Haggblade Kushner

Keyboarding / Typewriting

For Personal Applications

6E

South-Western Publishing Co.

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PREFACE

The Sixth Edition of KEYBOARDING/TYPEWRITING FOR PERSONAL APPLICATIONS reflects the gradual transition from the teaching of keyboarding solely on typewriters to the teaching of this vital skill on computers. The text is appropriate for instruction on either type of equipment.

These broader applications of keyboarding skills have increased the importance of acquiring keyboarding proficiency in the middle and junior high schools, the grades for which this book is designed. Topics covered in both skillbuilding and problem copy are geared to the needs, interests, experiences, and reading levels of learners at this age. Activities provided call for the development of problem-solving skills for students of varying abilities.

OBJECTIVES

Students who complete the text should accomplish several major objectives:

- Achieve sufficient keyboarding skill to be able to operate the machines by touch.
- Master correct techniques of position, fingering, and stroking, and develop appropriate response patterns.
- Attain optimum speed and accuracy according to their individual capabilities.
- Review and improve basic English skills of punctuation, spelling, proofreading, and word division.
- Develop the ability to transfer thoughts (compose) from their heads directly to the keyboard.
- Acquire the habit of using their machine as a basic communication tool in the preparation of personal and school papers.

ORGANIZATION

KEYBOARDING/TYPEWRITING FOR PERSONAL APPLICATIONS, with a total of 140 lessons plus a numeric keypad unit and a simulation, contains ample instructional material for a full 2-semester course. Organized into four cycles, the text may also be used for shorter courses designed primarily to cover basic key locations.

The first 70 lessons are devoted to skill development and personal writing tasks. Drill and timed writing copy is easy in the early lessons and advances in gradual stages to average difficulty. The second 70 lessons provide a thorough review and advanced work.

Keyboarding Skill. Special technique drills are included in nearly every lesson. Speed and control aids are generously placed throughout the entire book. Exercises progress from simple to complex; copy appears first in print, then in rough draft and script to help students develop keyboarding skill under realistic conditions.

Keyboarding Applications. Beginning with Cycle 2, the book covers personal notes and business letters, reports, outlines, book reviews, speech and class notes, minutes, agendas, tables, and other personal papers. Students work first from model copy containing detailed reminders and later from unarranged copy.

Language Arts Development. After students have acquired desirable techniques, they are introduced to numerous language arts and composing activities.

Special Index. A Special Index lists the location of:

- Language arts skills
- Timed writings (including speed ladder paragraphs)
- Formatting problems
- Key location drills
- Manipulative and preapplication writings
- Technique builders
- Skill builders
- Skill comparison sentences and paragraphs
- Guided writings
- Continuity and fluency practice
- Control builders
- Speed builders
- Rough draft sentences/paragraphs

ACKNOWLEDGEMENTS

We greatly appreciate the feedback received from students and teachers who have used previous editions. Their comments and suggestions have been most helpful in the preparation of this edition. We also want to extend our appreciation to Dr. S. J. Wanous, who wrote the original edition of the text and contributed so much to its success over the years.

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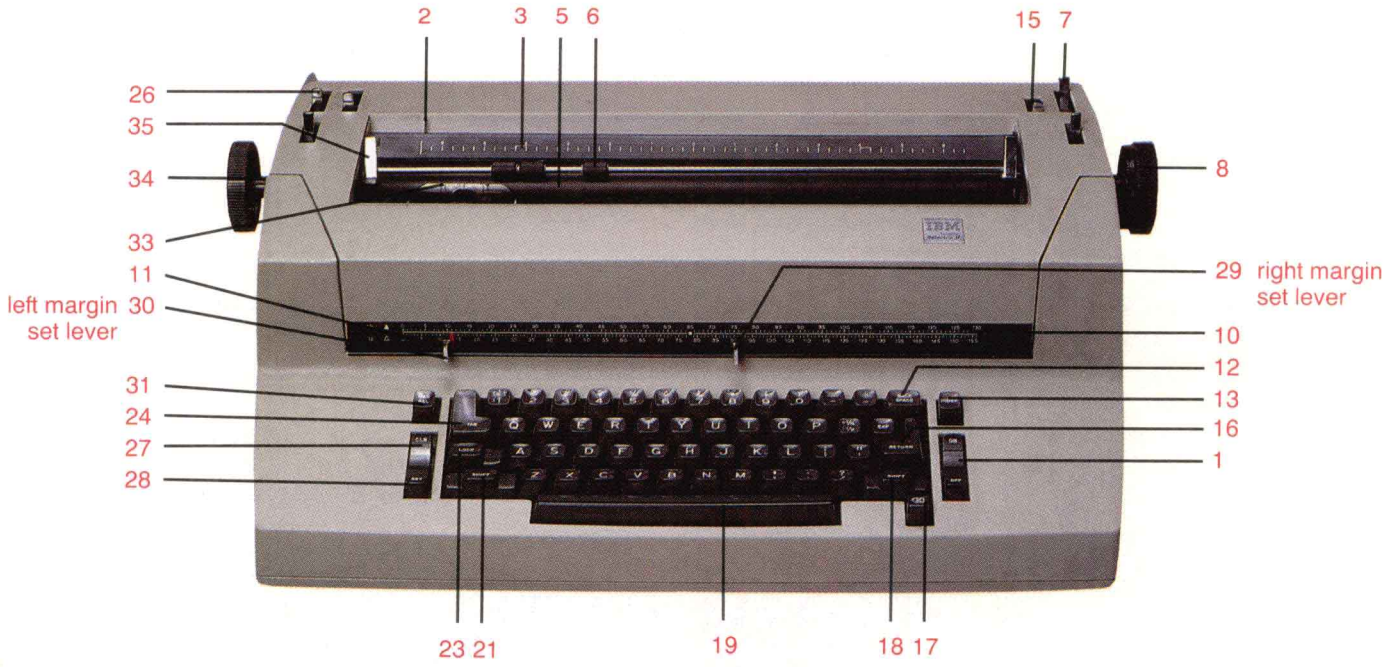


