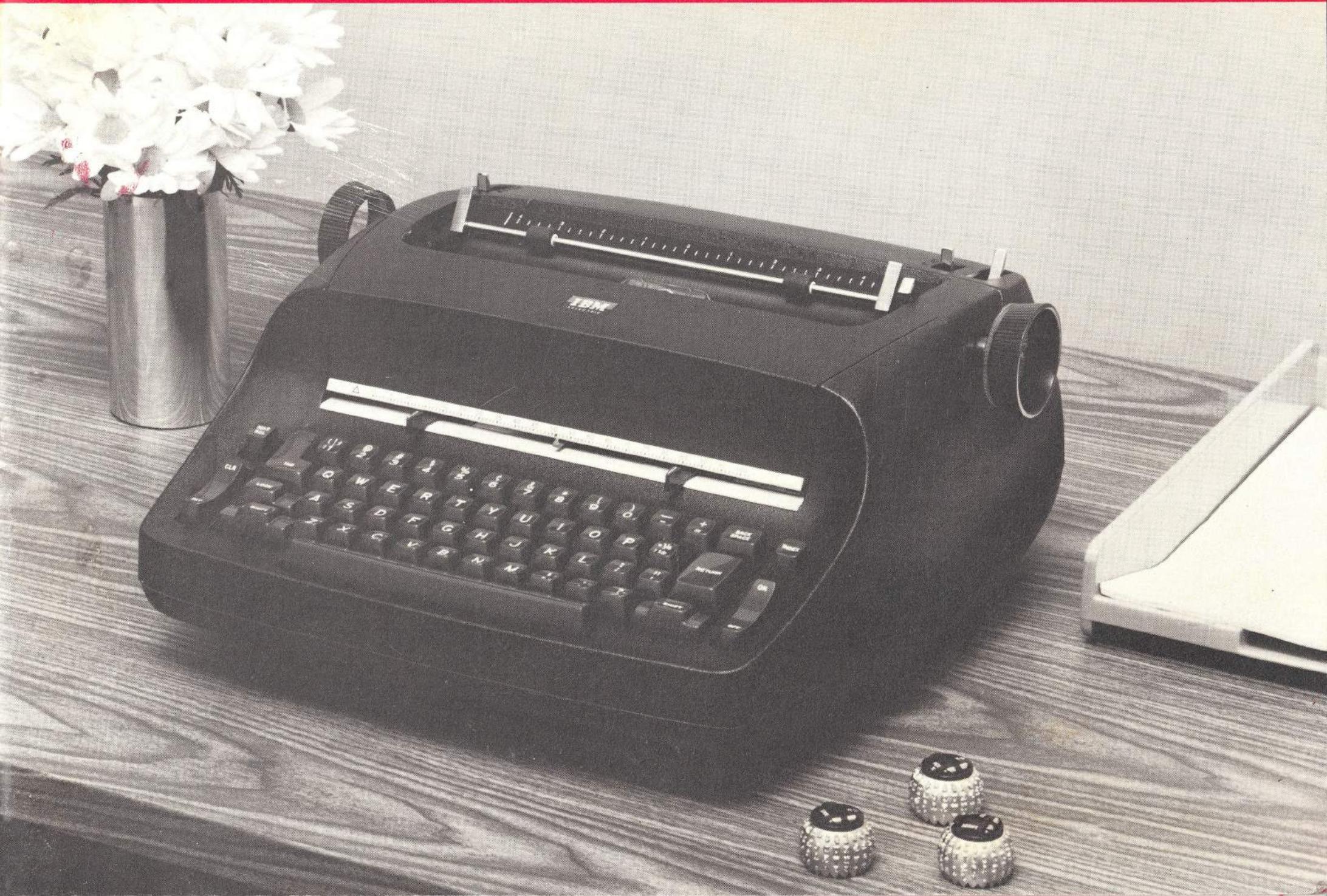
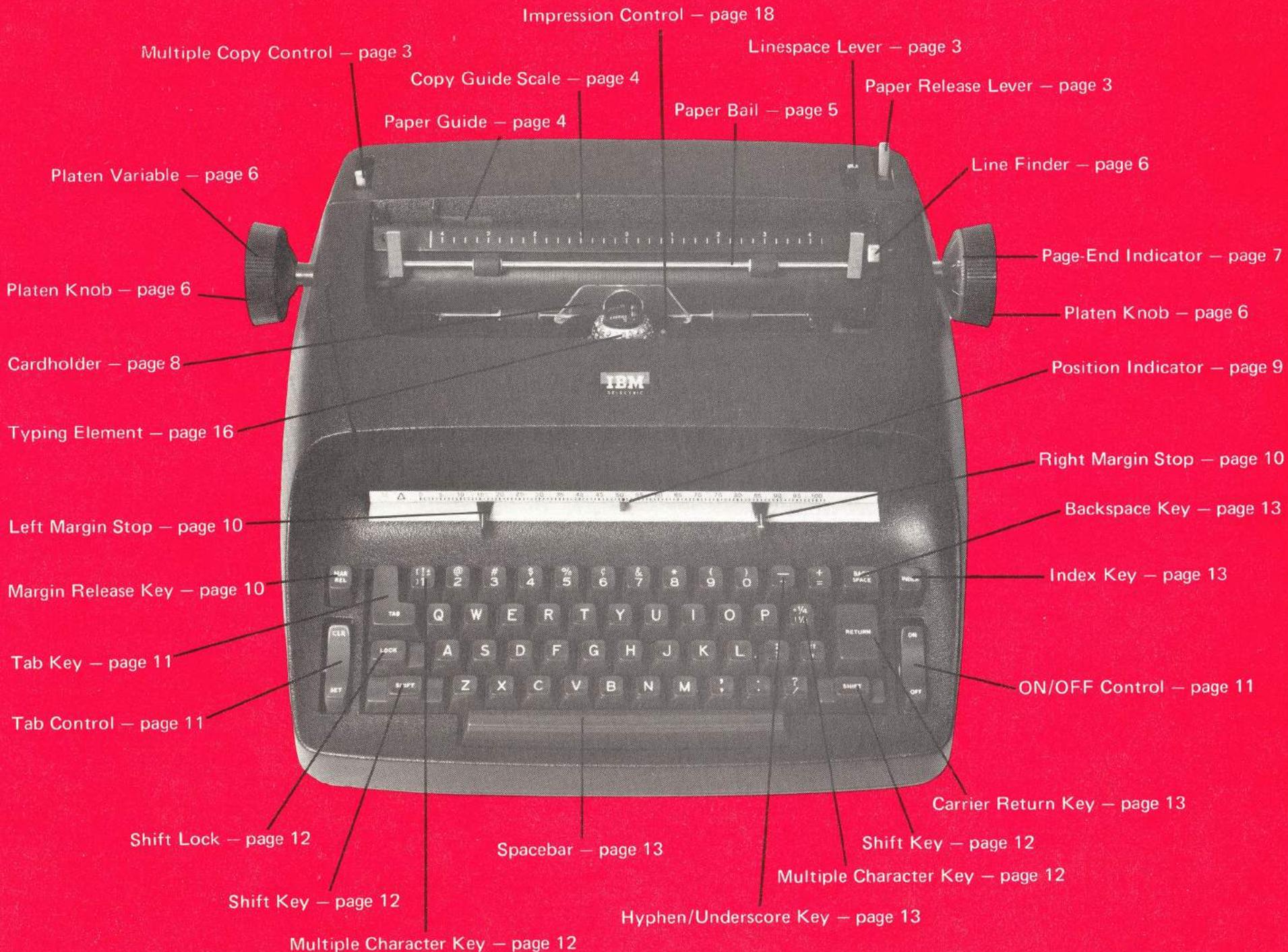




# Selectric<sup>®</sup> Typewriter Operating Instructions



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



## Contents

<b>Preface</b>	1	<b>Inside Your IBM "Selectric" Typewriter</b>	14	<b>Typing Tips and Reminders</b>	23
<b>The Top of Your IBM "Selectric" Typewriter</b>	2	The Carrier	14	Tab Stops	23
Multiple Copy Control	3	Lever Action Elements	15	Partial Carrier Return	23
Linespace Lever	3	Type Pitch	15	Making Corrections	23
Paper Release Lever	3	Changing Typing Elements	16	Typing Cards and Labels	23
Paper Guide	4	To Remove an Element	16	Drawing Vertical Lines	24
Copy Guide and Copy Guide Scale	4	To Replace an Element	16	Line Return Without Vertical Spacing	24
Paper Centering Guides	4	Suggested Element Sets	16	Printing Vertical Columns	24
Paper Bail	5	Element Application Rating	17	Checklist for Proper Typewriter Operation	24
Line Finder	6	Impression Control	18	For Your Typing Ease	24
Platen Knobs	6	Stencil Control	19	Typing Touch	24
Platen Variable	6	Film Ribbon Typewriter	19		
Page-End Indicator	7	Fabric Ribbon Typewriter	19	<b>Optional Features</b>	25
Cardholder	8	<b>Changing Ribbons on Your IBM "Selectric" Typewriter</b>	20	Velocity Control	25
		To Remove a Film Ribbon	20	Dead Key Disconnect	25
<b>Your IBM "Selectric" Typewriter</b>		To Install a New Film Ribbon	20	<b>Supplies</b>	26
<b>Keyboard</b>	9	To Remove a Fabric Ribbon Cartridge	21	IBM "Selectric" Typewriter Supplies and the IBM Supply Agreement	26
Margin Scale and Margin Stops	10	To Install a New Fabric Ribbon Cartridge	21	Typing Elements	26
Margin Release Key	10	<b>Care and Cleaning of Your IBM "Selectric" Typewriter</b>	22	Film Ribbons	26
Tab Control (Set and Clear)	11	Serial Number	22	Fabric Ribbons	26
Tab Key	11	Typewriter Maintenance	22	IBM 752 Carbon Paper	26
ON/OFF Control	11	Cleaning the Typewriter Cover	22	IBM Photo-Master Paper	26
Shift Keys and Shift Lock	12			Ordering IBM Supplies	26
Multiple Character Keys	12			<b>Index</b>	27
Typamatic Keys	13				
Carrier Return Key	13				
Index Key	13				
Hyphen/Underscore	13				
Backspace Key	13				
Spacebar	13				

**Your IBM Marketing Representative**

Name \_\_\_\_\_

Address \_\_\_\_\_

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**Your IBM Customer Engineer**

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**Your IBM Supplies Representative**

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Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

All type, 12 point or less, was set on  
IBM Mag Card Composer equipment.

