HERE'S YOUR GUIDE TO

Effortless Typing
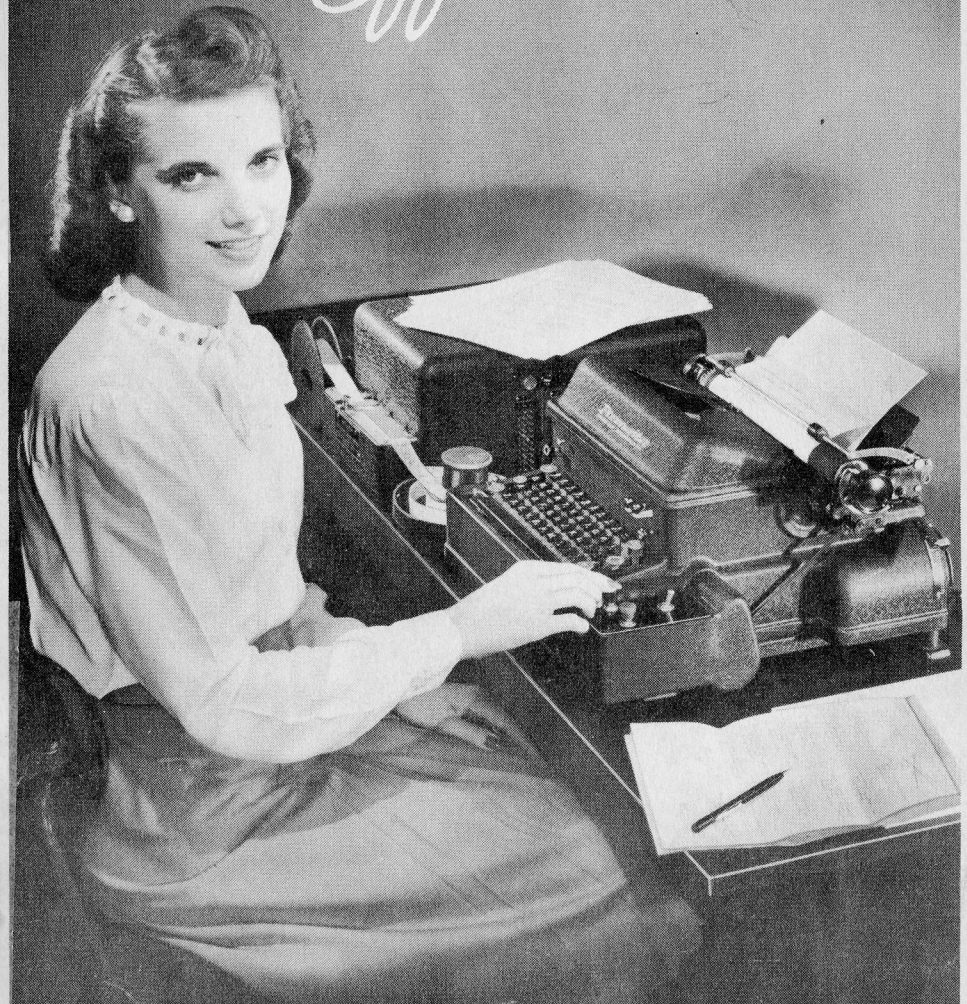
OPERATING INSTRUCTIONS

FOR THE

Flexowriter

CONTENTS

JUSTOWRITER CORPORATION

General Offices - 1 Leighton Ave., Rochester 1, N.Y

LEARNING TO OPERATE THE FLEXOWRITER
is SIMPLE, EASY and QUICK

YOU are about to enjoy a new method of producing individually typed letters—a method that will leave you fresh and relaxed at five o'clock, thanks to the Flexowriter's effortless typing and all-electric operation.

You can learn to operate the Flexowriter expertly in a very short time. All control buttons and switches are clearly labeled to indicate their functions.

The Flexowriter consists of two units—the Automatic Perforator which records typewritten material in the form of perforations in a strip of tape, and the Automatic Typewriter which "reads" the perforated tape, thus producing individually typed letters in quantity Both units are all-electric and extremely easy to operate.

Read this manual carefully—learn how to use this truly amazing machine—and, perhaps for the first time, you 'will know what effortless typing really means!

The Flexowriter Consists of Two Units—the Automatic Perforator (right) and the Automatic Typewriter (left)

THE FLEXOWRITER AUTOMATIC PERFORATOR

Perforating a Tape

Every operation on the keyboard of the Automatic Perforator is automatically perforated on a strip of tape. The keyboard of the Flexowriter is standard and operated with a feather-light touch so that, when perforating a tape, the operator types at her normal rate of speed.

Here Are the Steps:

1. Insert a letterhead or blank piece of paper in the Automatic Perforator.

2. Turn switch at left of keyboard to "on" position (illustrated at top of Page 14) and have all switches on front of Perforator in "down" position as in Fig. 1.

