

guide for your



*Signature*

# portable typewriter

Another dependable typewriter from Montgomery Ward.

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**MODEL : 100**



## OPERATING YOUR PORTABLE TYPEWRITER

### 1. Preparing to use the typewriter.

- a. Remove from portable carrying case.
- b. Unlock carriage lock (11).
- c. Raise line space lever (1).

### 2. Inserting the paper.

- a. Insert paper behind platen (12).
- b. Roll paper in by turning the platen knob (13).
- c. If paper has not rolled in straight, release lever (9) by pulling it forward and straighten paper.
- d. Lift paper bail scale (4) and pass paper under and lower the bail scale over the paper.

### 3. Setting the margin.

- a. The paper bail scale corresponds exactly with the margin setting scale (5).
- b. Select your margins by reading paper bail scale in relation to the inserted typing paper and set your left and right margin stops (3,8) at corresponding numbers on the margin setting scale. To move the margin stops, depress with forefinger and release at selected margins.

### 4. Selecting line spacing.

Set line space selector (2) to desired line spacing as follows:

- (1) For single spacing, set selector to 1.
- (2) For  $1\frac{1}{2}$  spacing, set selector to  $1\frac{1}{2}$ .
- (3) For double spacing, set selector to 2.

(4) Use "R" position when you wish to roll platen at will by hand in filling forms, etc. At "R" position the platen turns freely when moved by hand but single spaces when line space lever is used.

5. Back spacer.

When you miss or skip a letter while typing, use the back space key (14). Carriage moves back one space for each depression.

6. Drawing lines.

Insert pencil point into notch of the card holder (6). Draw horizontal lines by moving the carriage back and forth pulling the carriage release lever forward and vertical lines by turning the platen after setting the line space selector knob to "R".

7. Erasing and correcting.

First, move the carriage to extreme left or right side to prevent erasure dust falling into the typing mechanism.

Erase the mistyped words.

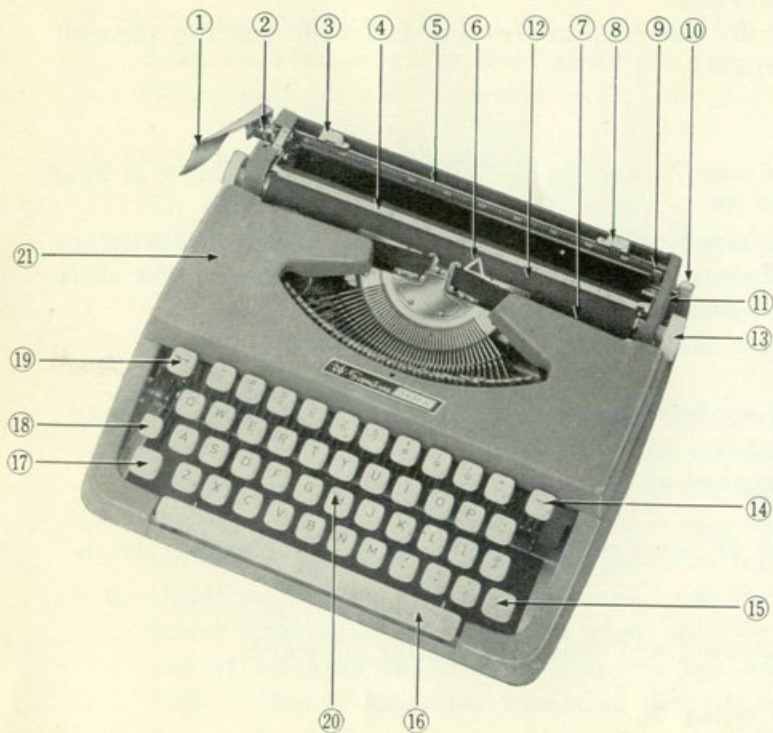
After erasing out mistype, return carriage and platen to desired position to type in or continue typing.

8. Duo-purpose margin and jammed type bar release key (19).

a. The margin release disengages the margin stops to the left and right as you approach the end of the line while typing and also releases jammed type bars.

b. The warning bell rings 8 spaces before the type bars automatically lock at the position where you have set the right margin stop.