ELECTRIC (IBM Selectric II)

The diagram above shows the parts of an electric typewiter. Illustrated on pp. viii–x are other machines to which your keyboarding skills will transfer.

Since all typewriters have similar parts, you will probably be able to locate the parts on your machine using one of these diagrams. However, if you have the User's Manual that comes with your machine, use it to identify the exact location of each machine part, including special parts that may be on one machine but not on another.

1 **ON/OFF control**--used to turn machine on or off (not shown on Brother EM-811--under left platen knob)

2 **paper guide**--used to position paper for insertion

3 **paper guide scale**--used to set paper guide at desired position

4 **paper support**--used to support paper in machine (not on Selectric)

5 **platen (cylinder)**--used to feed paper into machine and to provide a hard surface for daisy wheel or element to strike

6 **paper bail** and **paper bail rolls**--used to hold paper against platen

7 **paper release lever**--used to adjust position of paper after insertion

8 **right platen knob**--used to turn platen manually

9 **paper insert key**--used to feed paper into machine and advance paper to proper position for keying (not on Selectric); some machines also have an eject key

10 **line-of-writing** or **format scales**--used to plan margin settings and tab stops

11 **print point indicator**--used to position print carrier at desired point (on Selectric--red piece behind left margin set lever)

12 **backspace key**--used to move print point to the left one space at a time

13 **paper up key**--used to advance paper one-half line at a time; can be used for paper insertion and ejection; also called **page up key** and **index key**

14 **paper down key**--used to retract paper one-half line at a time (not on Selectric); also called **page down key**

15 **line space selector**--used to select line spacing, such as single spacing or double spacing

16 **return key**--used to return print carrier to left margin and to advance paper up to next line of writing

17 **correction key**--used to erase (''lift off'') characters

18 **right shift key**--used to key capital letters and symbols controlled by left hand

19 **space bar**--used to move print carrier to the right one space at a time

20 **code key**--used with selected character or service keys to key special characters or to perform certain operations (not on Selectric)

21 **left shift key**--used to key capital letters and symbols controlled by the right hand

22 **caps lock key**--used to lock shift mechanism for *alphabet characters only* (not on Selectric)

23 **shift lock key**--used to lock shift mechanism for *all* keyboard characters

24 **tab key**--used to move print carrier to tab stops

25 **repeat key**--used to repeat the previous keystroke (Selectric has a feature that causes certain keys to repeat when held down)

26 **pitch selector**--used to select pitch (type size); some machines adjust pitch automatically depending upon the daisy wheel inserted

