



# Selectric® Typewriter | Operating Instructions

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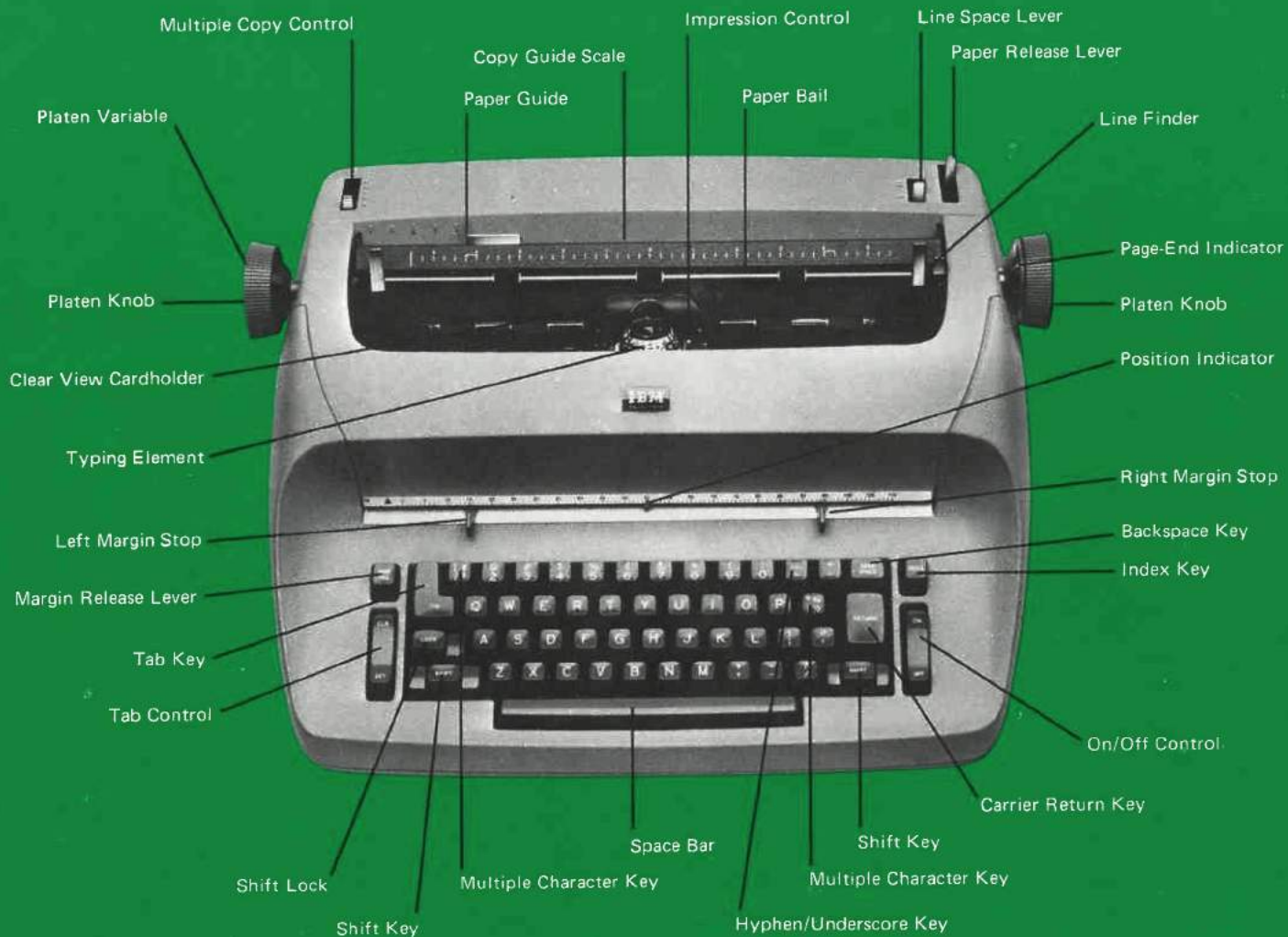
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Locate and identify the operative parts of your IBM "Selectric" Typewriter



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## Preface

The IBM "Selectric" Typewriter, featuring a small, globe-shaped element containing all type characters, makes typing fast and easy. The element skims across the page typing out characters rapidly and evenly. Type clash has been eliminated because typebars have been eliminated. There is no carriage and, therefore, no vibration or machine movement. This actually provides more work area around your machine.

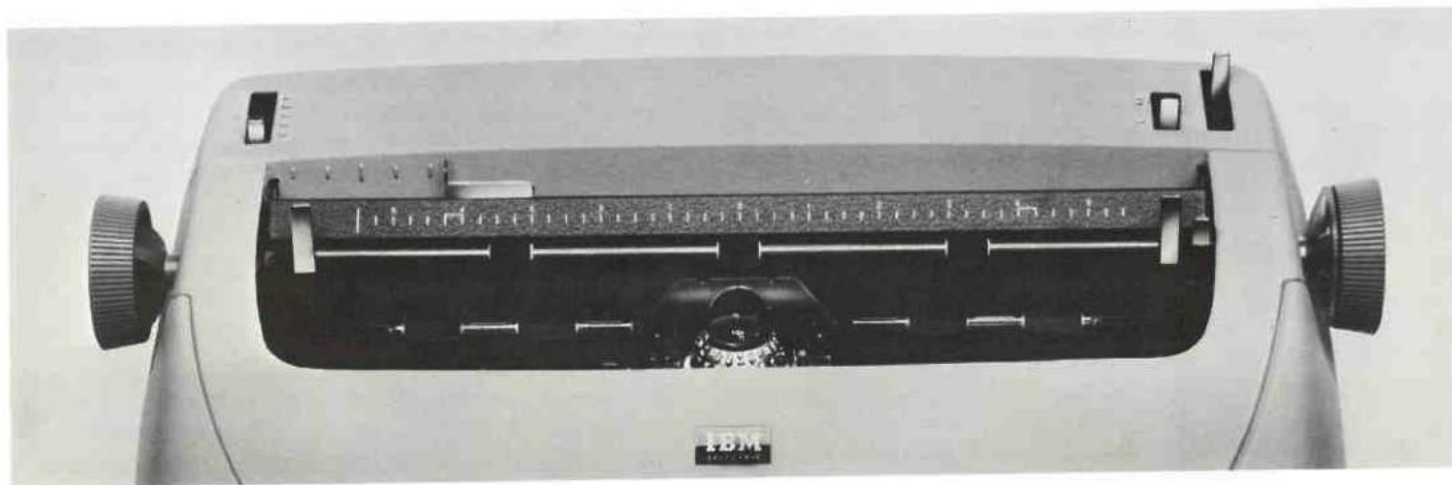
Type styles can be changed in seconds by lifting off one element and replacing it with another. This versatility lets you select the type style best suited to each typing job.

Your IBM "Selectric" Typewriter offers many features that help make all typing jobs easier. The IBM Stroke Storage System reduces typing errors by storing the second of two rapidly typed characters until the first is printed out. All service keys are within easy reach from the keyboard control area, and an Impression Control lets you adjust the impact of the typing element to suit each application.

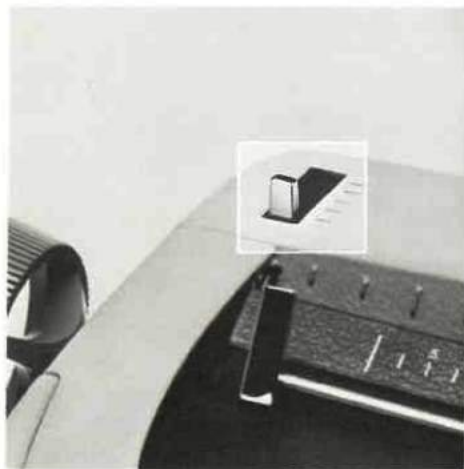
Whether you are using the Film Ribbon or Fabric Ribbon Cartridge, with the IBM "Selectric" Typewriter you can expect your typing to be smoother, faster, and have fewer errors than ever before.