After bell rings, you will be able to type 7 letters including spacing between words.



1. Line space lever.
2. Line space selector and platen release.
3. Margin stop (left).
4. Paper bail scale.
5. Margin setting scale.
6. Alignment guide with card holder and ruling notch.
7. Ribbon guide (Automatic ribbon reverse).
8. Margin stop (right).
9. Paper release lever.
10. Carriage release lever.
11. Carriage lock.
12. Platen.
13. Platen knob.
14. Back space key.
15. Shift key (right).
16. Space bar.
17. Shift key (left).
18. Shift lock key.
19. Margin and jammed type bar release key.
20. 42-key keyboard, 84 characters.
21. Top cover.

- c. If you have to type beyond the right stop, depress the margin release key (19) and you will be able to continue typing until the extreme end of the platen.
- d. When you wish to type from before the margin stop on the left, move carriage to left margin stop, press the margin release and move carriage past the margin stop. In typing back, the left margin stop will not stop the carriage.
- e. When two or more type bars jam, press the duo-purpose release key (19) and the jammed type bars will become disengaged automatically.

## 9. Shift key and shift lock.

- a. Use shift key (15,17) to type capitals and upper case type. Shift with small finger of hand opposite to the striking hand.
- b. When you wish to type capital letter and upper case type consecutively, lock your shift key by pressing down the shift lock (18). Unlock by depressing either the left or right shift key, whichever convenient to proceed with the next type.

## 10. Using half space mechanism.

Your typewriter is equipped with a half-space mechanism useful for inserting a missed letter and making corrections when necessary.

To type in a missed letter in a word, proceed as follows:

- a. Erase word out completely.
- b. Return typewriter carriage to last letter of word preceding the word to be correctly inserted.
- c. Depress space bar (16) once.
- d. Depress space bar again but keep it depressed and type first letter of word. Release space bar.
- e. Repeat step (d) until word is completely typed in.

**Your new typewriter s wonderful. (wrong)**  
**Your new typewriter is wonderful. (corrected)**

### 11. Carriage lock.

When storing typewriter into portable carrying case, be sure to bring carriage to center position and lock by pulling carriage lock (11) forward.

### 12. Storing typewriter into portable carrying case.

After locking carriage, fold away the line space lever (1).

Store into portable carrying case.

### 13. Changing the ribbon.

1. To remove the top cover (21), push it up with thumbs at both ends of front cover.
2. Wind the worn ribbon into the left or right spool by turning with forefinger.  
Pull out spool catch and remove the empty spool. Free the end of the ribbon from the hook and draw ribbon out from the ribbon guide (7).
3. Press down the shift lock key (18) and disengage the ribbon from ribbon vibrator slots.  
Remove spool with old ribbon.  
Depress any two keys to keep the ribbon vibrator in upper position.
4. Place the spool with the new ribbon on the right ribbon spool holder shaft, making sure the ribbon unwinds from the back of the spool which should be fully seated.
5. Hook leading end of new ribbon to empty spool and wind several turns until ribbon does not slip off spool. Place this spool on left ribbon spool holder shaft.
6. Hold the ribbon with both hands, put the ribbon behind the ribbon vibrator and slip the lower edge of ribbon into the right slot by giving the ribbon a downward push through the gap of vibrator and then tuck up the top edge of ribbon into top slot of the vibrator.  
Repeat this process for inserting the ribbon into left vibrator slot.
7. Insert the ribbon into the left and right ribbon guides.
8. Take up slack in ribbon by turning the spool with your forefinger, then release the shift

lock and two type bars into the normal position. Replace the top cover.

9. When you replace the top cover, make sure the top cover stoppers fit into the holes of the rubber rings on the body. If not, the stoppers may damage the rubber.



#### 14. Cleaning

Keep your machine as clean as possible to type clean-cut letters and maintain smooth movement.

To clean your machine, first lift up the cover and brush the types with brush or type cleaner.

## SERIAL NUMBER

Record your SIGNATURE Portable serial number in this instruction book and on your guarantee card. You will find the serial number on the plate in the rear of the typewriter.

Your SIGNATURE Portable can always be identified by its serial number.