27 **tab clear key**--used to erase tab stops

28 **tab set key**--used to set tab stops

29 **right margin key**--used to set right margin

30 **left margin key**--used to set left margin

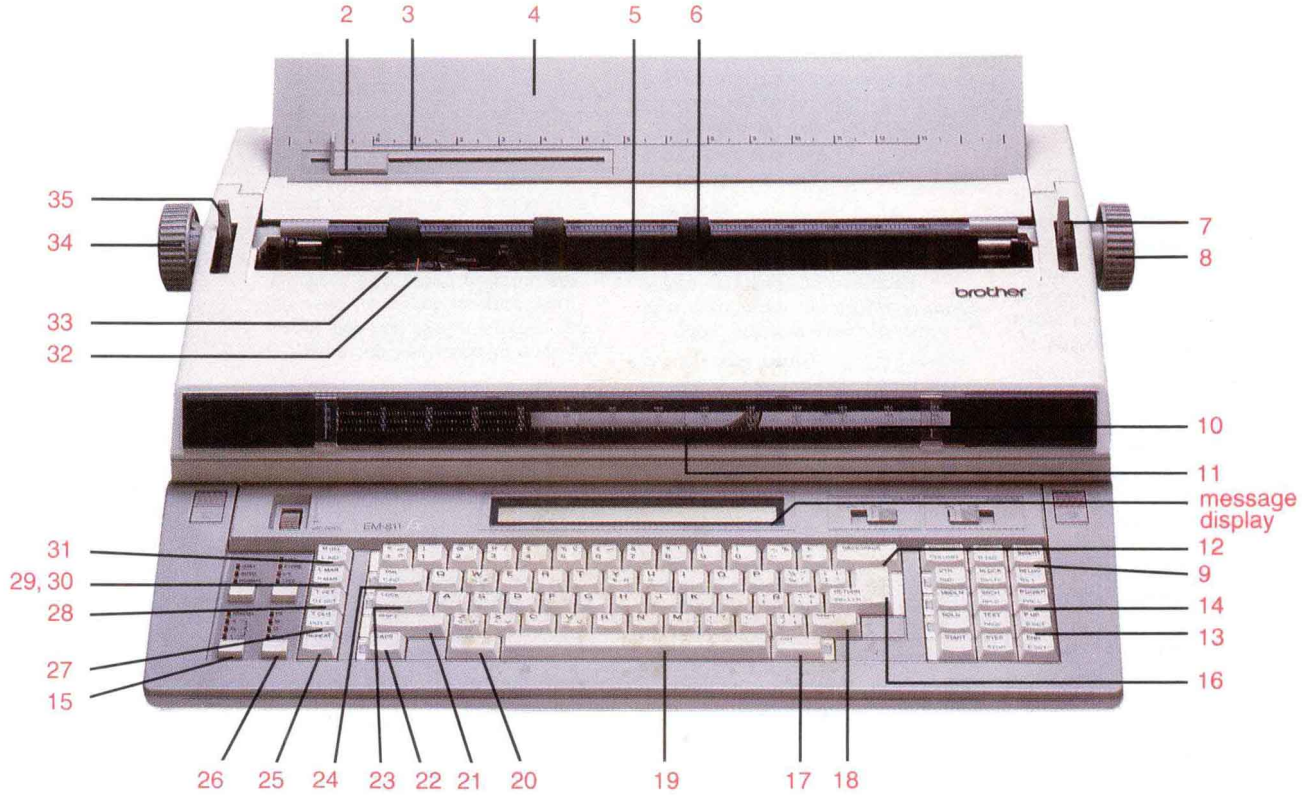
31 **margin release key**--used to move print carrier beyond margin settings

32 **print carrier**--used to carry ribbon cassette, daisy wheel or element, correction tape, and print mechanism to print point (not visible on Selectric)

33 **aligning scale**--used to align copy that has been reinserted

34 **left platen knob**--used to feed paper manually; also **variable line spacer** on machines with platen knobs

35 **paper bail lever**--used to move paper bail forward when inserting paper manually (Selectric has one at each end of the paper bail)



ELECTRONIC (Brother EM-811fx)

The diagram above shows the parts of an electronic typewriter. Illustrated on pp. vii, ix, and x are other machines to which your keyboarding skills will transfer.