**Note:** Although the instructions in this booklet are based on the IBM "Selectric" Typewriter with current features, they are also descriptive of the features and use of earlier typewriters of this style.

## The Top of Your IBM "Selectric" Typewriter



The IBM "Selectric" Typewriter has no moving carriage. In fact, there is *no carriage* in the traditional sense. There is nothing to interfere with the work you are doing, or bump other objects on your desk. This actually increases the amount of usable space around your typewriter.

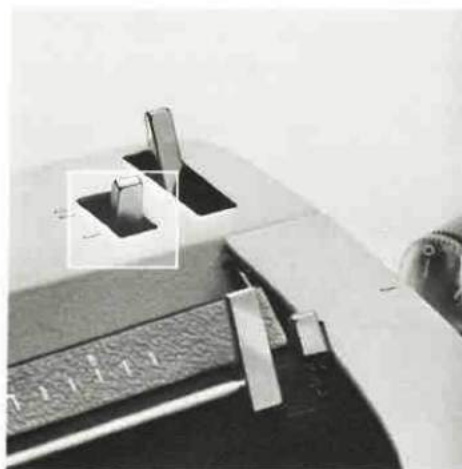


#### **Multiple Copy Control**

The Multiple Copy Control permits the typing of carbon copies without embossing the back of the original copy.

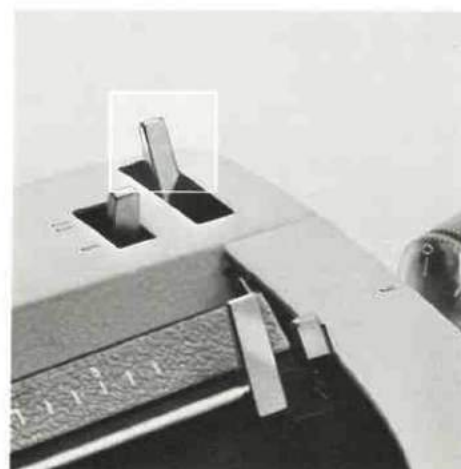
Set the Lever at the position nearest you when typing up to three copies. For additional copies, move the Lever back until you achieve the print quality you wish, consistent with the weight of your paper and carbon paper.

As the Multiple Copy Control is moved back, set the Impression Control at a higher number to increase the striking force of the typing element. (See page 16.)



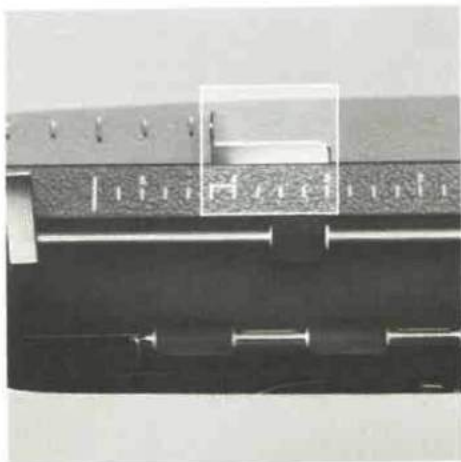
#### **Line Space Lever**

The inner Lever on the upper right side of your typewriter is the Line Space Lever. Line spacing of your choice, single or double, is selected by moving this Lever to the appropriate setting. The setting for single spacing is indicated by one line, double spacing by two.



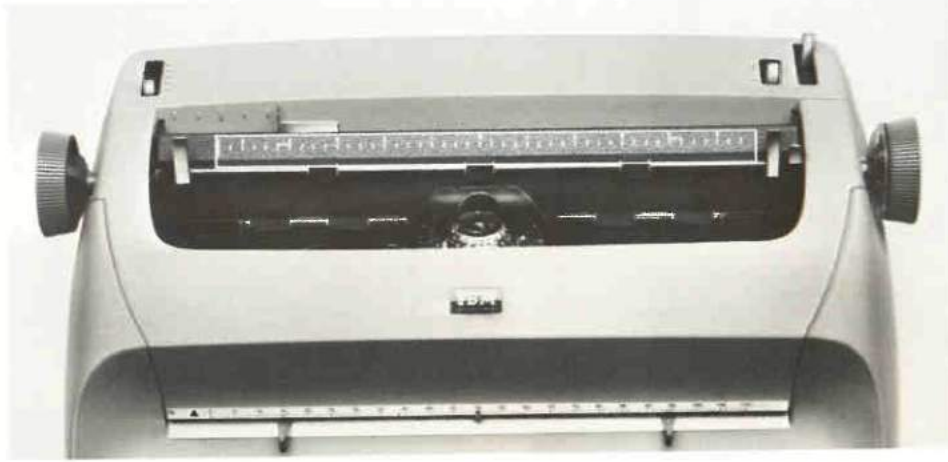
#### **Paper Release Lever**

Move this Lever forward in order to reposition or remove paper from the typewriter. When you are ready to type, be certain that this Lever is back, in the position farthest from you.



### **Paper Guide**

To insert and align paper accurately, move the Paper Guide to the desired location. Square your paper pack. Insert the paper in the slot behind the platen with the left edge against the Paper Guide. The Paper Release Lever should be back for this insertion. Use the typomatic action of the Index Key to roll the paper around the platen.



### **Copy Guide and Copy Guide Scale**

The Copy Guide prevents the paper from refeeding around the platen and provides a flat surface for erasing.

The Copy Guide Scale permits easy centering of any width paper in the carriage. The numbers of this scale start from zero at the center and proceed in ascending order left and right. Insert the paper so that its left and right edges touch the same number on the scale, i.e.,  $4\frac{1}{4}$  left and  $4\frac{1}{4}$  right when using standard-size ( $8\frac{1}{2}$ " x 11") paper.

### **Paper Centering Guides**

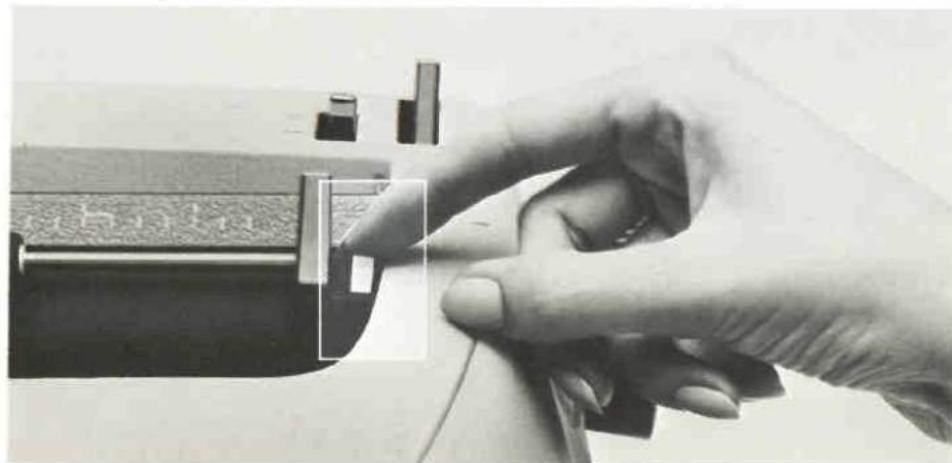
On the left and right side of the Copy Guide there are small white horizontal brackets—the Paper Centering Guides. To center standard-size ( $8\frac{1}{2}$ " x 11") paper in the typewriter, place the paper edge at the left edge of the left Paper Centering Guide. The right edge will be aligned with the right Paper Centering Guide. The inner edges of the Guides are used to center 8" paper.





### Paper Bail

The Paper Bail holds paper firmly against the platen. Pull the Paper Bail forward to insert paper and push it back, against the platen, to hold paper in typing position.