References in this publication to IBM  
products, programs, or services do not  
imply that IBM intends to make these  
available outside the United States.

## Preface

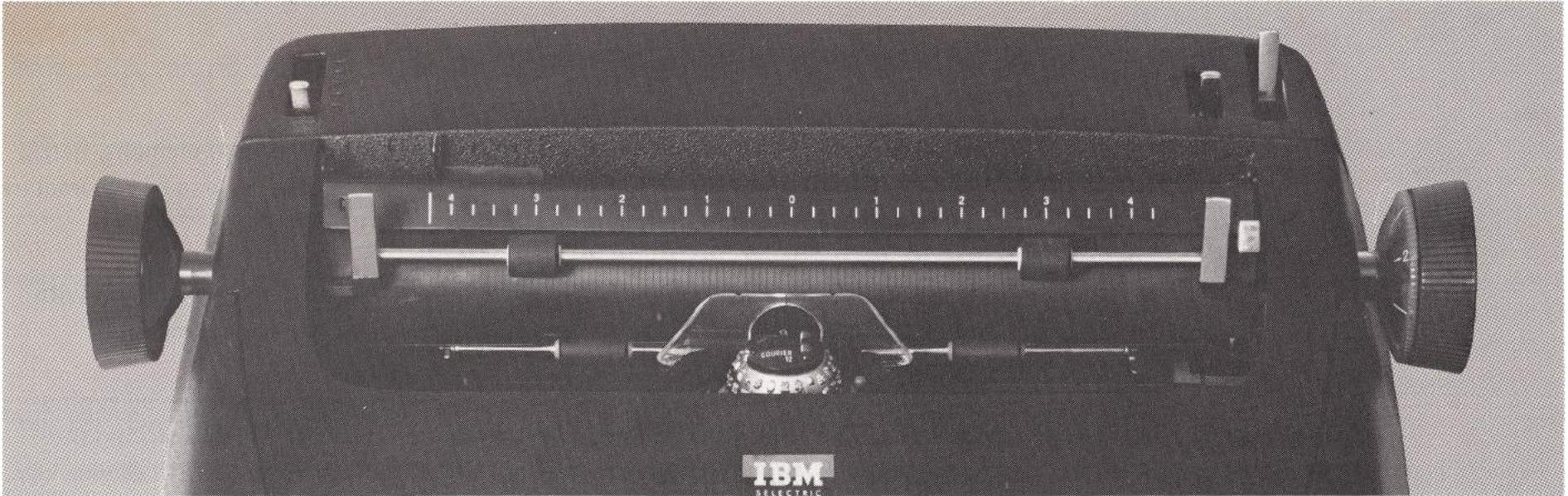
The IBM Selectric® Typewriter, featuring an 88-character typing element, helps make typing fast and easy. The element skims across the page, typing out characters rapidly and evenly – eliminating type clash.

Typestyles can be changed simply by lifting off one element and replacing it with another, allowing you to select the typestyle best suited to each typing job.

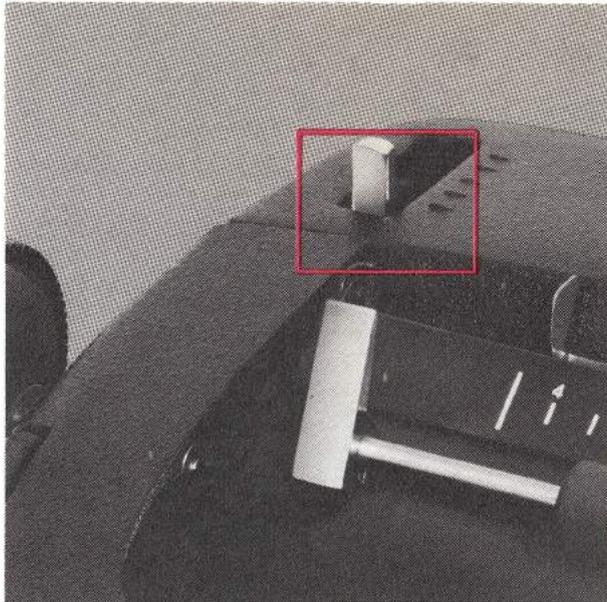
Your IBM “Selectric” Typewriter offers many features that help make all typing jobs easier. The IBM Stroke Storage System reduces typing errors by storing the second of two rapidly typed characters until the first is printed out. All service keys are within easy reach from the keyboard control area,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

With the IBM “Selectric” Typewriter you also have the option of using the Film Ribbon or Fabric Ribbon Cartridge.

## 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 work you are doing, or bump other objects on your desk. This actually increases the amount of usable space around your typewriter.

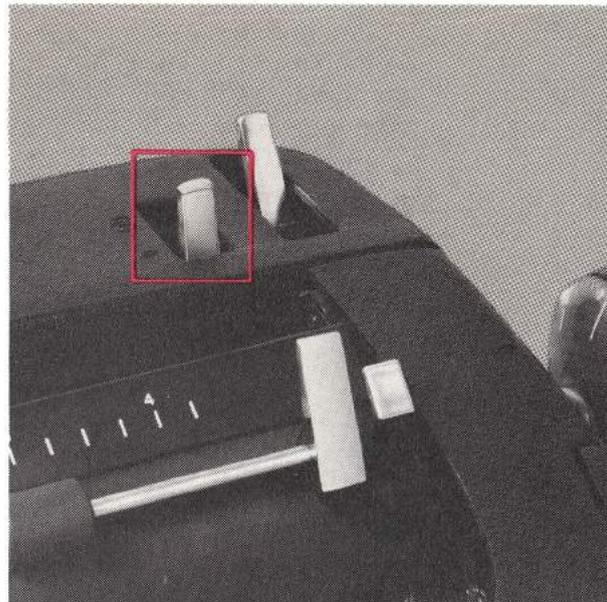


### Multiple Copy Control

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

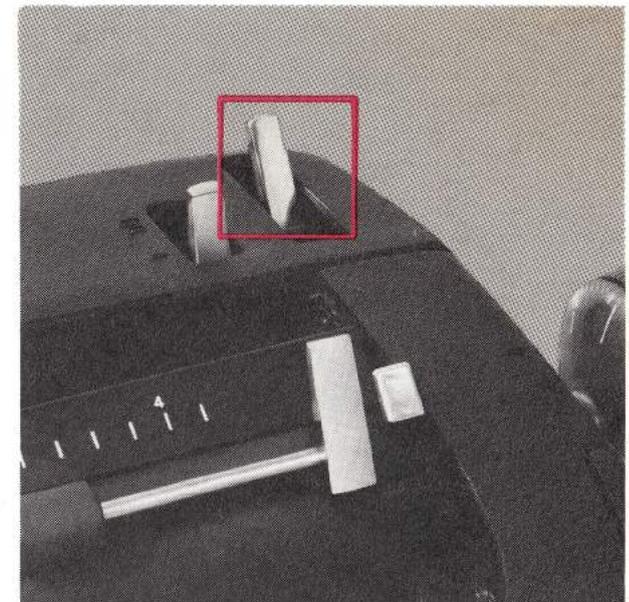
Set the lever at the position nearest you when typing up to three copies. For additional copies, move the lever back until you achieve the print quality you wish, consistent with the weight of your paper and carbon paper.

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 18.)



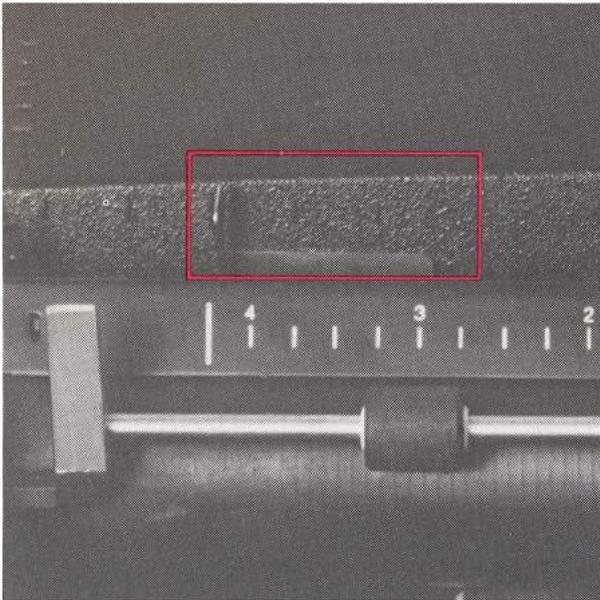
### Linespace Lever

The inner lever on the upper right side of your typewriter is the Linespace Lever. Linespacing 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.