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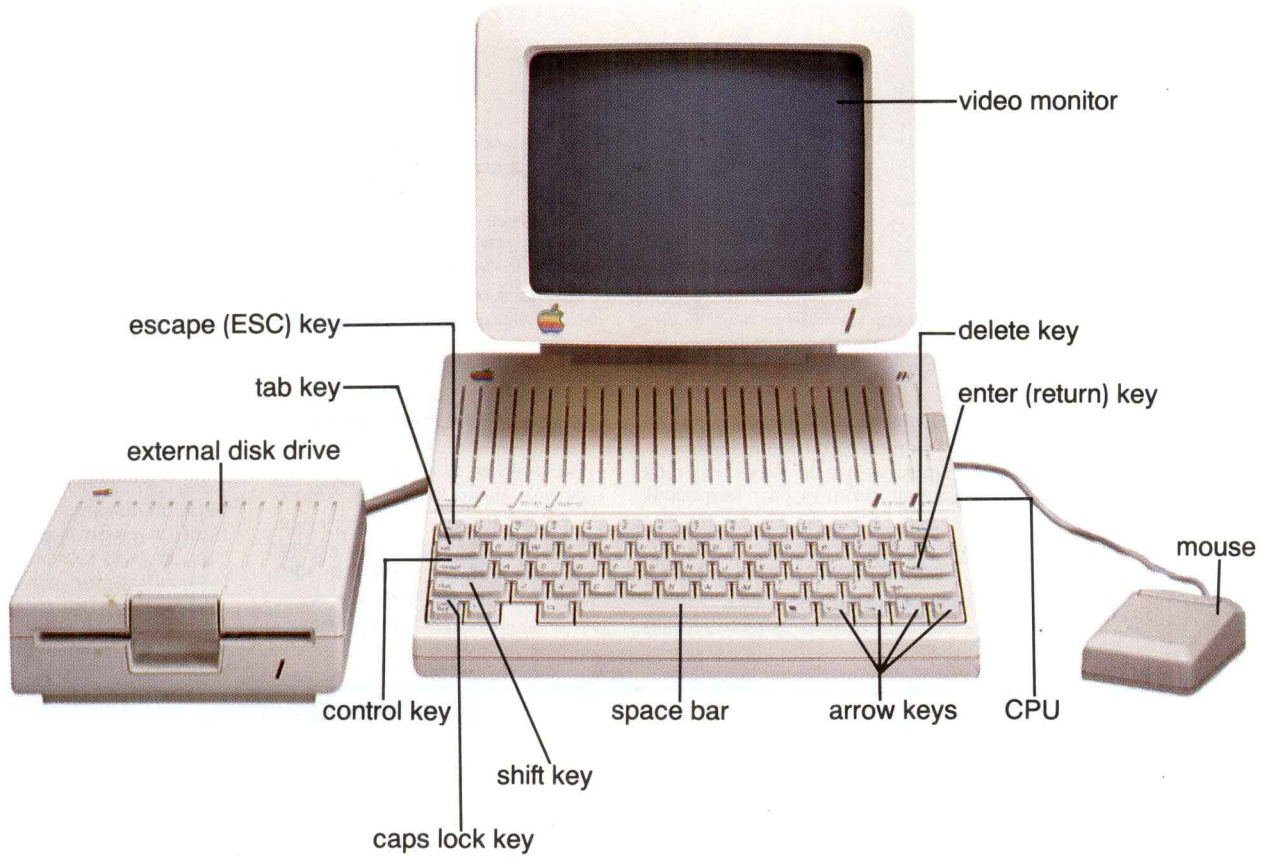


THE APPLE IIC

The diagram above shows the various parts of the **Apple IIc**. Microcomputers/word processors have similar parts, though the names of these parts and their arrangements may differ. With the help of the User's Manual for your equipment, you should be able to identify each item labeled in the illustration above.

The particular word processing software that you use will determine the specific uses of so-called "function keys." Therefore, you must familiarize yourself with the User's Manual for your software as well as the one for your equipment.

The number in parentheses with some items in the alphabetized list at right refers to a comparable machine part on an electric or electronic typewriter (pp. vii–viii).

"arrow" keys--used to move cursor in the direction of the arrow

caps lock key--used to lock shift mechanism for alphabet characters only (22)

control (CTRL) key--used with selected function keys to perform certain operations

CPU (Central Processing Unit)--the piece of equipment that holds the hardware or "brain" of the computer

delete key--used to remove characters from screen one by one

enter (return) key--used to return cursor to left margin and down to the next line; also, to enter system commands (16)

escape (ESC) key--used to cancel a function or exit a program section

external disk drive--reads information from and writes information to disks, just like the built-in disk drive