Date Purchased: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Branch Purchased From: \_\_\_\_\_

## WARRANTY

Montgomery Ward warrants that the SIGNATURE Portable Typewriters when delivered new, are in satisfactory operating condition. Should any defect in workmanship or material become apparent within one (1) year after delivery, the machine will be repaired without charge. This warranty does not include ribbon, rubber parts, nor any damage caused by accident, misuse or neglect.

Should adjustments caused by defects in parts or workmanship be required within the Warranty period, take the machine to the nearest Montgomery Ward Retail Store or Catalog Store from which purchased.

Should it be necessary to ship your SIGNATURE Portable Typewriter back to Montgomery Ward, package the machine carefully to avoid damage in transit.

Be certain to include Warranty Card and / or Purchase paper to insure your full protection under the Warranty.



## THE TOUCH TYPING SYSTEM

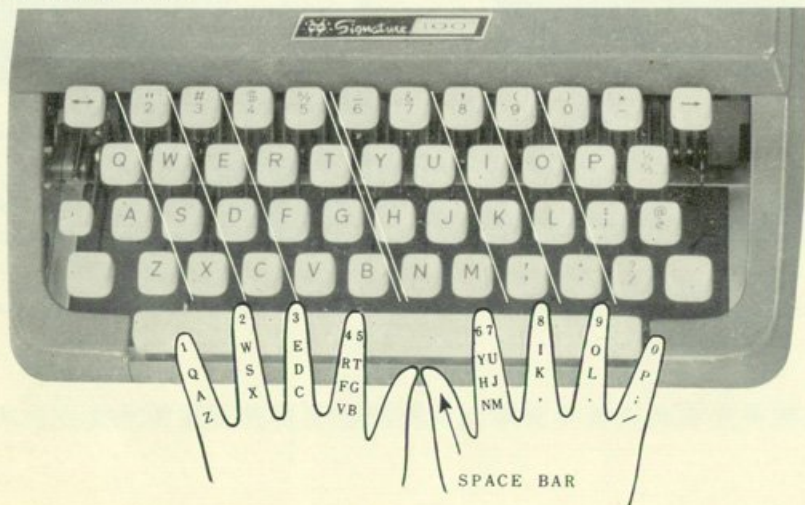
The touch typing chart is designed to aid the beginner to learn properly the modern method of typing by touch. Proper posture is a prerequisite of good typing. Sit erect with your feet placed flat on the floor. Sloppiness means bad typing leading to the straying of your fingers from the HOME KEYS: a, s, d, f for the left hand and :;, l, k, i, for the right hand.

Learn to type by looking at the copy only without looking at the keys ..... a bad habit will form unless you restrain yourself from constantly peeking at the keys.

Be sure to strike the letters with the finger as indicated on the chart.

From the HOME KEYS, you can strike any key without straying away from the HOME KEYS as long as you strike with the proper finger.

Strike crisply and accurately. Once the positions of the keys are firmly set in mind, then strive for speed. Constant practice and following the rules will develop speed and typing will become a pleasure and not a task.



## LESSON 1

asdfg asdfgf asdfg asdfgf asdfg asdfgf asdfg  
;lkjh ;lkjhj ;lkjh ;lkjhj ;lkjh ;lkjhj ;lkjh  
qwerty qwerty qwerty qwerty qwerty qwerty  
poiuy poiuyu poiuy poiuyu poiuy poiuyu poiuy  
zxcvc zxcvcz zxcvc zxcvcz zxcvc zxcvcz zxcvc  
. ,mnb . ,mnb . ,mnb . ,mnb . ,mnb . ,mnb . ,mnb  
12345 123454 12345 123454 12345 123454 12345  
09876 098767 09876 098767 09876 098767 09876

## LESSON 2

ask ask for for six six ten ten the the it it  
more more wool wool sell sell save save on on  
milk milk work work rule rule oxen oxen up up  
from from peek peek king king zero zero as as  
while while small small quite quite have have

## LESSON 3

The quick sly fox jumped over the lazy dog.  
Now is the time for all good men to come to  
the aid of his country.

\*\*\*\*\*

Do not let errors discourage you. Strive as you practice to lessen  
the errors. The real question is : are you improving day by day?

PRACTICE MAKES PERFECT.

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