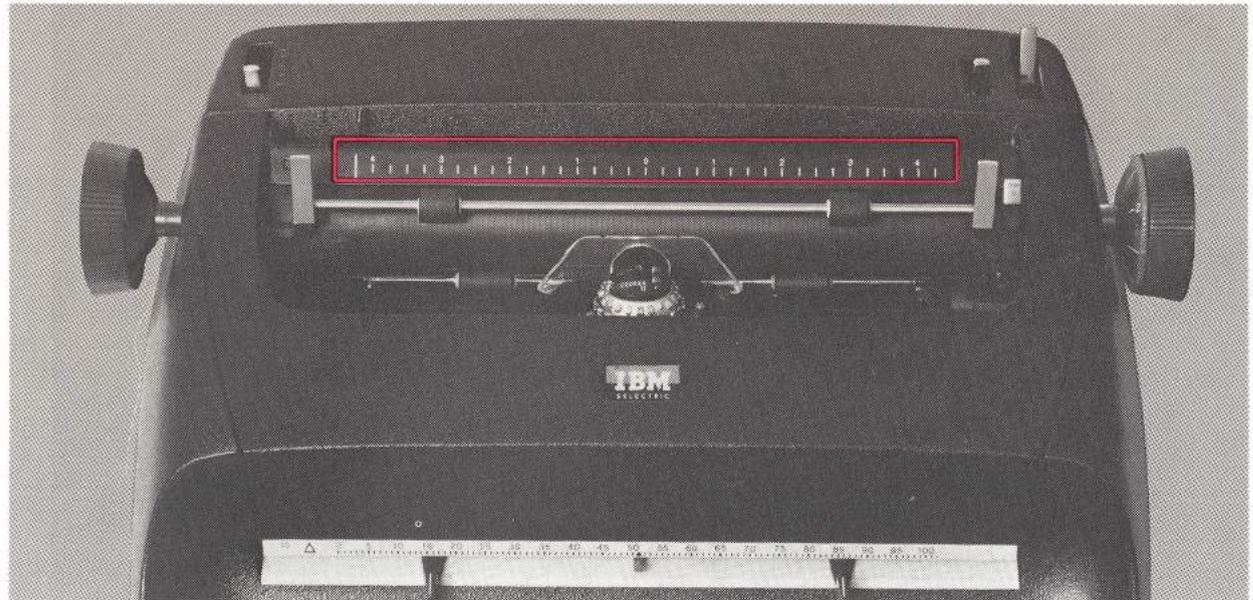
### Paper Release Lever

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. Paper Guide marks appear in half-inch increments. The longest (center) mark corresponds to the first mark on the Copy Guide Scale and to the zero on the Margin Scale. 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.



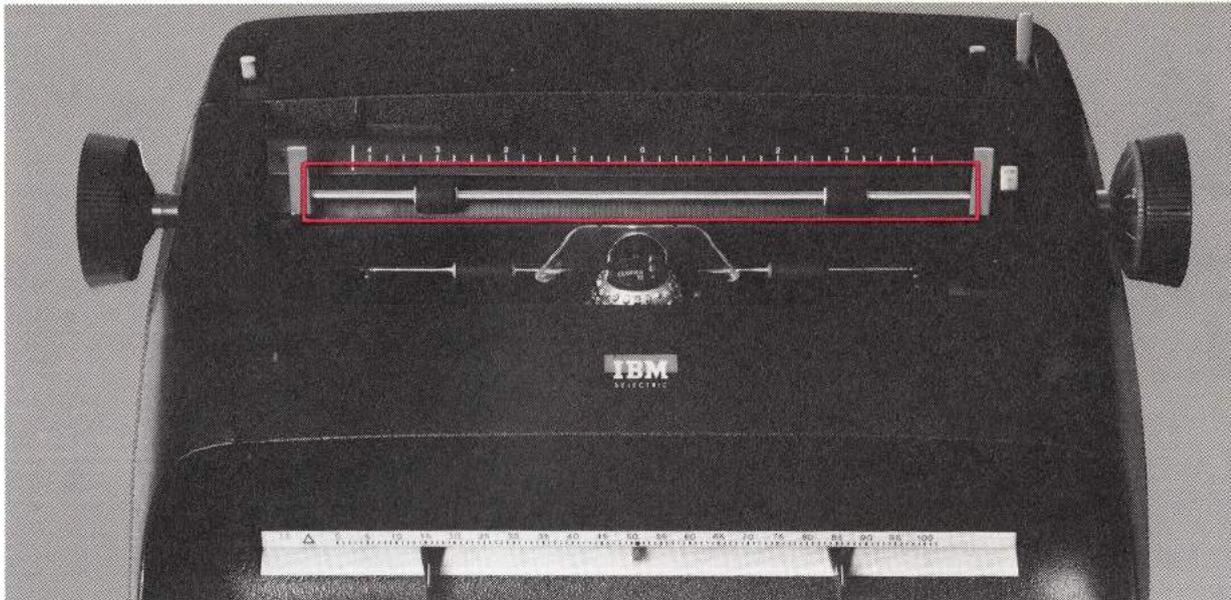
### Copy Guide and Copy Guide Scale

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 ( $8\frac{1}{2}'' \times 11''$ ) paper.

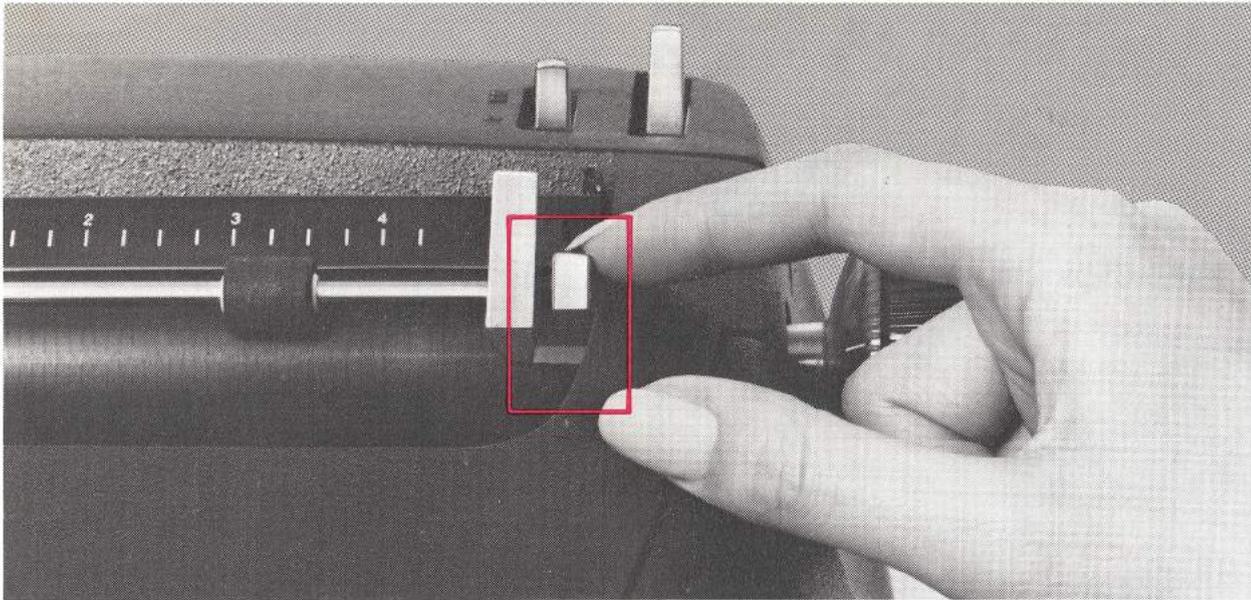
### Paper Centering Guides

On the left and right side of the Copy Guide there are small, white horizontal brackets — the Paper Centering Guides. To center standard-size ( $8\frac{1}{2}'' \times 11''$ ) 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 the paper in the typing position.



### Line Finder

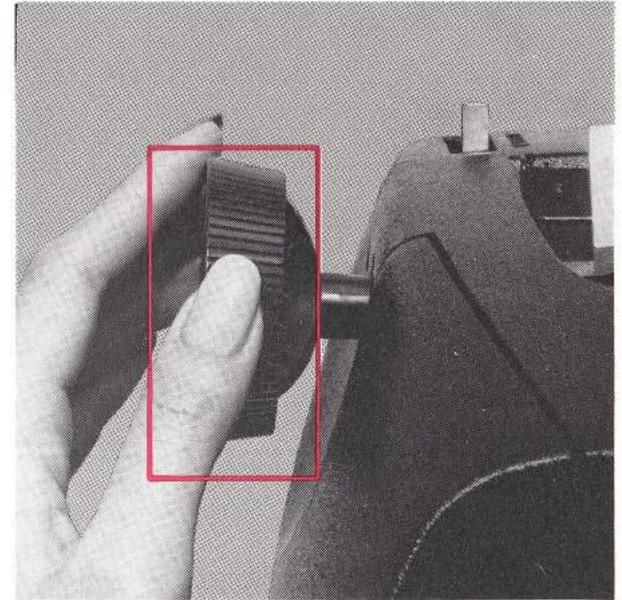
The Line Finder, located on the right end of the platen, permits you to leave a typewritten line and return again.

- 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

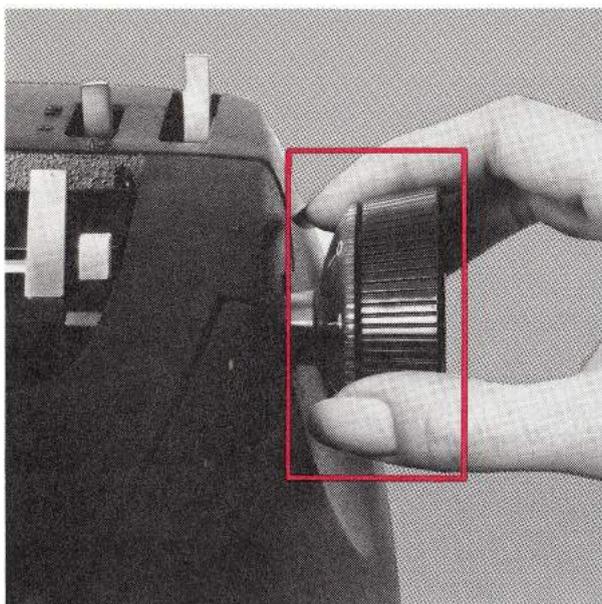


### Platen Knobs

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 4½". Two revolutions equal 9". For standard-size (8½" X 11") paper, set the Indicator on 0. When you reach zero, the next time you will be 4½" 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.