mouse--moves a marker across the screen

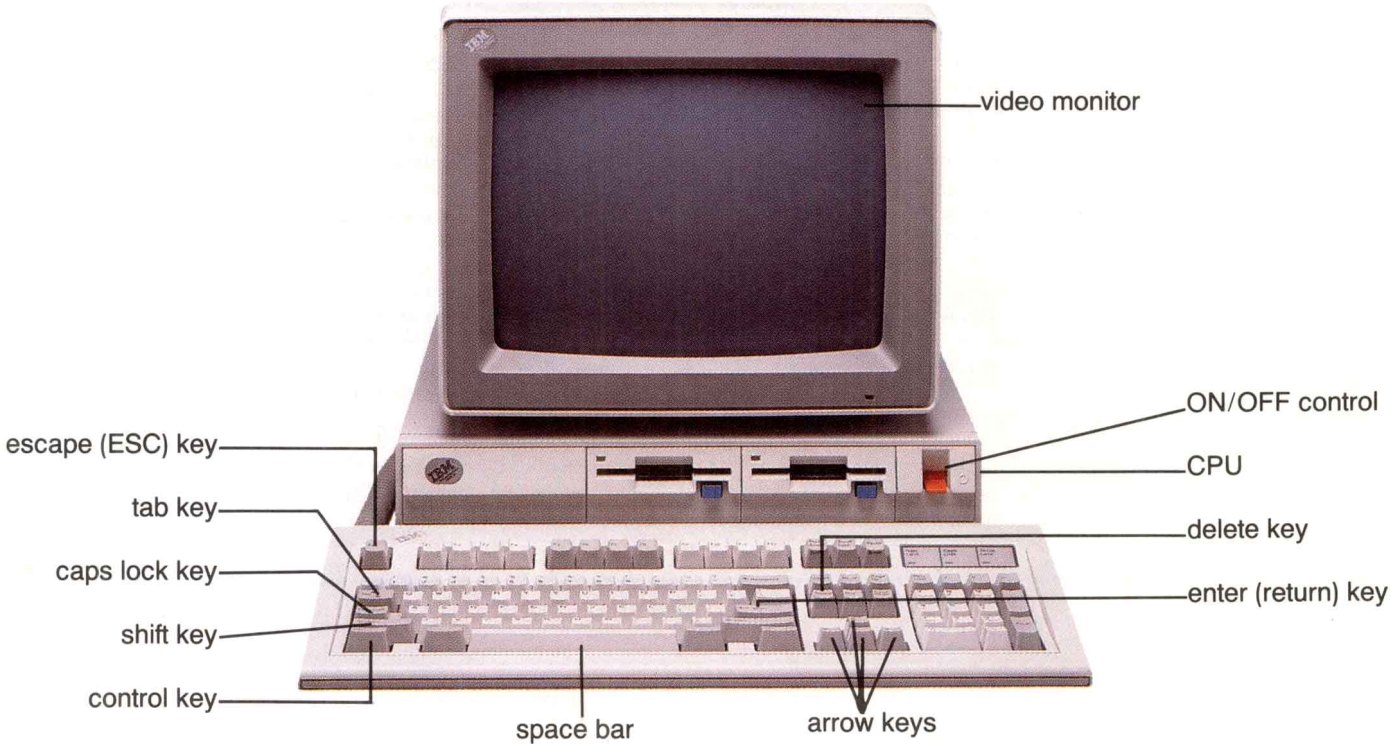
ON/OFF control--used to "power up" or "power down" the system

shift key--used to key uppercase letters and the upper character on 2-character keys (18, 21)

space bar--used to move cursor to right one space at a time or to add space between characters (19)

tab key--used to move cursor to tab stops (24)

video monitor--the piece of equipment used to display text, data, and graphic images on screen



The IBM Personal System/2 Model 30

The diagram above shows the various parts of the **IBM Personal System/2 Model 30.** Microcomputers/word processors have similar parts, though the names of these parts and their arrangements may differ. With the help of the User's Manual for your equipment, you should be able to identify each item labeled in the illustration above.

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video monitor--the piece of equipment used to display text, data, and graphic images on screen

Operating a typewriter or computer involves more than learning to stroke the keys. This page and page xii contain information regarding machine adjustments which you must know for the particular model you are using.

Pica and Elite Type

Some machines are equipped with pica type; some with elite type. Pica is larger than elite. The line-of-writing scale (10) range is from 0 to about 90 on pica type; from 0 to about 110 on elite type.

Pica: fjfjfjfjfj (10 letters per inch)

1 inch

Elite: fjfjfjfjfjfj (12 letters per inch)

Setting the Margin Stops

Two major kinds of typewriter margin sets are described below. Determine which kind of margin set your machine has; then follow the appropriate directions.

Push-Lever Margins

1. Push in on the left margin lever set, and slide it to the desired position.
2. Release the left margin lever set.
3. Set the right margin in the same manner, using the right margin lever set.

Electronic Margins

1. Use the space bar to move the carrier to the desired left margin position and strike the left margin key.
2. Space to the desired right margin position and strike the right margin key.

Note: On the microcomputer these stops may be preset for you.

Clearing and Setting the Tab Stops

Tab Clear Move the carrier to the extreme right of your machine. Depress the tab clear key (No. 27) and hold it down as you return your carrier to the left margin.