### Line Finder

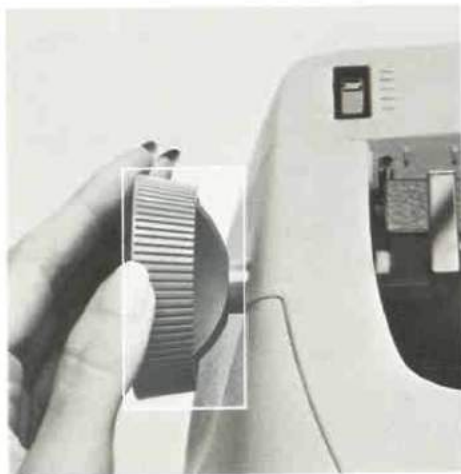
The Line Finder, located on the right end of the platen, permits you to leave a type-written line and return again.

- Move the Lever forward before leaving the typing line.
- Make your insertion or correction.
- Return to the approximate typing line and return the Lever to its home position.

Moving the Lever forward enables you to type anywhere on the page. Moving the Lever back will reengage the normal spacing action to permit a return to the original typing location. Touch the Carrier Return Key to return to the correct typing alignment.

You will find this Lever useful in a number of operations:

- Erasing
- Typing superscripts or subscripts
- Creating double underscores

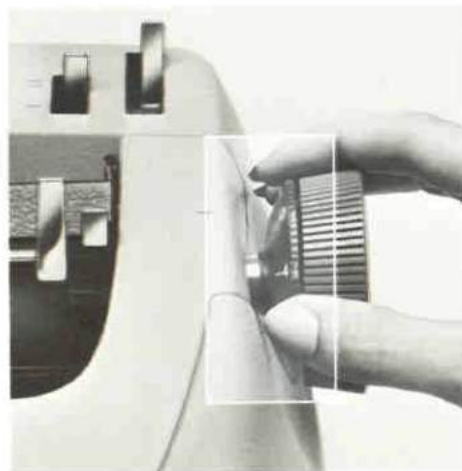


### Platen Knobs

The left and right Platen Knobs enable you to rotate the platen manually in order to insert paper or to change the position of the page vertically.

### Platen Variable

Variable platen action is achieved by pressing in against the left Platen Knob for free rolling of the platen in either direction. This enables you to permanently change the position of the writing line and aids when reinserting a page for corrections or additions.



### Page-End Indicator

The Page-End Indicator rotates in descending numerical order (4, 3, 2, 1, 0) as you type. It is calibrated in half inches. One complete revolution of the platen equals  $4\frac{1}{2}$ ". Two revolutions equal 9". For standard-size ( $8\frac{1}{2}$ " x 11") paper, set the Indicator on 0. When you reach zero for the next time you will be  $4\frac{1}{2}$ " from the bottom of the page. From that point on, the Indicator will show the number of inches to the bottom of the page.

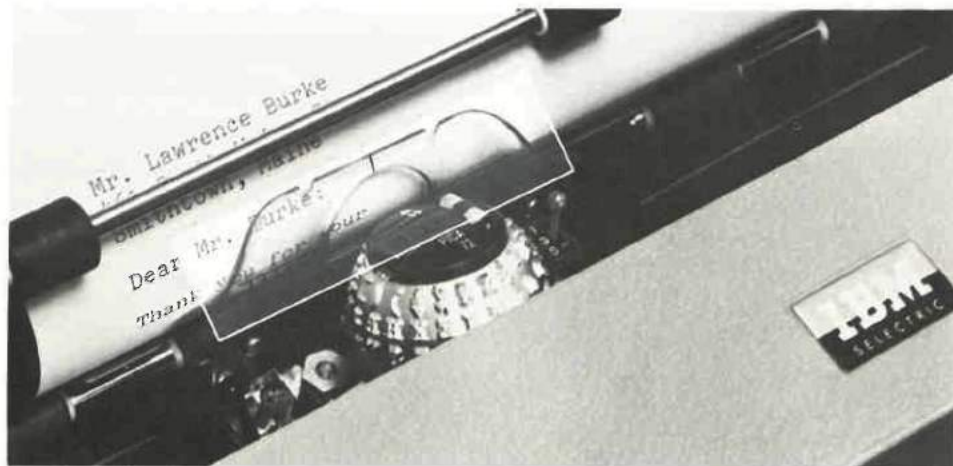
- Before setting the Page-End Indicator, align the top edge of the paper with the top edge of the Copy Guide.
- Rotate the Indicator until the 0 (for standard-size paper) is in line with the horizontal mark on the top of the typewriter adjacent to the right Platen Knob.

When using other than 11" paper, add one inch to the Indicator setting of zero (0) for each inch longer than 11". For each inch shorter than 11" subtract one inch from the Indicator setting for standard-size paper.

**Note:** Remember that there is only a half inch of space between 0 and the number 4 on the Page-End Indicator. Therefore, when you add 1 to the number 4 the setting will be  $\frac{1}{2}$ . The setting you arrive at when you add 1 to  $3\frac{1}{2}$  will be zero.

Ready Reference for Page-End Indicator Settings. This chart recommends the setting for all lengths of paper, ranging from 3 to 14 inches.

Length of Paper (inches)	Indicator Setting
3"	1
3½"	1½
4"	2
4½"	2½
5"	3
5½"	3½
6"	4
6½"	0
7"	½
7½"	1
8"	1½
8½"	2
9"	2½
9½"	3
10"	3½
10½"	4
11"	0
11½"	½
12"	1
12½"	1½
13"	2
13½"	2½
14"	3



#### Clear View Cardholder

Since you can see through this Cardholder, the line of type is always visible. The Cardholder, which is attached to the Carrier, holds paper, cards and envelopes close to the platen.

A red vertical line stamped in the top center of the Cardholder indicates where the next character will print on the paper. To realign your paper, place this line over

an i, l, or t. Then roll the paper up two line spaces and space to your next typing position.

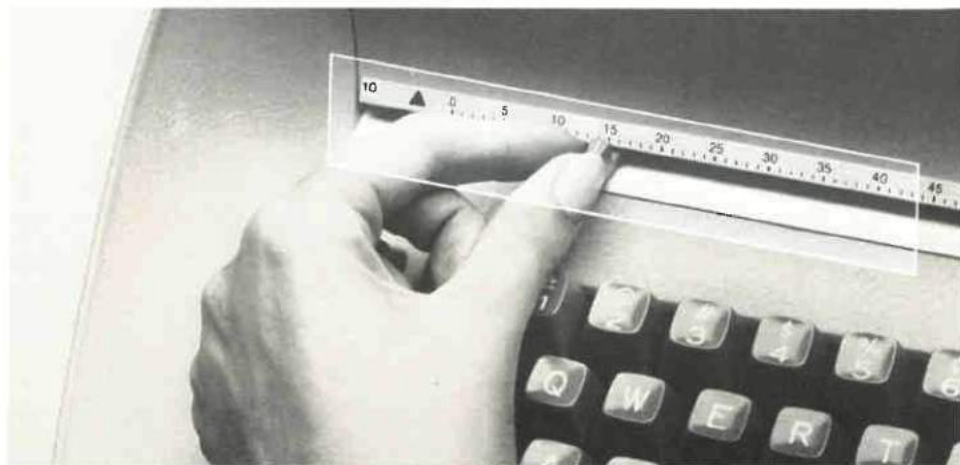
The horizontal line toward the lower part of the Cardholder indicates the bottom of the typing line.

## Your IBM "Selectric" Typewriter Keyboard



Typing is convenient and easy on the IBM "Selectric" Typewriter. The gradual slope of the keyboard places all keys within comfortable reach of the home row. The sculptured keys invite a natural typing position.





### Margin Scale and Margin Stops

The Margin Scale and Margin Stops are located directly above the keyboard on the front of your IBM "Selectric" Typewriter. The red arrow, called the Typing Position Indicator, indicates the exact typing position. These features make margin resetting a very simple operation.