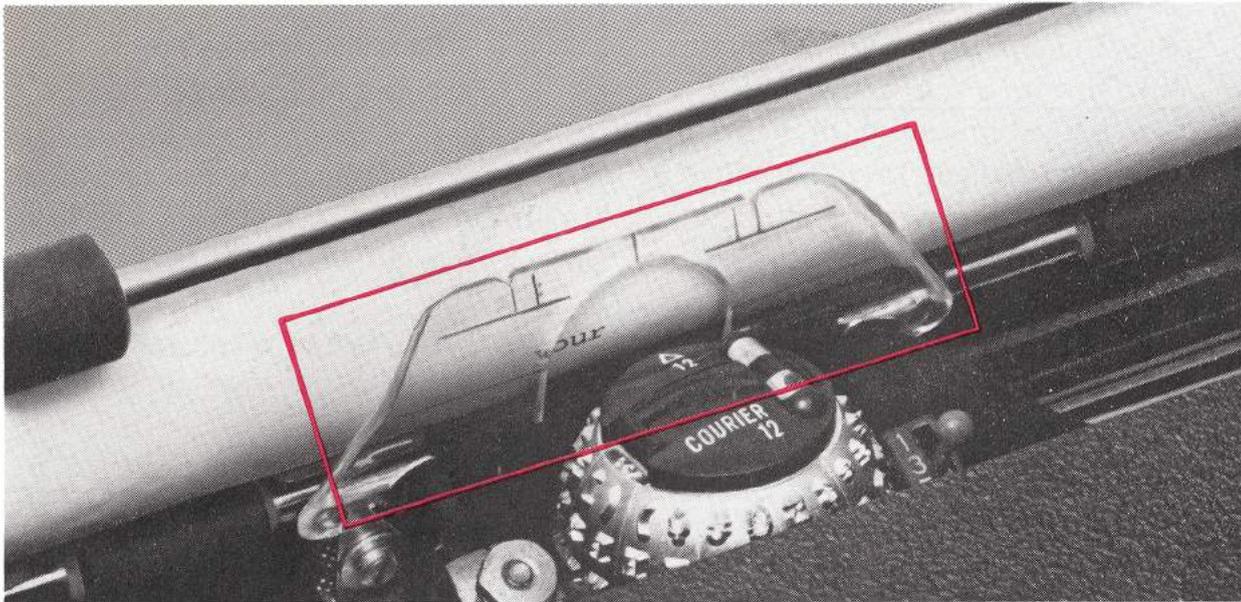
When using other than 11" paper, add one inch to the Indicator setting of zero (0) for each inch longer than 11". For each inch shorter than 11", subtract one inch from the Indicator setting for standard-size paper.

**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 ½. The setting you arrive at when you add 1 to 3½ 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



### **Cardholder**

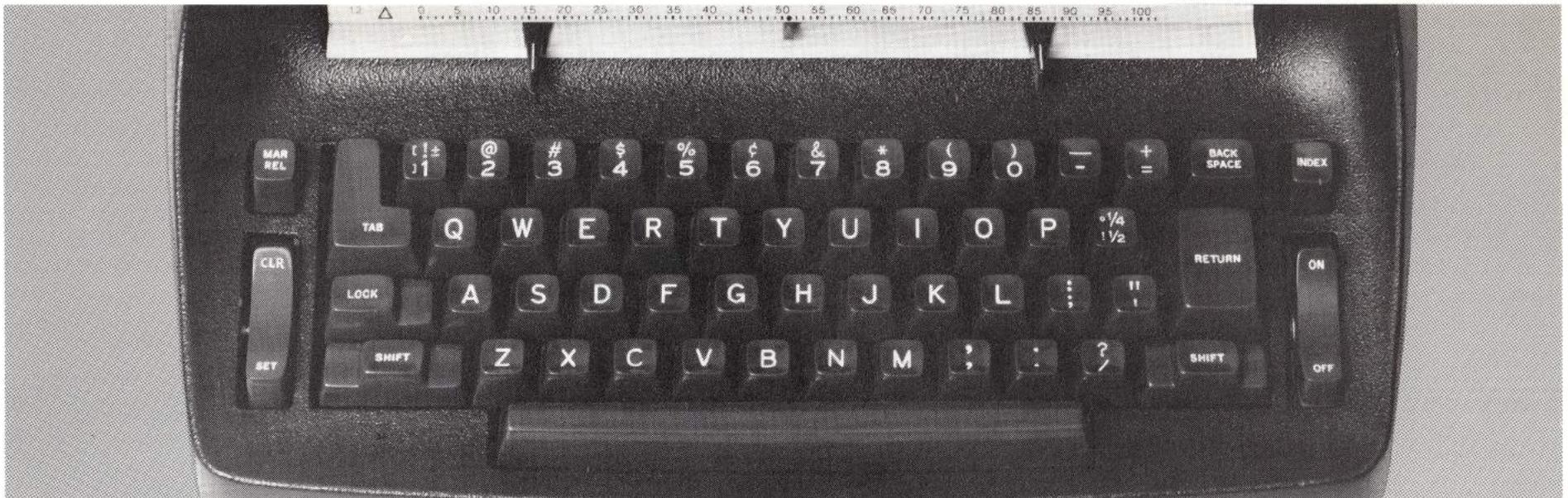
Since you can see through this Cardholder, the line of type is always visible. The Cardholder, which is attached to the Carrier, holds paper, cards and envelopes close to the platen.

A red vertical line stamped in the top center of the Cardholder indicates where the next character will print on the paper.

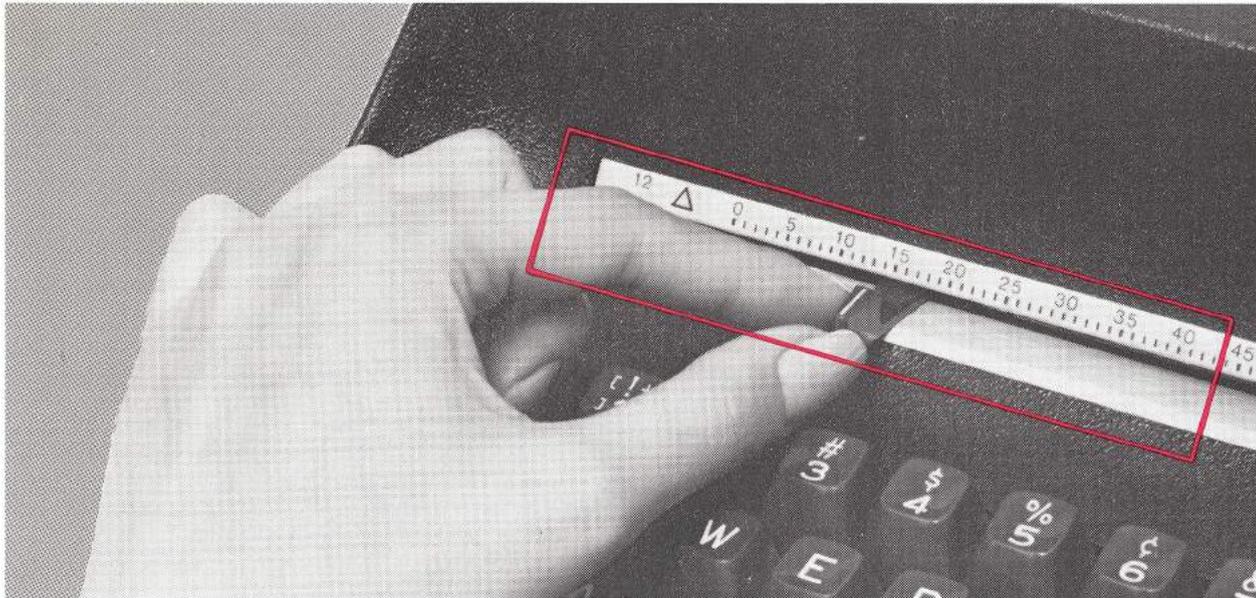
To realign your paper, place this line over an *i* or *l*. Then roll the paper up two linespaces and space to your next typing position.

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

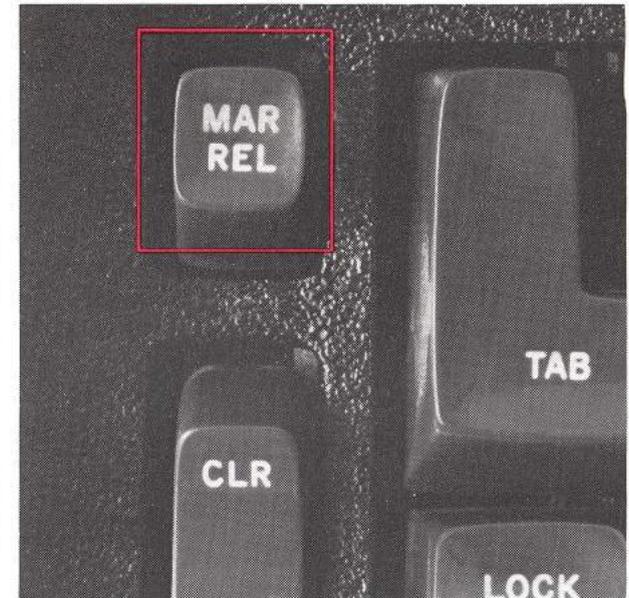
The Margin Scale and Margin Stops are located directly above the keyboard on the front of your IBM "Selectric" Typewriter. The red arrow, called the Typing Position Indicator, indicates the exact typing position. These features make margin resetting a very simple operation.