Tab Set Move your carrier to the desired tab stop position; then press the tab set (No. 28). Repeat this operation to set as many tab stops as are needed.

Paper Guide and Centering Point

There is at least one scale on every typewriter, usually the line-of-writing scale (10), that reads from 0 at the left to 90 or more at the right, depending on the width of the machine and style of type—either pica or elite. The spaces on this scale are matched to the spacing mechanism on the machine.

To simplify directions, your instructor may ask you to insert paper into your machine so that the left edge corresponds to 0 on the line-of-writing scale. The center point of 8½″ × 11″ paper will then be 42 on the carrier scale for pica type and 51 for elite.

If this procedure is adopted, adjust the paper guide (2) to the left edge of your paper after it is inserted with the left edge at 0 on the scale. Note the position of the paper guide. Move it to this point at the beginning of each period.

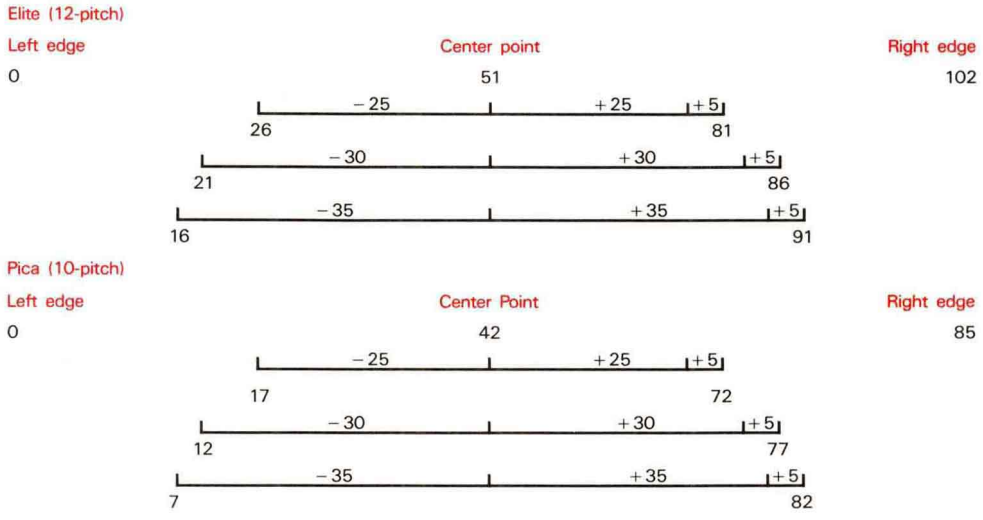
Note: If you are using a microcomputer, follow set-up directions for your printer.

Determining the Margin Stops

You may set the margin stops (29 and 30) for any length of line desired, such as 50-, 60-, or 70-space line. To have equal left and right margins, take these two steps.

Step 1 Subtract half the line length from the center point (42 for pica; 51 for elite). Set the left margin stop at this point.

Step 2 Add half the line length, plus 5 spaces for the end-of-line signal, to the center point. Set the right stop at this point.



Changing the Ribbon

In replacing a typewriter cartridge ribbon, note how the old ribbon was threaded. Then remove the old cartridge and install the new one according to the manufacturer's instructions.

If your machine is not equipped with a cartridge ribbon, follow this general procedure in changing your typewriter ribbon.

1. Wind the used ribbon on one spool. Usually, it is best to wind it on the right side of your machine.
2. Study the route of the ribbon as you wind. Note especially how the ribbon winds and unwinds on the two spools.
3. Lift the right spool slightly off its hub to see if both sides are the same. Study both sides of the spool so you will replace it properly.
4. Remove the ribbon from the carrier, and remove both spools. Note how the ribbon is attached to the empty spool.
5. Fasten the new ribbon to the empty spool, and wind several inches of the new ribbon on it.
6. Place both spools on their hubs, and thread the ribbon through the carrier. Make sure the ribbon is straight.

Daily Care of Your Machine

1. Brush the dirt and dust from the bars.
2. Keep desk free of dust, especially the area under the machine.
3. Cover the machine when it is not in use.
4. Shut off power on an electric machine after each use.

Weekly Care of Your Machine

1. Clean keys, using approved cleaner.
2. Move the carrier to extreme end positions. With cloth moistened with oil, clean the carrier rails on each side.
3. Clean cylinder (platen), feed rolls, and paper bail rolls with cloth moistened with cleaning fluid.

Position of Hands

When keying, keep your fingers deeply curved. Fingernails should be neatly trimmed.

Hold your hands directly over the keys. Turn the hands inward slightly to get straight strokes. Do not permit your hands to turn over on the little fingers.