On the left side of the margin scale the pitch of your typewriter is shown. The number 10 plus a solid triangle mean 10 characters print for each horizontal inch. If the number 12 and an open triangle are

shown, you will get 12 characters per inch. (See page 14.)

To change the left or right margin, push in on the appropriate Margin Stop and slide it to the correct position on the Margin Scale. Use the Space Bar to move the Carrier out of the way when setting a margin to the right of the Carrier's present location.

### Margin Release Key

To space through the left margin, return the Carrier to the left margin, then press the Margin Release Key and backspace through the margin. To type through the right margin after the keyboard has locked press the Margin Release Key and continue typing.



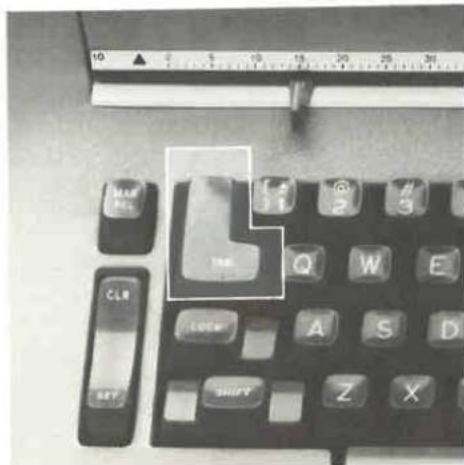
### Tab Control (Set and Clear)

#### To set a tab stop

Move the Carrier to the desired point on the writing line. Then press the *set* end of the Tab Control.

#### To clear a tab stop

Tab to the stop you wish to clear and press the *clear* (CLR) end of the Tab Control. If you wish to *clear all tab stops*, move the Carrier to the extreme right. Depress and hold down the Tab Clear portion of the Tab Control *while* you depress the Carrier Return Key. Your Carrier will move to the left margin, clearing all stops as it moves.



### Tab Key

To move the Carrier to a tab stop, touch the Tab Key. Repeating this action will move the Carrier to each preset tab stop on the writing line. The Tab Key does not cause the Carrier to stop at the right margin. If you wish to have a tab stop at your right margin, you must set a tab for that location.



### On/Off Control

Located at the right side of the Keyboard, the On/Off Control is the key which activates your typewriter. Depress the top portion to turn the motor On and the lower portion to turn it Off. A red band will appear at the bottom of the Control when the motor is On. This is to remind you to turn it Off when the typewriter is not in use.



### Shift Keys and Shift Lock

Depress either the *left* or *right* Shift Key in order to type uppercase characters. Depress the Shift Lock to *keep* the element in uppercase position to permit you to type extended sections of uppercase characters. To release the Shift Lock depress the *left* or *right* Shift Key.

### Multiple Character Keys

On certain keys you may find two sets of characters. On your IBM "Selectric" Typewriter, there are two such Multiple Character Keys. However, only one pair of characters shown on each key is on any one element. When you change elements, be sure to check which of these sets of characters is on that particular element.



### Typamatic Keys

The *five* Typamatic Keys—Carrier Return, Index, Hyphen/Underscore, Backspace and Space Bar—can save much typing time and effort. Each of these is a single-action key until it is depressed to its second level and held there. This makes the key typamatic—a repeat-action key.

#### Carrier Return Key

To move the Carrier to the left margin and advance the paper vertically, depress the Carrier Return Key. For continuous vertical spacing, hold the Carrier Return Key at its second level.

#### Index Key

To space vertically from any point on the writing line to any line on the page, depress the Index Key. Depress it lightly for single action. Hold it at the second level for typamatic action. Paper insertion is easy and exact when you drop the paper behind the platen—centered in the carriage—and then hold down the Index Key.

#### Hyphen/Underscore

This key prints singly when touched lightly and continuously when depressed to its second level and held.

#### Backspace Key

Touch lightly to move the Carrier back one space. To speed the Carrier typamatically toward the left margin, depress and hold the Backspace Key at its second level.

#### Space Bar

To advance the Carrier one space, touch and release the Space Bar. For quick, smooth typamatic movement across the page, depress the Space Bar to its second level and hold. The Space Bar will move the Carrier through the right margin stop without depressing the Margin Release Key.



## Inside Your IBM "Selectric" Typewriter



### The Carrier

The Carrier on your IBM "Selectric" Typewriter holds:

- The Clear View Cardholder
- The Typing Element
- The Ribbon and Ribbon Control Levers
- The Impression Control

The Carrier moves from left to right, carrying the typing element across the writing line, and is returned to the left margin when the Carrier Return Key is depressed.



### Lever Action Elements

The Lever Action Elements on your IBM "Selectric" Typewriter can be changed in seconds to provide the most appropriate style of type for each typing job you do. Simply raise the Lever on the top to remove or replace an element.

**Note:** The lever on each element is usually black. Only those with a specially requested character will have a white lever. This is to help distinguish between two elements bearing the same type name but differing in this one respect.

On top of each Lever Action Element the following information appears:

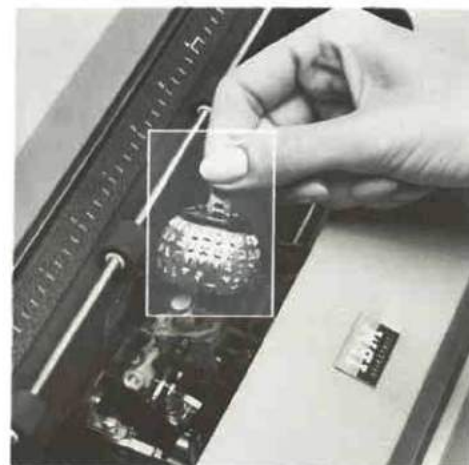
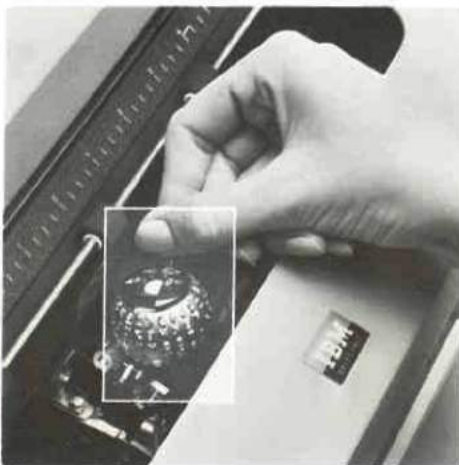
- The name of the type style (e.g., Prestige Elite 72).
- A triangle which points toward the platen whenever the typewriter is in lowercase position. A solid triangle denotes 10-pitch type, an open triangle 12-pitch type.
- The IBM Logo in raised letters on the Element Release Lever.
- A three-digit part number, in raised characters, atop the element and under the end of the Element Release Lever.



### Type Pitch

This denotes the number of characters that are typed per inch. Your typewriter is either a 10- or 12-pitch machine. This means that it permits 10 or 12 characters to print for each horizontal inch of space. The pitch of your typewriter is indicated by a 10 plus a solid triangle or a 12 plus an open triangle stamped on the left side of the Margin Scale.