The pitch of your typewriter is shown on the left side of the margin scale. The number 10 plus a solid triangle means 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 15.)

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 Spacebar to move the Carrier out of the way when setting a margin to the right of the Carrier's present location.

You can space and tab through the right margin, but you cannot type through the right margin.



### 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.



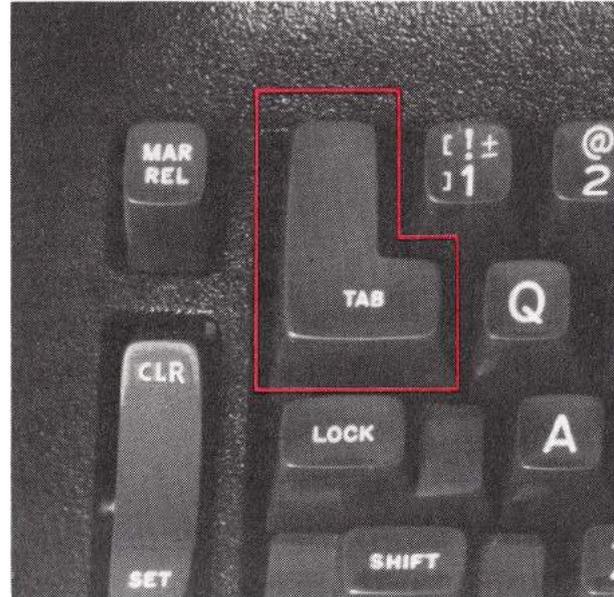
### Tab Control (Set and Clear)

#### 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.

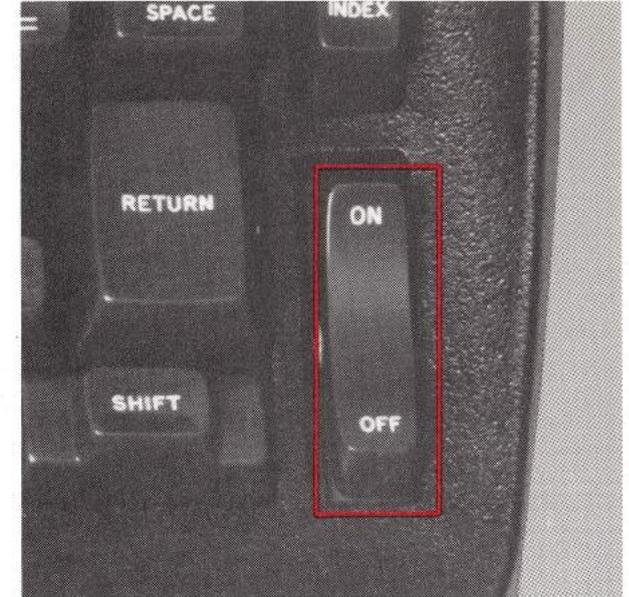


### Tab Key

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 the right margin, you must set a tab for that location.

---

**WARNING:** Keep hair and personal objects (such as bracelets, necklaces, etc.) out of the printing and ribbon area when the machine is on.



### 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.

---

**In order to prevent long hair and personal articles from getting caught on the rotating shaft in the machine, you should comply with this warning and ensure that other persons do also.**

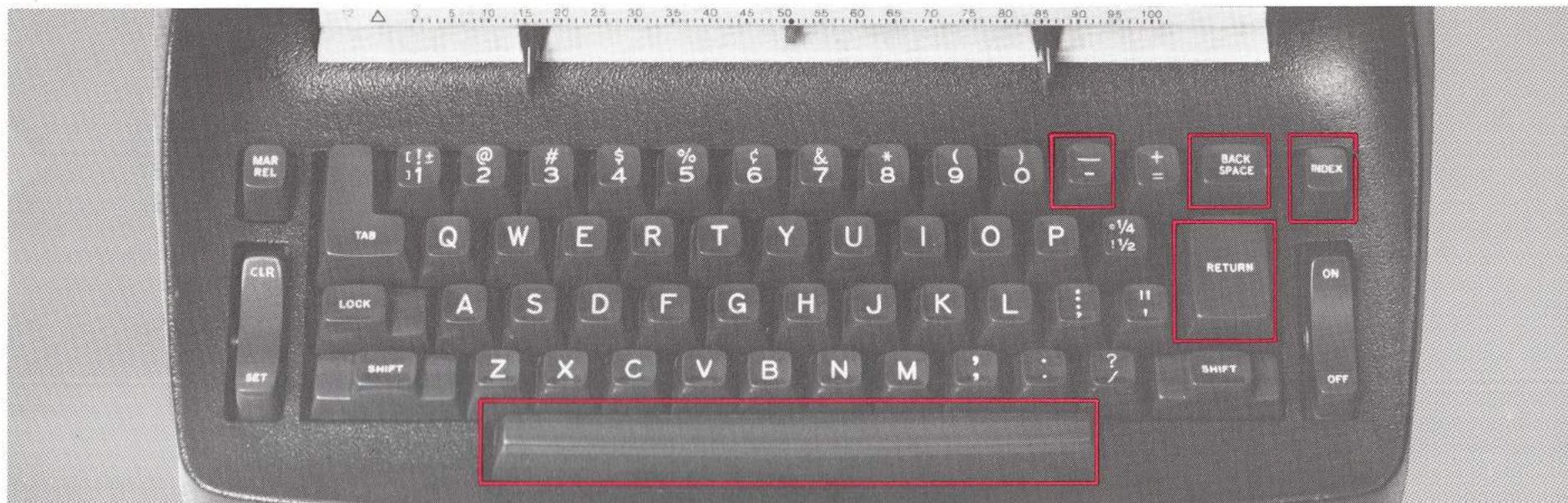


### Shift Keys and Shift Lock

Depress either the *left* or *right* Shift Key in order to type upper case characters. Depress the Shift Lock to *keep* the element in upper case position to permit you to type extended sections of upper case 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 Characters 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 Spacebar — 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.

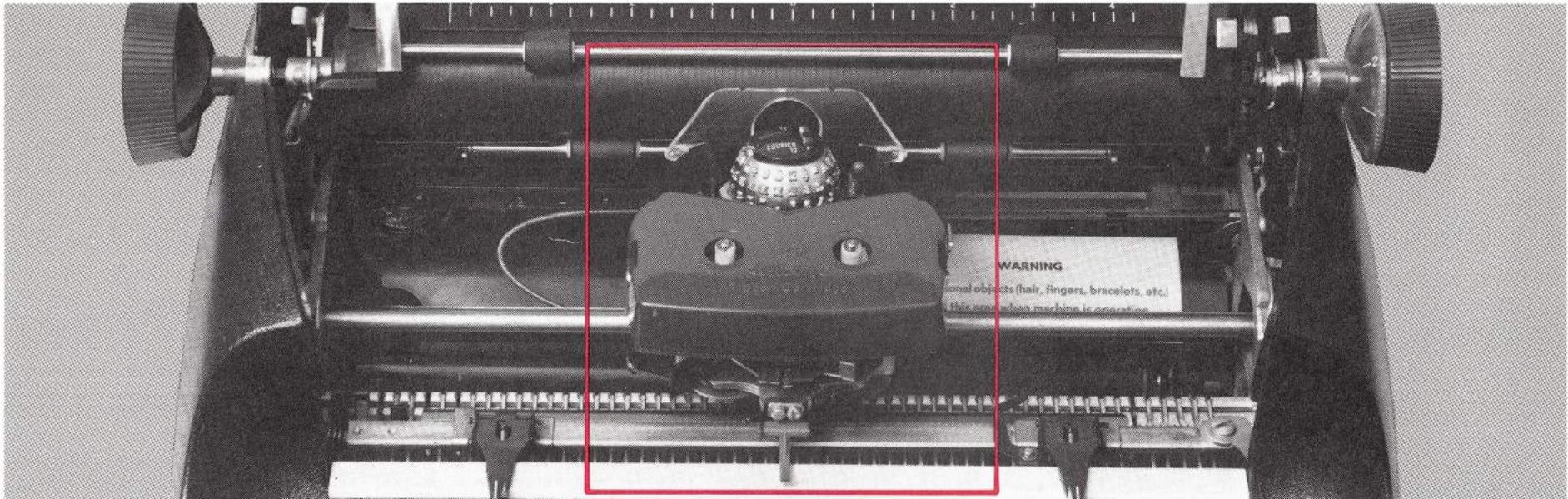
#### Backspace Key

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.

#### Spacebar

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

## Inside Your IBM "Selectric" Typewriter

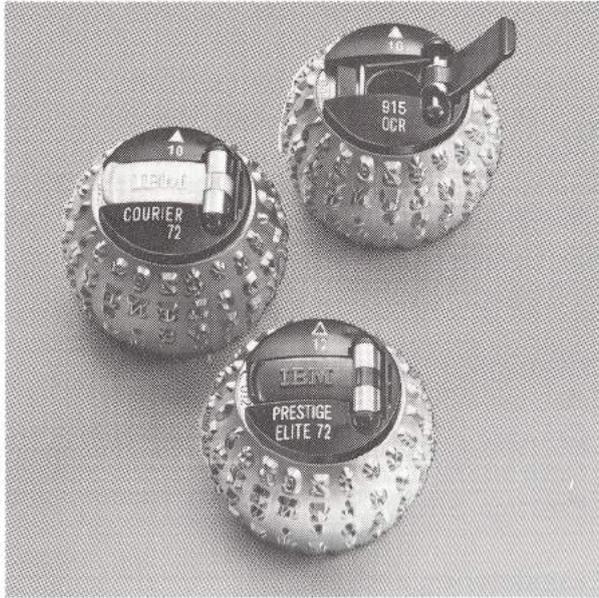


### The Carrier

The Carrier on your IBM "Selectric" Typewriter holds:

- The 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.



