale;   semicolon.
ded ded ded lea lea lea; sea sea sea; eke eke eke;
fed led elk jed elf fee; see ale lea; sea jed eel;
```

3. **New-Key Practice: U** *Use J-Finger.*
   Practice the reach from **J** to **U** and back home to **J**. Keep the **L** and **;** fingers on their home
   keys. When you can reach **U** without looking at your fingers, type each line twice:

```
u u u u juj juj juj juj; dud dud dud; due due due;   Return
juj juj juj uke uke uke; use use use; sue sue sue;   fingers
juj juj juj jud jud jud; ula ula ula; auk auk auk;   quickly to
juj juj juj flu flu flu; due due due; sud sud sud;   home keys.
use dud due sud jud flu; eke auk ula; sue due use;
```