Keep your forearms in a parallel line with the slope of the keyboard. Hold your wrists down near, but not resting on, the front frame of the machine. Do not buckle your wrists upward.

Barely touch the home keys with your fingertips. Feel the keys; do not smother them.

When a finger makes a reach from its home position to strike another key, the other fingers remain on or near their home keys. Such reaches are made by the finger without twisting the wrist or moving the arm or elbow.

Forearms parallel to slant of machine

Reach with the finger

Fingers curved

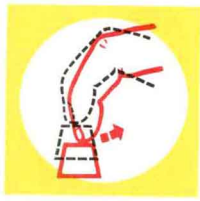
Keep arms and wrists quiet

Keying Rhythm

Your goal is to strike the keys at a steady pace, without breaks or pauses. At first, you will think each letter as you key it. Later, you will think and key short, easy-to-key words and phrases as a whole. You will key longer, hard-to-key words by letters or syllables. Finally, you will combine whole word keying with letter or syllable keying into a smooth, fluent, steady rhythm.

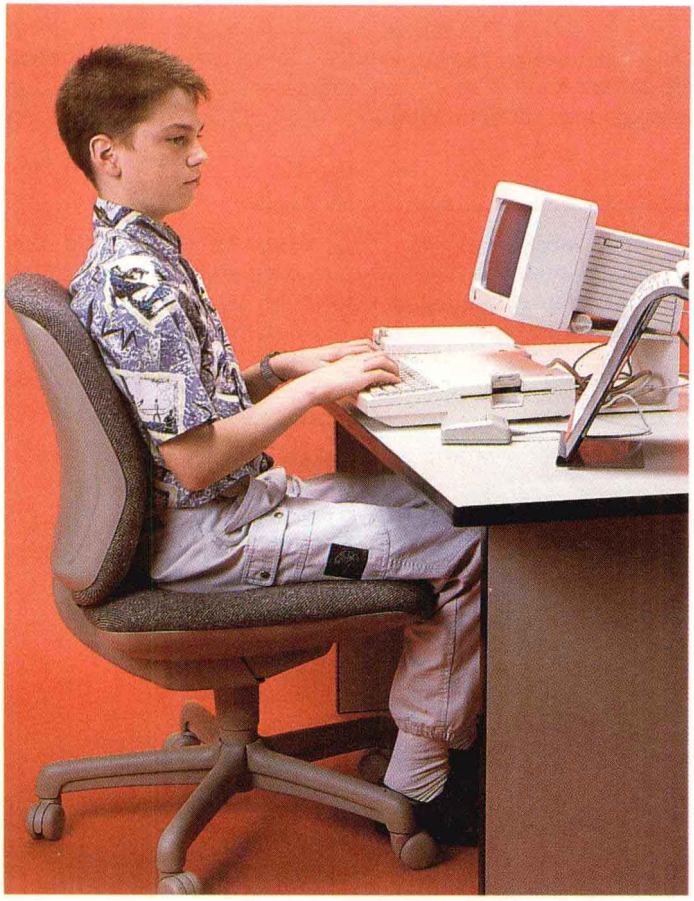
Stroking

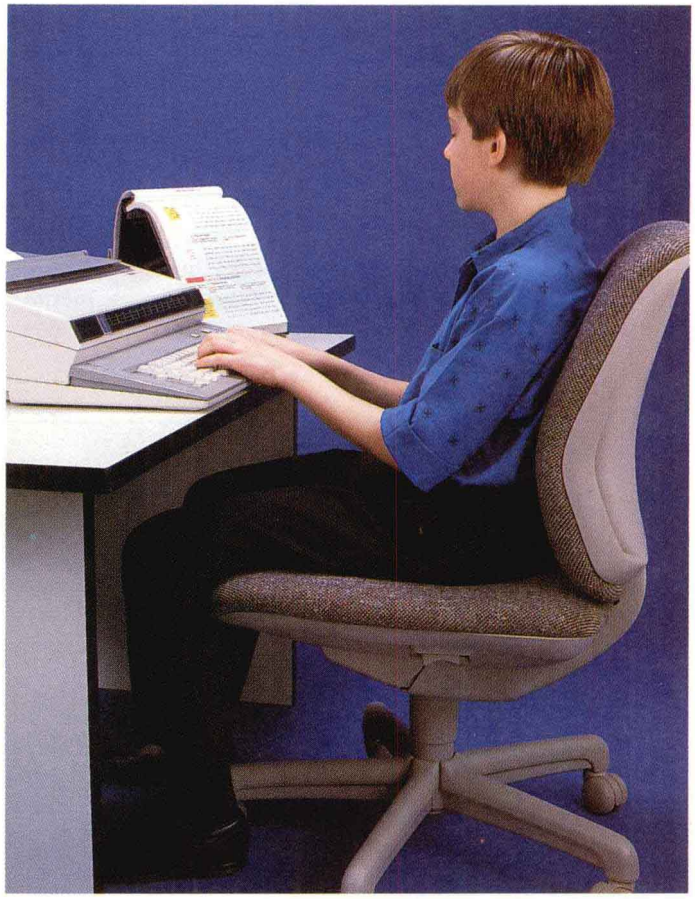
Center the stroking action in your fingers. Keep your elbows, arms, and wrists quiet as you key. Your fingers should be deeply curved. Use quick, sharp strokes. Release the keys quickly by snapping the fingers toward the palm of the hand. Strike the keys squarely with short, quick, straight strokes.