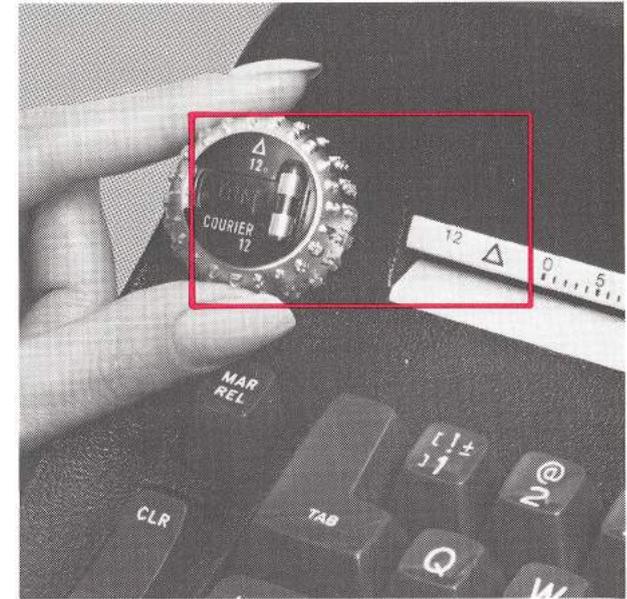
### Lever Action Elements

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. Care should be taken not to drop the typing elements.

**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:

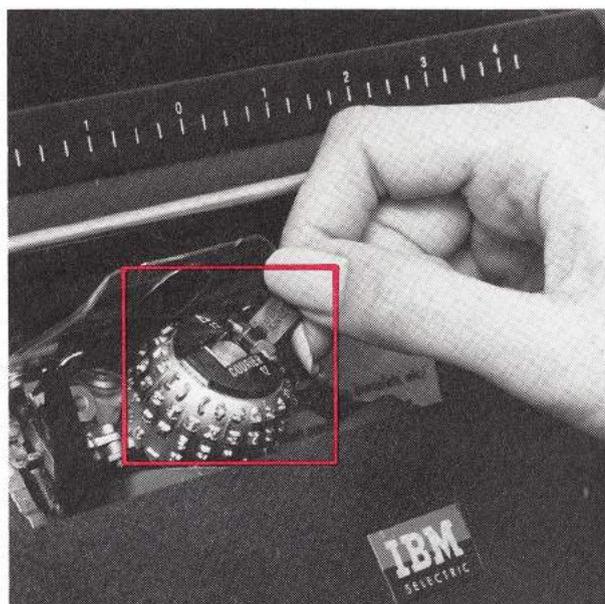
- The name of the typestyle (e.g., Prestige Elite 72).
- A triangle which points toward the platen whenever the typewriter is in lower case position. A solid triangle denotes 10-pitch type, an open triangle 12-pitch type.
- The IBM logo in raised letters on the Element Release Lever.
- A three-digit 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 typestyles and pitches to determine which is most suitable for your needs.*

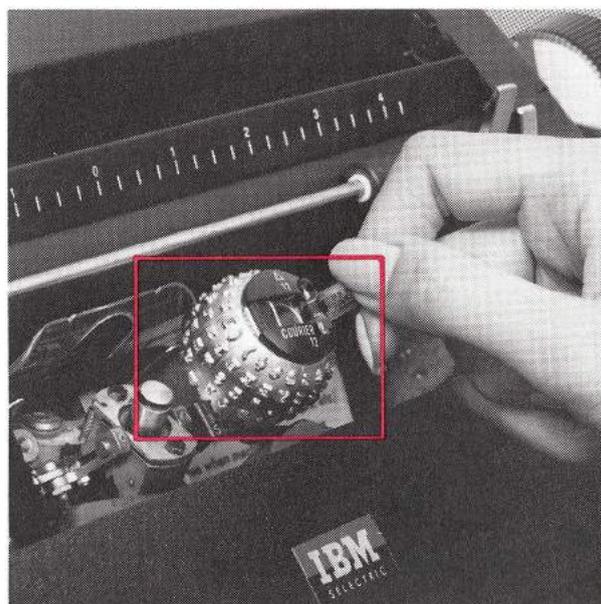


### Changing Typing Elements

When removing or replacing an element, make sure that your typewriter is in the lower case position, i.e., the triangle on the element cap is 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 the lower case 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 the lower case 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.

### Suggested Element Sets

#### Accounting:

Advocate  
Letter Gothic  
Manifold (006)  
Scribe  
Prestige Pica 72  
Bookface  
Academic 72

#### Legal:

Large Elite  
Light Italic  
Pica 72 (legal)  
Prestige Elite 72  
Prestige Pica 72  
Bookface  
Academic 72

#### Correspondence:

Artisan 12  
Courier 12  
Courier 72  
Prestige Elite 72

#### Library:

Delegate  
Elite 72 (library)  
Orator  
Script

#### Engineering and

#### Scientific:

Delegate  
Dual Gothic  
Light Italic  
Symbol 10 or 12

#### Medical:

Advocate  
Courier 12  
Courier 12 Italic  
Letter Gothic

#### Executive:

Courier 12  
Light Italic  
Orator  
Script  
Bookface  
Academic 72

#### Personnel:

Advocate  
Artisan 12  
Letter Gothic  
Orator

#### Forms:

Artisan 12  
Courier 12  
Dual Gothic  
Manifold 72 (010)

#### Sales:

Courier 72  
Dual Gothic  
Orator  
Prestige Elite 72

#### General Typing:

Advocate  
Courier 12  
Letter Gothic  
Prestige Elite 72  
Prestige Pica 72  
Bookface  
Academic 72

#### Statistical:

Artisan 12  
Light Italic  
Manifold 72 (019)  
Prestige Elite 72  
Prestige Pica 72

## Element Application Rating\*

	Maximum Carbon Copies	Offset Masters	Spirit Masters	Stencils	Diazo	Office Copier Machines
Adjutant	B	A	B	B	A	A
Advocate	A	B	A	A	B	A
Artisan 12 72	B	B	B	B	B	A
Bookface Academic 72	B	A	B	C	B	A
Courier 12	B	A	B	B	B	A
Courier 12 Italic	B	A	B	B	B	A
Courier 72	B	A	B	B	B	A
Delegate	B	A	B	C	A	A
Dual Gothic	B	B	B	A	B	A
Elite 72	A	A	A	A	A	A
Large Elite 72	A	A	A	A	A	A
Letter Gothic	A	A	B	B	B	A
Light Italic	A	A	A	A	A	A
Manifold 72	A	B	B	B	A	A
Orator†	C	C	C	C	C	A
Pica 72	A	A	A	A	A	A
Prestige Elite 72	A	A	A	A	A	A
Prestige Pica 72	B	A	B	B	B	A
Scribe	A	B	A	A	A	A
Script	C	B	C	C	B	A

\*Ratings: A—Good; B—Fair; C—Marginal

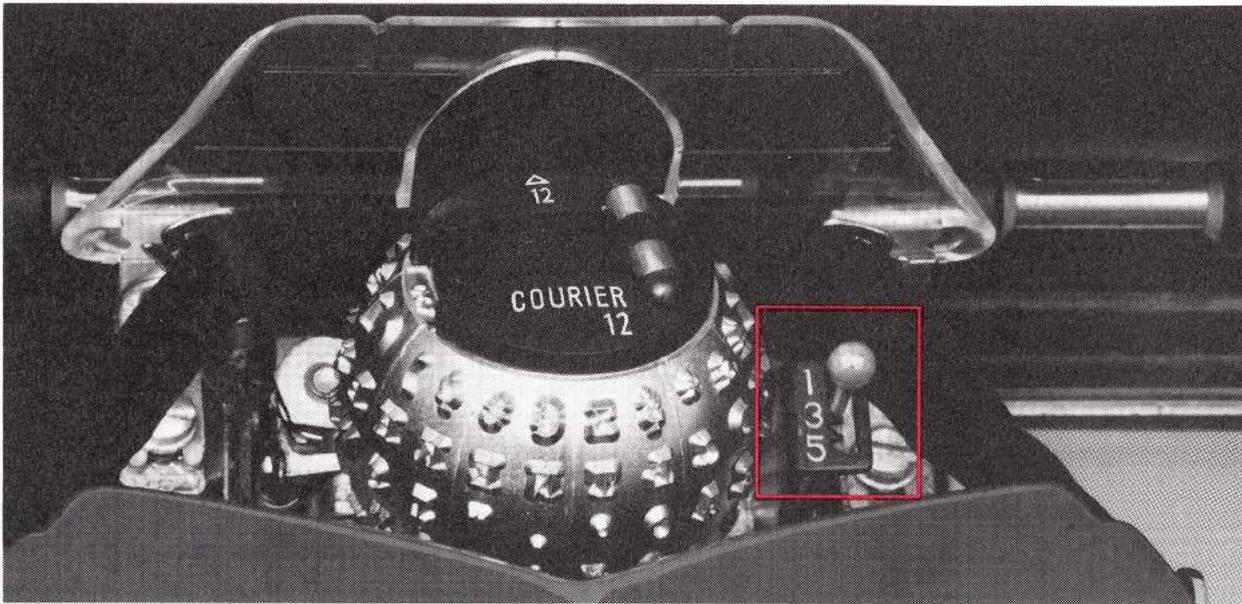
†For best results, a fabric ribbon is recommended.