*Using a typing element of one pitch on a typewriter of another pitch will alter only the amount of space between each character. Try different type styles and pitches to determine which is most suitable for your needs.*



### Changing Typing Elements

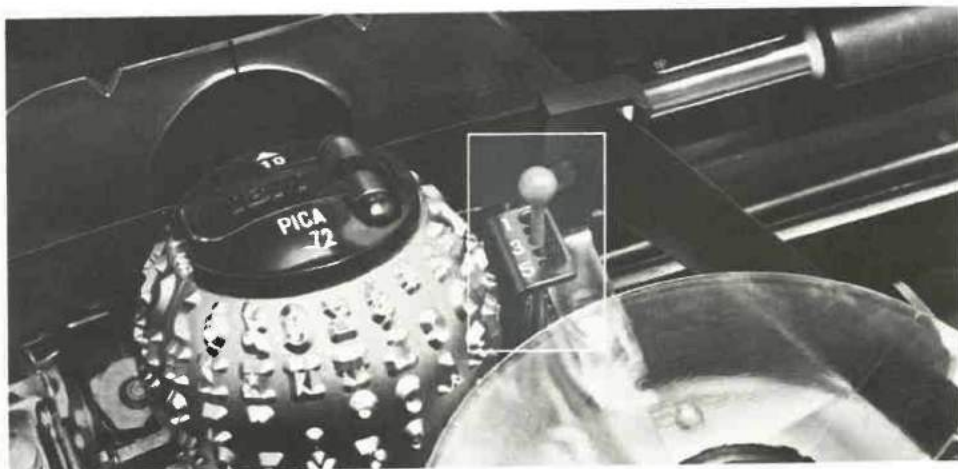
When removing or replacing an element, make sure that your typewriter is in lowercase position, i.e., the triangle on the element cap pointing toward the platen. Never force the element by manually rotating or tilting it on the post.

#### To Remove an Element

- Make sure the typewriter is in lowercase position.
- Lift the Element Release Lever with your right thumb and forefinger until the Lever clicks into position.
- Remove the element by grasping it by the Element Release Lever and lifting it off the Element Post.

#### To Replace an Element

- Make sure the typewriter is in lowercase position.
- Grasp the Element Release Lever with your thumb and index finger and place the typing element on the Element Post with the triangle facing the platen.
- With the thumb and forefinger holding the Lever, slip the element into place on the Element Post and close the Lever. Avoid using force.



### Impression Control

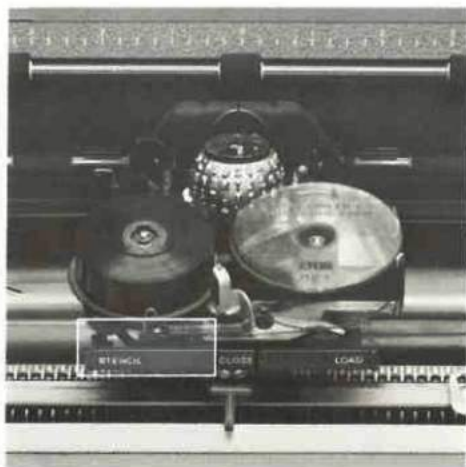
The Impression Control, on the right side of the typing element, enables you to adjust the striking force of the element to meet the requirements of different typing applications. When typing stencils, or multiple carbon copies, greater typing impact than usual is required, and the Impression Control should be set at a higher number than it would be for standard typing. Offset masters require less typing impact and consequently a lower number setting. Numbers on the Impression Control range from one to five.

Experience will indicate the best setting for each kind of typing job. However, for most routine typing a setting of *three* is satisfactory.

To change the setting, push the Lever to the right and slide it either forward or backward to the desired number. *Be careful not to force the Lever against the position notches when changing settings.*

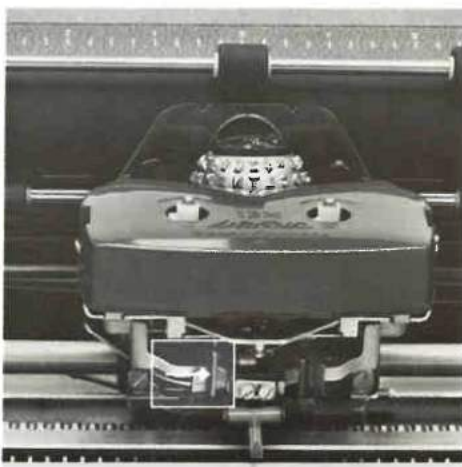
When the Impression Control is adjusted to increase the striking force of the element you may need to move the Multiple Copy Control to a position away from you. This allows the element to print without embossing the original copy.





### Stencil Control

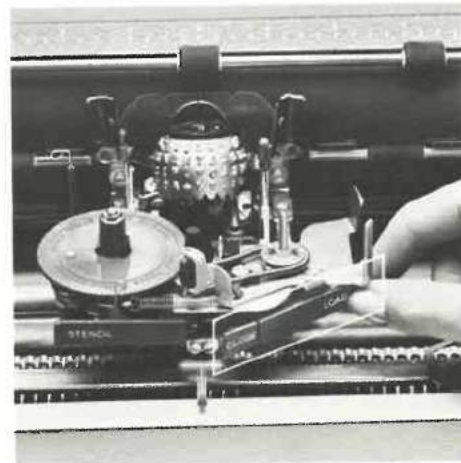
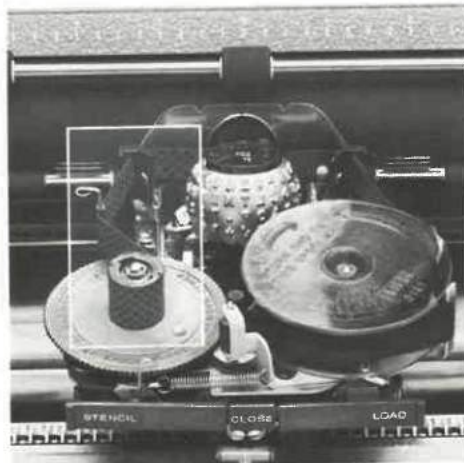
When you wish to type stencils on a film ribbon typewriter, press the Stencil Control toward the platen (it will lock in position). Return the Stencil Control Lever to its original position after you finish typing stencils by pulling the end of the Lever toward you.



When you wish to type stencils on a fabric ribbon typewriter, move the Ribbon Control to the extreme right.

## Changing Ribbons on Your IBM "Selectric" Typewriter

Your IBM "Selectric" Typewriter is equipped with either a film ribbon or a fabric ribbon mechanism. Each ribbon is designed for maximum performance—only one is appropriate for your typewriter. See the following directions for removal and installation.



### Changing a Film Ribbon

Across the front of the Film Ribbon Carrier is a control area with the words *Stencil*, on the left, *Load*, on the right, and *Close*, in the center. Using this control bar you can put your typewriter in stencil position as well as set your typewriter to remove or insert a ribbon.

#### To Remove a Film Ribbon

When the cross-hatching appears on the ribbon as it comes from the left spindle, it is time to change to a new ribbon.

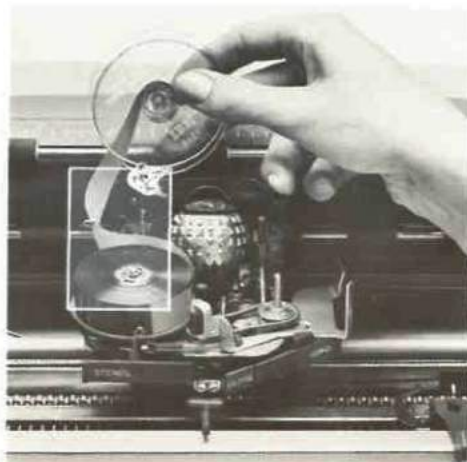
- Center the Carrier and turn Off the motor.
- Lift the cover.
- Keep the Paper Bail against the platen.
- Push the Ribbon Load Lever toward the platen to lift the Ribbon Guides.
- Turn the Clear Ribbon Spool clockwise, *in the direction of the arrow*, and lift to remove the spool from the right spindle.
- Remove the ribbon from the two Ribbon Guides.
- Turn the gray ribbon core in a clockwise direction and lift from the left ribbon spindle.
- Discard the core and the plastic take-up spool.

#### To Install a New Film Ribbon

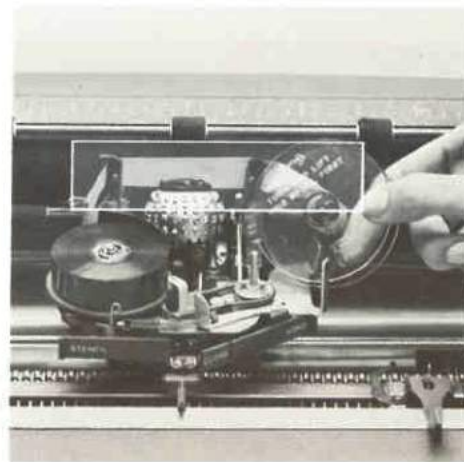
Push the Ribbon Load Lever toward the platen (it will lock into position) to lift the Ribbon Guides.