Posture

Good posture is vital in learning to key well. Given below are 10 guides of good form. Study the guides carefully. Observe them whenever you work at your machine.





1. Book at right of machine on bookholder or with something under top for easier reading.
2. Table free of unneeded books and papers.
3. Front frame of the machine even with the edge of the desk.
4. Body centered opposite the h key, 6 to 8 inches from front frame of machine.
5. Body seated back in chair, shoulders erect with body leaning forward slightly from waist.
6. Elbows held near the body.
7. Wrists held low with forearms parallel to the slant of the machine. Do not rest lower hand on frame of machine.
8. Feet flat on the floor, one just ahead of the other.
9. Head turned toward book with eyes on copy.
10. Fingers curved and held over second row of keys.

Spacing Between Words

Almost one in every five strokes is made with the space bar (19). Learn to operate the space bar correctly.

1. Hold the right thumb curved under the hand just over the space bar.
2. Strike the bar with a quick down-and-in motion of the thumb.
3. Keep the wrist low and quiet as you strike the bar.
4. Keep the left thumb tucked under the hand.

Control of the space bar

Note: On microcomputers check the user's manual.

Shift and Shift Lock Keys

The left shift key (21) is used when capital letters are keyed with the right hand. Use a one-two count as you shift.

ONE Depress the shift key with the little finger and hold it down.

TWO Strike the capital letter with the opposite hand; then quickly release the shift key and return the little finger to its home row position.

The right shift key (18) is used when capital letters are keyed with the left hand.

To key ALL CAP items, depress the shift lock (23) with the left little finger and key. To release the shift lock, depress either the right or left shift key.

Control of left shift

Control of right shift

Return (Enter) on a Microcomputer

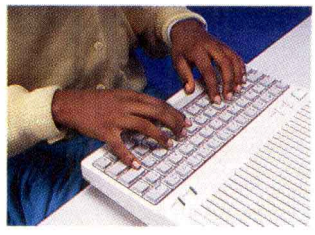
When using an electronic typewriter with automatic return or a microcomputer with word wrap, operate the return key at the end of each drill line.

Electronic return

Returning on an Electronic or Electric Typewriter

1. Reach the little finger of your right hand to the return key (16).
2. Tap the return key quickly.
3. Return the finger at once to its home-key position.

Electric return



Computer return

Carbon Copies

Before copying machines became commonly used, extra copies were often prepared with carbon paper as follows:

1. Place the carbon paper (with glossy side down) on a sheet of plain paper. The paper on which you will prepare the original is then laid on top of the carbon paper.

2. Place the sheets between the cylinder and the paper table (glossy side of carbon facing you). Roll into the typewriter. The dull surface of the carbon should be facing you.

Erasing and Correcting Carbon Copies

1. Move the carrier to the extreme right or left so that the eraser crumbs will not fall into the machine.

2. To avoid moving the paper out of alignment, turn the cylinder forward if the erasure is to be made on the upper two thirds of the paper; backward, if on the lower third of the paper.

3. To erase on the original sheet, lift the paper bail out of the way and place a small card in back of the original copy and in front of the first carbon sheet. Use an eraser shield to protect the letters that are not being erased. Use a hard typewriter eraser. When you complete the erasure, brush the eraser crumbs away from the machine.

4. Move the card in front of the second carbon sheet if more than one copy is being made. Erase the errors on the carbon copies with a soft (or pencil) eraser first, then use the hard typewriter eraser used in erasing on the original copy.

5. When the error has been neatly erased on the original and all the carbon copies, remove the card, position the carrier to the proper point, and key the correction.

CONTENTS

Cycle 1

Learning to Operate Your Keyboard