Assumptions:

Proper setting of the Impression Control. (See page 18.)

Proper selection of ribbon, carbon paper, stencils, etc.

**NOTE:** Symbol and OCR elements are special application typestyles.



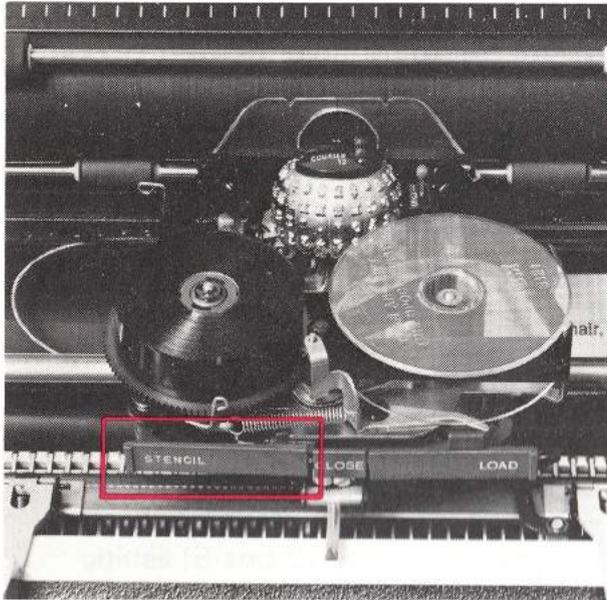
### Impression Control

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.*

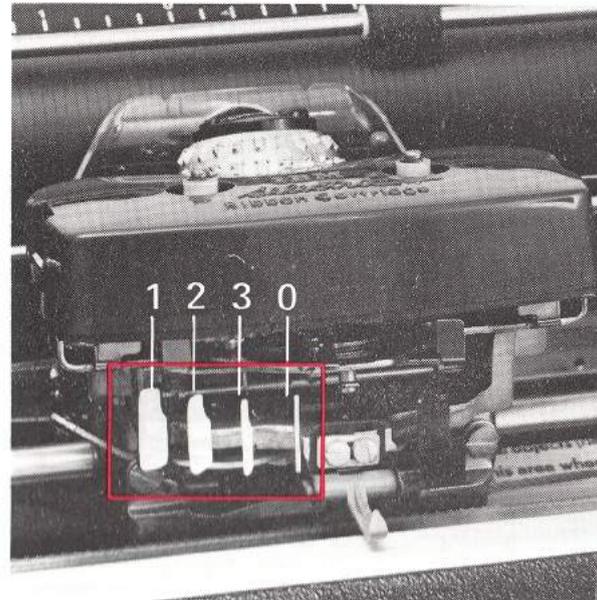
When the Impression Control is adjusted to increase the striking force of the element, you may need to move the Multiple Copy Control to a position away from you. This allows the element to print without embossing the original copy.



### Stencil Control

#### Film Ribbon Typewriter

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.



#### Fabric Ribbon Typewriter

*Regular typing:* Set the Control at position 1, 2 or 3 as illustrated to type on the bottom, middle or top portion of the ribbon. Change the position frequently to allow the ribbon to re-ink itself and give longer life. For red-black ribbons, set the Control at position 3 to type in black and at position 1 to type in red.

*Stencil typing:* Move the Control to position 0 for typing stencils.

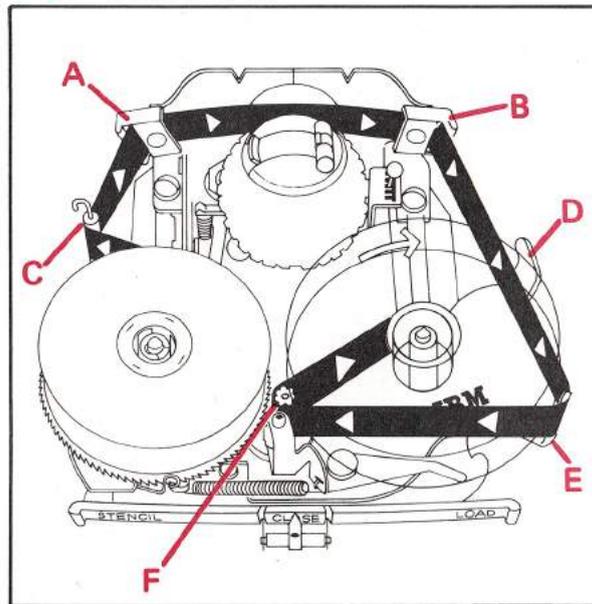
## Changing Ribbons on Your IBM "Selectric" Typewriter

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.

### To Remove a Film Ribbon

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

- Center the Carrier and turn the motor OFF.
- Lift the cover.
- Keep the Paper Bail against the Platen.
- Push the Load Lever toward the platen to lift the ribbon guides (A and B).
- Turn the clear ribbon spool clockwise, in the direction of the arrow, and lift while turning to remove the spool from the right spindle.
- Remove the ribbon from the two ribbon guides (A and B).
- Turn in a clockwise direction and lift the small gray ribbon core from the left ribbon spindle.
- Discard the core and the plastic takeup spool.



### To Install a New Film Ribbon

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

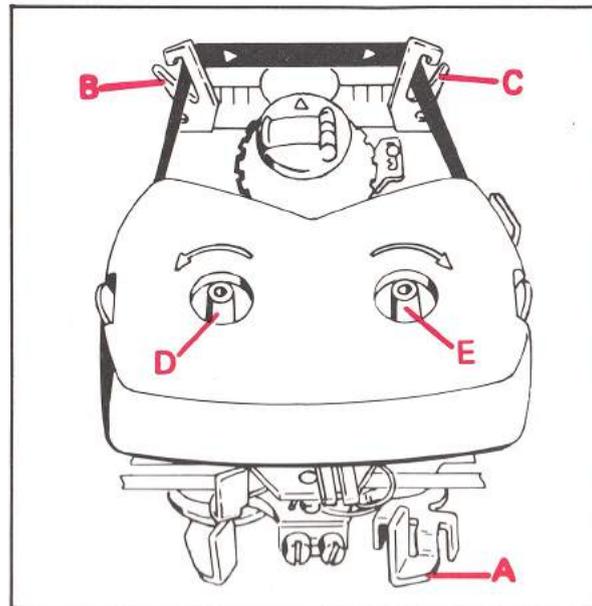
- Be sure the Load Lever is locked into position toward the platen.
- Drop the ribbon with the gray center core onto the left spindle and guide the ribbon using the clear plastic spool to the left of the tension wire (C).
- Continue holding the clear plastic spool and thread the ribbon through the ribbon guides (A and B).
- Guide the ribbon to the inside and past the carrier position post (D).
- Continue around to the outside of the guide post (E).
- Thread the ribbon carefully *between* the two ribbon feed rollers (F).
- 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 the Close Lever.
- Close the cover.
- Turn the motor ON. You are ready to type.

### To Remove 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.
- Move the ribbon change lever (A) to the far right to raise the ribbon guides (B and C).
- Lift the cartridge upward and off the ribbon cartridge spindles (D and E).
- Ease the ribbon out of the ribbon guides (B and C).

You can use the fabric ribbon again. When it is placed back on the typewriter, rewind the excess ribbon by inserting a pencil in either of the holes in the base of the cartridge and turning in the direction of the arrow.

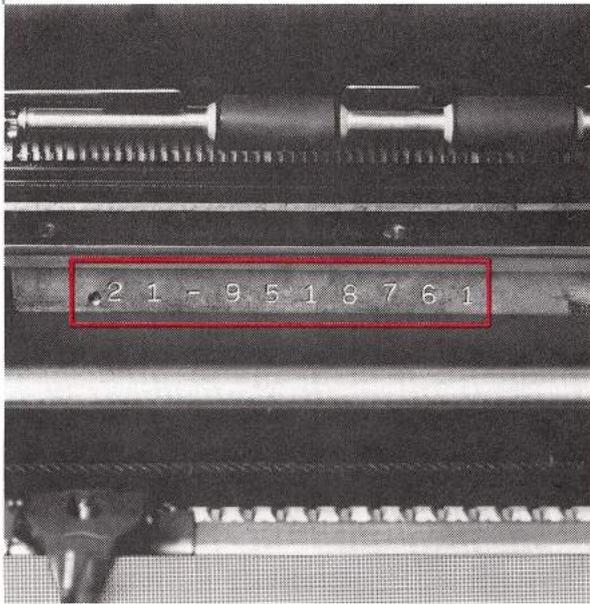


### To Install a New Fabric Ribbon Cartridge

- Center the Carrier and then turn the motor OFF.
- Lift the front cover.
- Keep the Paper Bail against the platen.
- Be sure the ribbon change lever is at the far right.
- Position the cartridge in front of the ribbon guides (B and C) and thread the ribbon through these guides.
- Place the cartridge on the two ribbon spindles (D and E) and press down evenly and firmly.
- Move the ribbon change lever (A) back to the left to lower the ribbon into typing position.
- To take up the slack in the ribbon, turn either spindle (D or E) in the direction of the arrows.
- Close the cover.
- Turn the motor ON and continue typing.

**NOTE:** The name and reorder number of each ribbon appear on the underside of the ribbon cartridge.

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



### 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 IBM "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 Service 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.