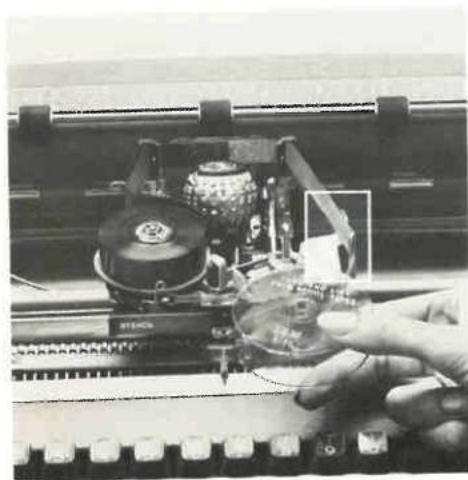
- Before threading, hold the Clear Ribbon Spool (printing on top) in your *left* hand; with the ribbon in your *right* hand, gently separate the two. The pink leader should remain in position connecting the two parts.



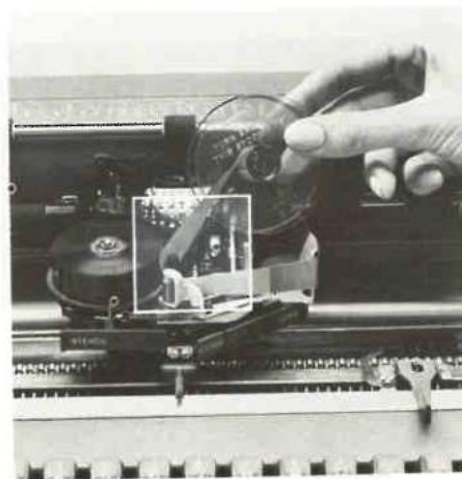
- Drop the ribbon with the gray center core onto the left spindle. With your right hand guide the ribbon using the Clear Plastic Spool to the *left* of the Tension Wire.



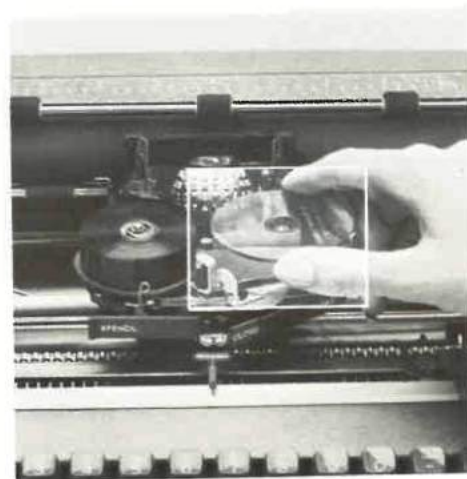
- Continue holding the Clear Plastic Spool and thread through the Left and Right Ribbon Guides.



- Guide the ribbon to the left of the Carrier Position Post.
- Continue around to the right of the Ribbon Guide Post.

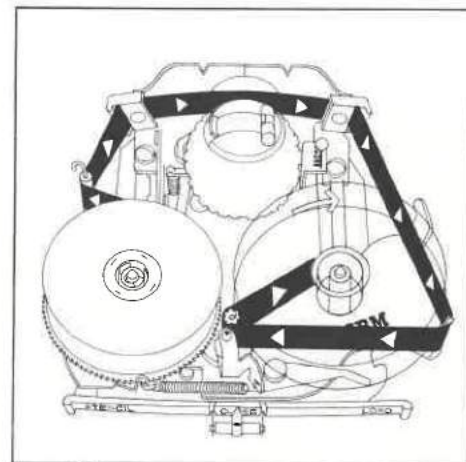
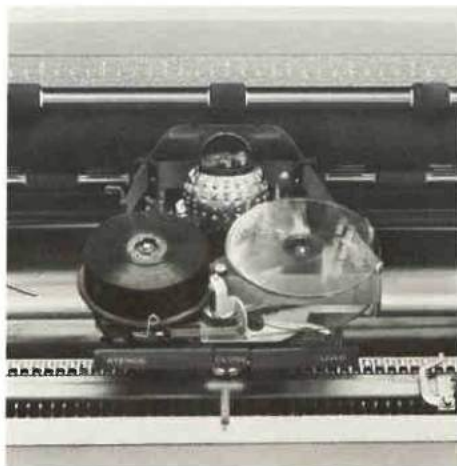
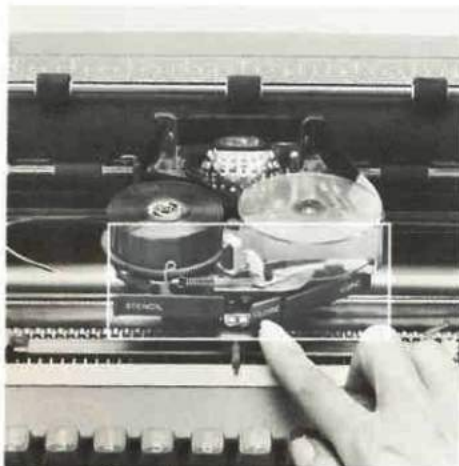


- Thread the ribbon carefully between the Ribbon Feed Rollers.



- Drop the Clear Ribbon Spool onto the right spindle and turn in a clockwise direction until it clicks into position.

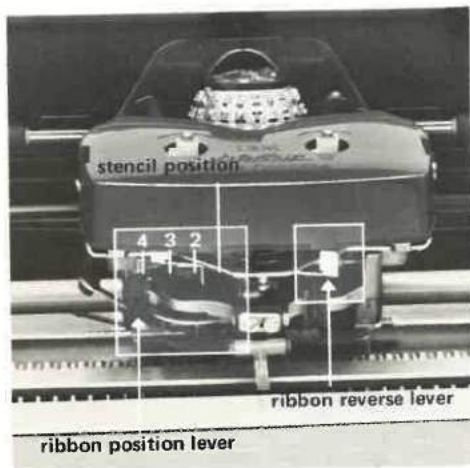




- Take up slack by turning the ribbon roll on the left spindle clockwise.
- Press against the "Close" portion of the Ribbon Load Lever.

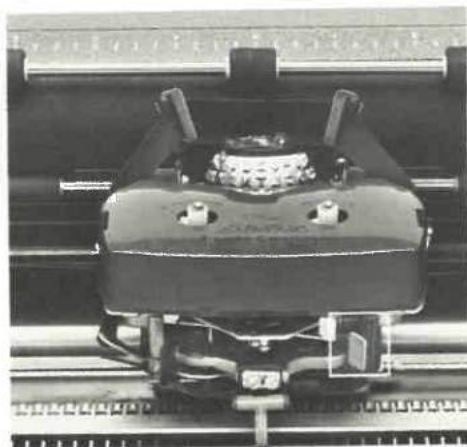
- Close the cover.
- Turn the motor On. You are ready to type.

This is the way the film ribbon will look when it is correctly inserted and ready for use. (The arrows indicate the direction in which the ribbon moves.)



### Changing a Fabric Ribbon

Your fabric ribbon will provide longest life if the position of the Left Ribbon Lever is changed frequently. This will allow the ribbon to re-ink itself during these changes. The first setting, on the right, is used for typing stencils. Settings two, three and four move the typing line to the top, middle or bottom portions of the ribbon. If you wish to reverse the direction in which the ribbon is winding, move the Ribbon Reverse Lever to the opposite side. This is done automatically when either side of the cartridge becomes empty.

