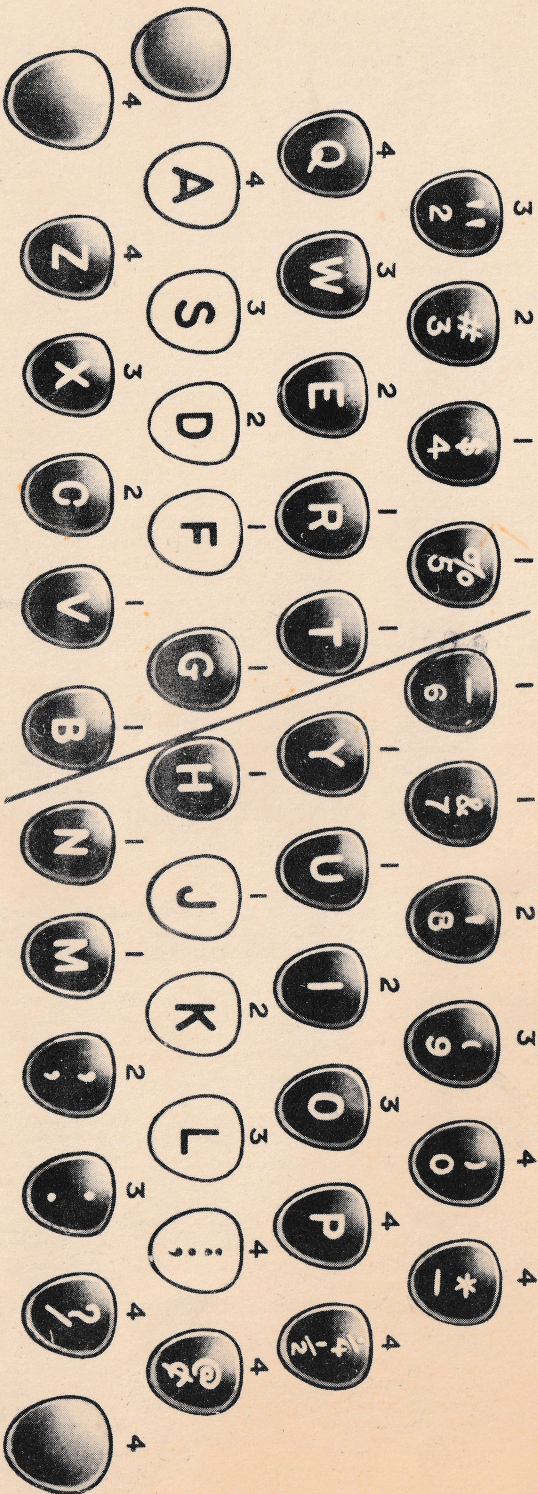


TOUCH TYPEWRITING CHART

*For Smith-Corona Portable
and Other Standard Eighty-four Character Typewriter Keyboards*

LEFT HAND

RIGHT HAND



SPACE BAR RIGHT THUMB

White Keys indicate Guide Keys. Small numbers indicate the controlling finger.

TOUCH TYPEWRITING

Learning the Touch Method of typewriting depends primarily upon two things, familiarity with the keyboard and repetition practice.

Position of the hands

Exercise I

The chart on the opposite side of this card shows eight white keys in the second row. Place your fingers on these home keys and practice striking the keys in this row with the proper fingers as indicated on the chart. Write each line of the following exercises at least ten times each. Always space with the right hand thumb.

fasdf j;lkj fasdfgf j;lkjhj fasdfgf j;lkjhj afsdfgf ;lkj
had all hag fad has lag had fad ask jag has all jag asks
dash flags half asks shad fall sash jags asks lads flags

Exercise II

With eyes on the chart, learn the location of the keys in the row above the home keys. Associate the key to be controlled with the controlling finger. Return the finger to its home position as soon as the reach and stroke has been completed.

frf juj ded kik sws lol aqa ;p; frf juj ftf jyj fgf jhj
her fur law sow led low the for day jug par few his you
play quit were your they this type wire wish dike quite

Exercise III

Keep your fingers well-curved, poised lightly over the keys. After you are thoroughly familiar with the reaches presented in exercises 1 and 2, learn the location of the letters in the first row of keys.

fvf jmj aza ;/; sxs l.l fbf jnj ded k,k fbf jnj aza ;/;
mix fun aim but nor fix vim beg not and car may six him
give lazy many ever both deck quiz size very both some

Exercise IV

Each key has two characters, the lower case or small characters, and the upper case or capital. To type a capital controlled by a finger on the right hand, depress the left shift key with the left little finger; to type a capital controlled by a finger on the left hand, depress the right shift key with the right little finger.

The reward of a thing well done is to have done it.

Joe packed my sledge with five boxes of frozen quail.

It is what we think and what we do that makes us what we are.

The spry squaw mixed a dozen jugs of black veneer.

Exercise V

The figure reaches are merely extended letter reaches. Use the same stroking technique as with the letters. The special symbols, the characters on the upper part of the keys, are obtained by shifting. Use the small letter l for the figure one.

fr4f ju7j de3d ki8k fr5f ju6j sw2s lo9l ;p0; ;p-; ;p½;
fr\$fr ju&j de#d ki'k fr%fr ju j sw*s lo(1 ;p); ;p*; ;p¼;
The O'Day note (dated 6/24/28) is for \$500 at 6½%.

Exercise VI

Special characters ϕ @ $\frac{3}{4}$? and : should be located on the chart, associated with the controlling finger, and the reaches practiced until the location is thoroughly learned.

A big lazy quack, highly vexed, just came panting forward.

O'Donovan & Co. \$1,000, 6½% note (due June 28).

Your wire read: "Shipped car #496,357; terms 2/10/30 net."

'Tis growth, not accumulation, that makes man great.

Is this the charge for 6½ yards of voile @ 99½¢ per yard?