## 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 Spacebar or the Backspace Key to reach the desired location.

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

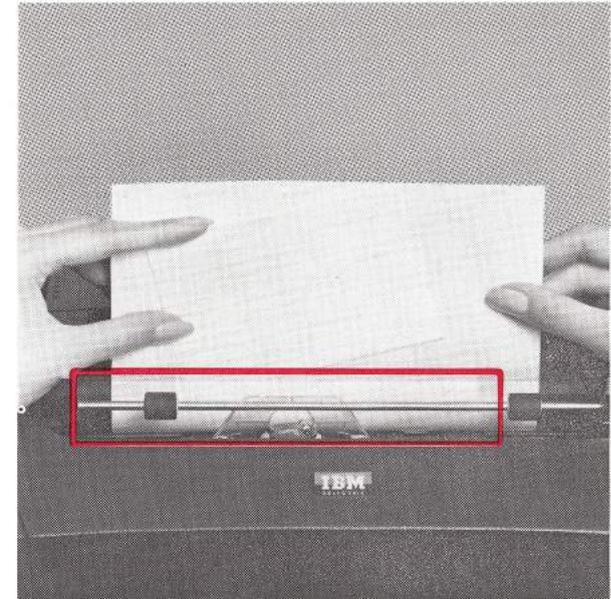
### Partial Carrier Return

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 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 linespaces 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.

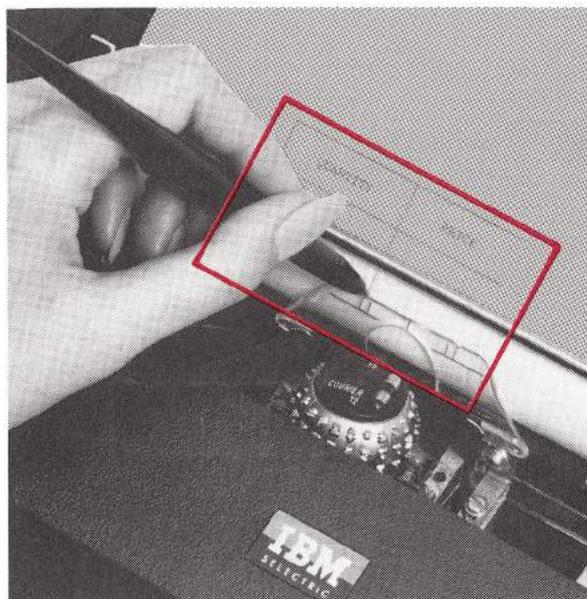


### Typing Cards and Labels

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 linespace.
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 ballpoint pen in the notch of the 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 linespacing.)

### 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 plugged into the outlet correctly.
- 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 the motor OFF for a few seconds, then ON. With the switch ON, depress the Margin Release Key or the Tab Key.
- For other than normal printing, remove the typing element to check for a broken tooth at the bottom, which requires replacing the element. On fabric-ribbon typewriters, reverse the ribbon *manually* and continue typing. (See page 21.)
- When erratic linespacing occurs, check to see that the Line Finder is engaged (back against the platen).

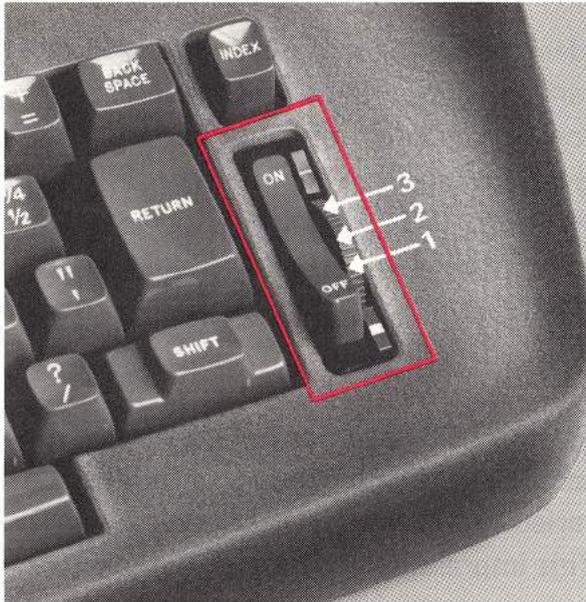
### For Your Typing Ease

- 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.

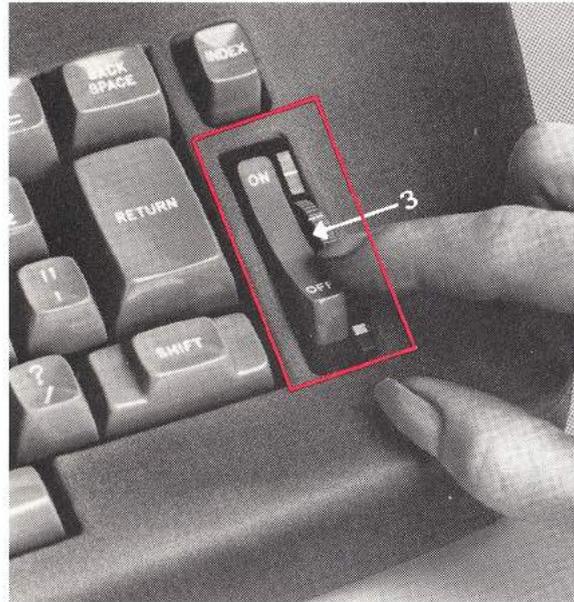
## Optional Features



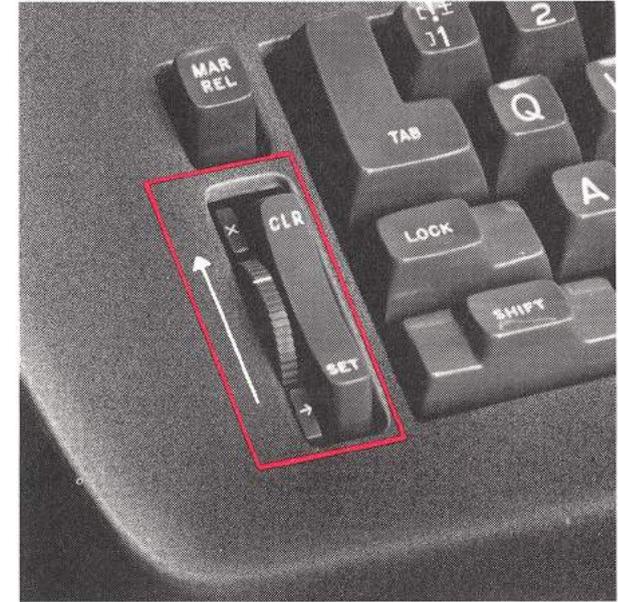
### Velocity Control

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 to allow a foreign language accent mark to be typed *before* the alphabetic character without advancing to the next space.

Set the Dial at the X position when using a library, trilingual, or language typing element to allow normal use of a dead key. Set the Dead Key Disconnect Dial at the → position to use a *correspondence* element on a typewriter equipped with dead keys. 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 typestyle 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.

### 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 — medium blue, medium green and medium brown. 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 three special colors — medium blue, medium green, and medium 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 Photo-Master Paper

This paper is specifically designed to accept direct-impression images with varied typestyles 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.

### Ordering IBM Supplies (U.S.A. Only)

Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division Branch Office or by calling IBM DIRECT at the following toll-free numbers (Alaska, Hawaii, and Puerto Rico are excluded):  
800-631-5582  
800-352-4960 (New Jersey)

## Index

Backspace Key	13	Film Ribbon	26	Photo-Master Paper	26
Carbon Paper	26	Film Ribbon		Pitch, Type	15
Care and Cleaning of Your		To Install	20	Platen Knobs	6
IBM "Selectric" Typewriter	22	To Remove	20	Platen Variable	6
Cards and Labels, Typing	23	Hyphen/Underscore	13	Position Indicator	7
Cardholder	8	Impression Control	18	Preface	1
Carrier, The	14	Index Key	13	Printing Vertical Columns	24
Carrier Return Key	13	Inside Your IBM "Selectric"		Serial Number	22
Centering Guides, Paper	4	Typewriter	14-19	Shift Keys and Shift Lock	12
Changing Ribbons on Your		Keyboard, Your IBM "Selectric"		Spacebar	13
IBM "Selectric" Typewriter	20-21	Typewriter	9-13	Stencil Control	19
Checklist for Proper Typewriter		Line Finder	6	Supplies	26
Operation	24	Line Return Without Vertical		Supply Agreement	26
Cleaning the Typewriter Cover	22	Spacing	24	Tab Control (Set and Clear)	11
Copy Guide	4	Linespace Lever	3	Tab Key	11
Copy Guide Scale	4	Making Corrections	23	Tab Stops	23
Corrections, Making	23	Margin Release Key	10	Top of Your IBM "Selectric"	
Dead Key Disconnect	25	Margin Scale	10	Typewriter, The	2-8
Drawing Vertical Lines	24	Margin Stops	10	Typamatic Keys	13
Elements, Typing	15, 26	Multiple Character Keys	12	Type Pitch	15
Application Rating	17	Multiple Copy Control	3	Typewriter Maintenance	22
Changing Typing	16	ON/OFF Control	11	Typing Cards and Labels	23
Lever Action	15	Optional Features	25	Typing Ease	24
Suggested Sets	16	Ordering IBM Supplies	26	Typing Elements	15, 26
To Remove	16	Page-End Indicator	7	Typing Tips and Reminders	23-24
To Replace	16	Paper Bail	5	Typing Touch	24
Fabric Ribbon	26	Paper Centering Guides	4	Velocity Control	25
Fabric Ribbon		Paper Guide	4	Vertical Columns, Printing	24
To Install	21	Paper Release Lever	3	Vertical Lines, Drawing	24
To Remove	21	Partial Carrier Return	23		



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