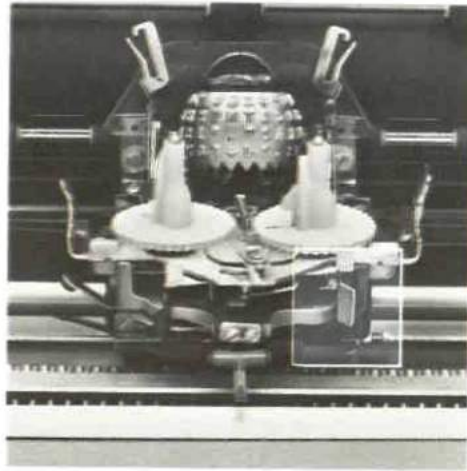


### To Remove a Fabric Ribbon Cartridge

- Center the Carrier and then turn the motor Off.
- Lift the front cover.
- Keep the Paper Bail against the platen.
- Move the Ribbon Change Lever to the far right. This will raise the Ribbon Lifts for easier removal of the ribbon.

- Lift the cartridge upward and off the Ribbon Cartridge Spindles.
- Ease the ribbon out of the slots in the Ribbon Lifts.
- To rewind excess ribbon, insert a pencil in either of the holes in the base of the cartridge and turn in the direction of the arrow.

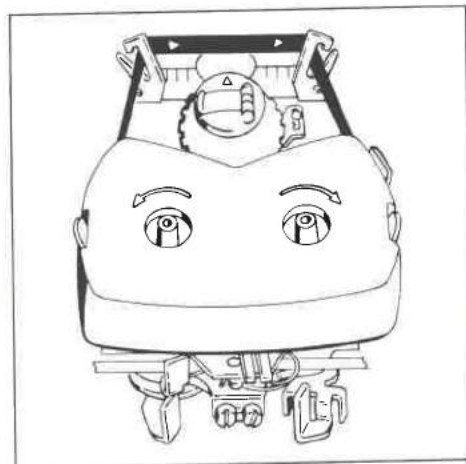
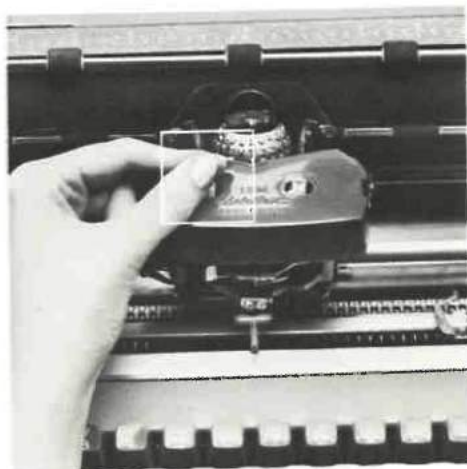
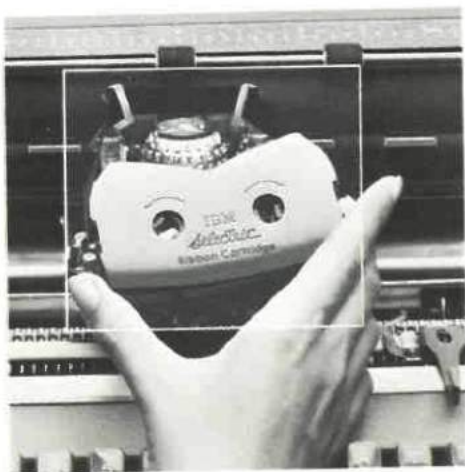
**Note:** To prevent drying out, keep ribbons in the box until ready to use.



### To Install a Fabric Ribbon Cartridge

The IBM Ribbon Cartridge makes ribbon changes quick, easy and clean, enabling you to change ribbon colors or put on a new fabric ribbon with ease.

- Center the Carrier and then turn the motor Off.
- Lift the front cover.
- Keep the Paper Bail against the platen.
- Make sure the Ribbon Change Lever is at the far *right*.



- Draw ribbon in tight and position the cartridge in front of the Ribbon Lifts.
- Slide the ribbon through the *left* Ribbon Lift.
- Slide the exposed ribbon down between the Cardholder and the element, and then through the *right* Ribbon Lift.
- Place the cartridge on the two ribbon spindles and press down evenly and firmly.

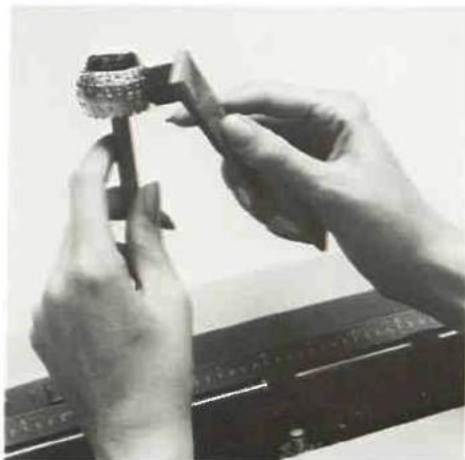
- Move the Ribbon Change Lever back to the left. This will lower the ribbon into typing position.
- To rewind excess ribbon, turn either spindle in the direction of the arrow.
- Close the cover.
- Turn the motor On and continue typing.

This is the way the Fabric Ribbon Cartridge will look when it is correctly inserted and ready for use. (The arrows indicate the direction in which the ribbon is moving.)

**Note:** The name and reorder number of each ribbon appears on the underside of the Ribbon Cartridge.



## Care and Cleaning of Your IBM "Selectric" Typewriter



### To Clean the Typing Element

Typing elements may be cleaned as required using IBM typewriter brushes.

- Position the element on the end of the Dual Purpose Brush by inserting the handle of the brush into the hole under the element and then closing the Element Release Lever.
- Clean type by brushing up and away from you with the Element Brush provided for this purpose.



### Serial Number

To locate the Serial Number

- Use the Tab Key to move the Carrier all the way to the right.
- Raise the typewriter cover.
- Locate the number directly below the platen toward the left on the metal bar behind the black base plate as indicated in the illustration.

### Typewriter Maintenance

Your IBM "Selectric" Typewriter is a precision writing instrument. It has been engineered to extremely close and exacting standards to provide more usable speed and versatility than has ever before been available. In order to maintain efficient operation it is essential that your "Selectric" Typewriter receive periodic inspection and lubrication by trained personnel. For maximum service on your typewriter, it is suggested that you ask your IBM representative about the advantages of periodic inspection and service provided under the IBM Maintenance Agreement.

### Cleaning the Typewriter Cover

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter since certain cleaning fluids may have a harmful effect. Where stubborn stains persist, consult your local IBM Service Department.

### Using the Dust Cover

Cover your typewriter with the dust cover at the end of each typing day. It protects the typewriter cover from scratches and helps keep out dust and other foreign matter.

## Typing Tips and Reminders

### Tab Stops

The tab action of the IBM "Selectric" Typewriter enables you to type faster and more efficiently by allowing you to move the Carrier to frequently used points quickly.

No matter what you are typing, set tabs at the center of the page, at the right margin, and a few spaces to the left of the right margin. This allows you to move the Carrier quickly to a new typing position.

To speed typing on forms:

- Set margin stops.
- Set tabs at the points on the form where most of the typing begins.
- Use the Partial Carrier Return to go directly to a predetermined point on the page.

To type information on the form where *no* tab is set:

- Tab to the nearest tab stop.
- Use the typamatic action of the Space Bar or the Backspace Key to reach the desired location.

The typamatic action of the Index Key is a fast way to line-space to any vertical location on the form.

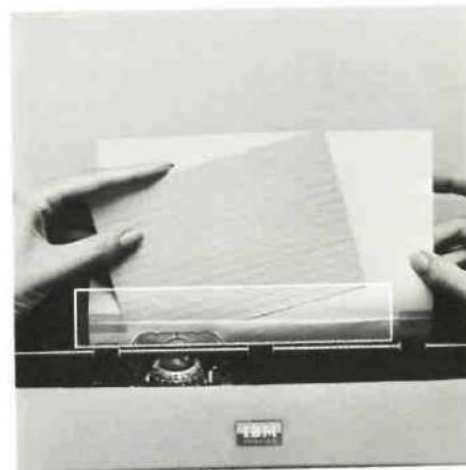
### Partial Carrier Return

For a Partial Carrier Return, touch the Carrier Return Key and then touch the Tab Key immediately after the Carrier has passed the set tab stop. This will send the Carrier back to that tab setting immediately, without the Carrier reaching the left margin stop. With practice you will be able to stop the Carrier at any preset tab stop along the way.

### Making Corrections

When making corrections, erase the incorrect letter and locate the horizontal position of the typing element by using either the red line on the Clear View Cardholder or the Position Indicator, the red arrow on the Margin Scale (just above the keyboard). If you use the Cardholder as your indicator, position the red line over the point on the paper at which you want to insert the new character. Be sure that you are at the appropriate typing line (two line spaces below the vertical red line) and type the correct character.

After erasing, retype the character with the Stencil Control depressed. Then release the Control, backspace and type the character again.

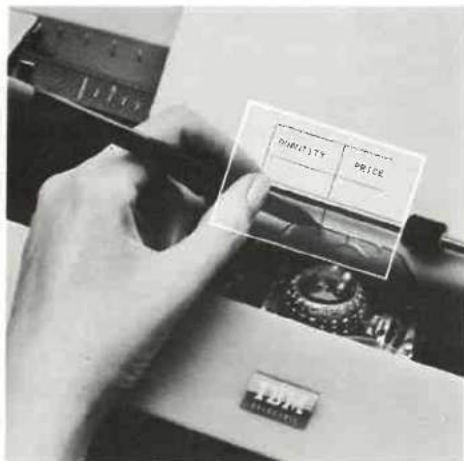


### Typing Cards and Labels

To type on small cards or labels, make a pleat sheet this way:

1. Fold a sheet of paper in half horizontally.
2. Fold the folded edge the depth of one line space.
3. Open the paper, retaining the pleat in the center of the page.
4. Tape the pleat with cellophane tape.

Roll the pleat sheet into the typewriter until the pleat is behind the Cardholder. Place the card or label in the pleat, roll the pleat sheet and card back, and type.



### Drawing Vertical Lines

Place a pencil or ball-point pen in the notch of the Clear View Cardholder. Vertical lines may be drawn by rolling the platen manually or using the Index Key. (By pulling forward on the Line Finder, you can achieve a free rolling motion while you draw a vertical line. Remember to return the Line Finder to its home position to achieve normal line spacing.)

### Line Return Without Vertical Spacing

When you wish to return to the beginning of the same writing line, press in on the left Platen Knob. (Be careful not to turn the Platen Knob.) While this is held, touch the Carrier Return Key. The Carrier will return to the beginning of the writing line without spacing vertically.

### Printing Vertical Columns

Printing a uniform column of any symbol—quotation mark, parentheses, etc.—can be accomplished easily and quickly. For example, depress the Quotation Mark Key, then touch the Backspace and Index Keys simultaneously. Repeat this sequence as many times as needed. Use the forefinger of your left hand to depress the particular key you wish to type.

### Checklist for Proper Typewriter Operation

- Be sure the electric cord is correctly plugged into the outlet.
- The On portion of the motor control should be depressed.
- Make certain that the Ribbon Position Lever is *not* in "Stencil" position (unless, of course, you are typing stencils) and that the Multiple Copy Control Lever is appropriately set.
- If the Carrier will not move, turn motor Off for a few seconds, then On. With switch On, depress Margin Release Key or Tab Key.

### For Your Typing Ease

- Upper arms sloped slightly forward.
- Forearms on same slope as keyboard.
- Back erect, supported by backrest.
- Feet flat on the floor.

### Typing Touch

Begin slowly when you start typing. Keep your fingers close to the keys in a curved position. Tap the keys squarely in the center, using a quick, resilient touch, and relax finger pressure the instant you contact the keys. Practice this with familiar words or sentences.



## Optional Features

Your keyboard may have an optional feature for a special application such as one of these described below.



### Velocity Control

When a typewriter with a correspondence keyboard is used for special applications, a Velocity Control Dial, located to the right of the On/Off Control, adjusts the striking force of some of the characters on the element.

- Move the Dial toward the thick line (position 1) when typing with optical character recognition (OCR) elements, card punch simulator elements, universal symbol elements, etc.
- To type with a correspondence element, move the Dial to the center (position 2).
- For occasional typing with language elements, move the Dial to the thin line (position 3) and *hold* it at that position as you type small characters such as accent marks.

### Dead Key Disconnect

Typewriters normally using a library, trilingual, or language typing element are equipped with dead keys (a mechanical feature allowing a foreign language accent mark to be typed before the alphabet character without advancing to the next space). Set the Dead Key Disconnect Dial, located to the left of the Tab Control, at the X position when using one of these elements.

To use a correspondence element on a typewriter with dead keys, set the Disconnect Dial at the → position. While the Dial remains in this mode, a dead key will escape—or space—to the next typing position when you activate it.



## Supplies

### IBM "Selectric" Typewriter Supplies and the IBM Supply Agreement

For convenience and economy in purchasing supplies, ask your IBM representative about the IBM Supply Agreement. It gives you quantity prices, systematic shipments as supplies are required, with no advance payment, and full protection against price increases during the period covered by the agreement.

### Typing Elements

Because your IBM "Selectric" Typewriter employs a unique kind of printing mechanism—a selective element—you have typing versatility never before possible. When you change typing applications, you can change to the type style best suited for the job. There are interchangeable IBM typing elements designed specifically for general correspondence, as well as for special typing applications. Whatever your typing requirements, the IBM "Selectric" Typewriter brings ease, speed and versatility to your work.

### IBM Copy Sets

Use IBM Copy Sets—interleaved, one-time carbon and copy paper—for easier, cleaner handling where multiple copies are required.

### Film Ribbons

IBM Film Ribbons combine special dry-writing, smear-resistant inks with a highly elastic ribbon base that "shapes" to each character as it prints. The result is typed copy of unsurpassed clarity and definition. The pink ribbon leader makes ribbon installation clean and easy. In addition to Black, these ribbons are available in a variety of colors—Light Blue, Medium Blue, Dark Blue, Medium Green, Dark Green, Medium Brown, Dark Brown and Red. Whatever the typing application, IBM Film Ribbons for your IBM "Selectric" Typewriter provide quality impressions.

### Fabric Ribbons

IBM manufactures a complete line of nylon "Selectric" Typewriter Ribbons offering uniformity of impression and excellence of performance. These ribbons are contained in, and used from, easy-to-handle cartridges. Ribbons designed for the IBM "Selectric" Typewriter with a fabric ribbon mechanism are available in Black, Black and Red, Plate Writing, and seven special colors—Light Blue, Medium Blue, Dark Blue, Medium Green, Dark Green, Medium Brown and Dark Brown.

### IBM 752 Carbon Paper

Ideal for typing jobs requiring up to five carbon copies, IBM 752 Carbon Paper contains a dry-writing ink that assures clear, smudge-free copies every time. In addition, 752's sponge-like surface re-inks itself after each use, to provide longer on-the-job life.

### IBM 611 Carbon Paper

When *large* numbers of carbon copies are required, IBM 611 Carbon Paper with its light weight and intense finish is the best choice. IBM's special carbonizing process guarantees crisp, legible impressions on all copies—from first to last.

### IBM Photo-Master Paper

This paper is specifically designed to accept direct-impression images with varied type styles for camera-ready copy. This impression is then photographed to make a negative and plate for the offset press. Sharp character-edge definition, absence of voids, and uniform impression result in copy of superior quality.

### Reorder Number

For prompt, accurate supply ordering service, use the Reorder Number found on your IBM Supply Packages.

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