Fig. 1

3. Set margin stops for desired width of copy (see detailed instructions on Page 16)

4. Set tabular stops (see detailed instructions on Page 14)

5. Press "Feed Out Tape" button on right of typewriter (Fig. 2) and hold until approximately six inches of tape feed out of the Perforator. This six-inch strip is called a "leader."
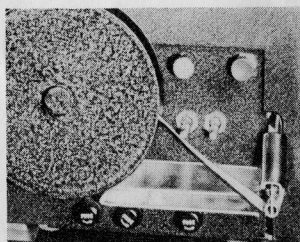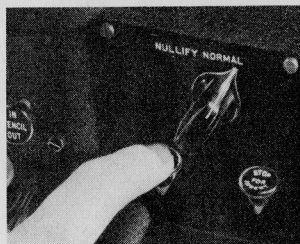

Fig. 2

6. Press "Carriage Return" button on right of keyboard to insure correct position of carriage when Automatic Typewriter starts to "read" the copy. (Fig. 3)

7 Proceed to type your copy at your normal rate of speed.

8. When copy has been completed, press the "Stop for Insert" button at right of typewriter keyboard (Fig. 4) When the tape is read through the Automatic Typewriter, this "Stop for Insert" perforation will automatically stop the Typewriter at the end of your copy.

9. Press "Feed Out Tape" button again until about four inches of tape feed out. Remove tape from spool and tear off by pulling upward along straight edge on the right of tape guide. The tape is now ready to be read through the Automatic Typewriter.

Fig. 3

Fig. 4

Perforating a Tape for Fill-ins

If the date is to be perforated in the tape and the heading and salutation are to be filled in—type the date on the Automatic Perforator, press the "Carriage Return" button as many times as you desire spaces between the date and the heading, and then press the "Stop for Insert" button shown in Fig. 5.

At any point in the letter or copy a short fill-in can be made, such as a name or amount, simply by pressing the "Stop for Insert" button when perforating the tape on the Automatic Perforator and then continuing with the copy. If a longer fill-in which may vary in length is desired, it should be inserted at the very end of a paragraph.
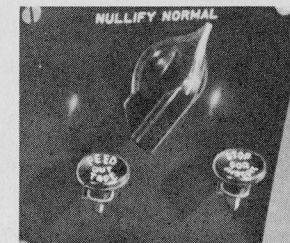

Fig. 5

Paragraph Selection

If paragraphs have been standardized and letters requiring paragraph selection are to be typed, a tape should be perforated from a numbered master list with two carriage return perforations at the start and a "Stop for Insert" and a group of feed holes at the end of each paragraph. The paragraphs in the tape are then numbered to correspond with the master list.

Envelope Addressing

When preparing a tape containing addresses for a mailing list, it is necessary to start each address with a carriage return to insure the correct carriage position, and perforate a "Stop for Insert" signal at the end of each address to allow for the feeding of envelopes into the machine.

Correcting an Error While Perforating a Tape

The Flexowriter offers visual typing, thus the operator can proofread her work as she types. If an error is discovered, it may be corrected according to the following directions

1. Turn the "Nullify-Normal" switch at right of keyboard to the *"Nullify"* position (Fig. 6)

2. Backspace the carriage to the last correct character *preceding* the error.

3. Turn "Nullify-Normal" switch back to *"Normal"* position as in Fig. 7

4. Retype over the last correct character.

5. "x" out all the remaining typewritten characters and type one additional "x." Then type the correct character and continue typing your copy (see page 7)
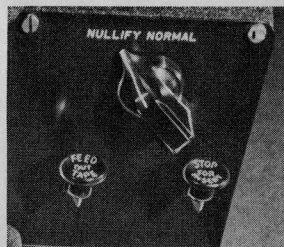

Fig. 6

Fig. 7

Example:

demand ⟶ Correct typing.

dimand ⟶ Incorrect typing.

dimand ⟶ With switch in "Nullify" position, backspace to the first letter "d."

dimand ⟶ With switch in "Normal" position type over "d."

dixxxxx ⟶ "x" out all remaining characters and type one additional "x." Then type the correct character "e" and continue typing.

dixxxxxemand ⟶ Appearance of correction.

demand ⟶ When the tape is read through the Automatic Typewriter the word will look like this.

Correcting an Error Involving a Capital Letter

Every operation on the typewriter keyboard is perforated in the tape. For example, in the case of a capital letter, there are three sets of perforations—one for the shift, one for the character and one for the shift release. Therefore, it is necessary to backspace two additional times when an error involves a capital letter before retyping over the last correct character and proceeding as previously outlined.

Example:

New York ⟶ With switch in "Nullify" position, backspace to the last correct character preceding the error, which is a "space" then backspace two additional times to the "e," restrike the space bar and continue as previously outlined.

Correcting an Error Involving a Capital Letter
At the Beginning of Line

Example:

System   ——————▶ Correct typing.

Aystem   ——————▶ Incorrect typing.

Aystem   ——————▶ Turn switch to Nullify. Backspace to letter "A," plus two for shift up and down signals—the shift down being the last correct perforation in the tape, at the same time taking a mental note of the number of times backspaced.

A̶y̶s̶t̶e̶m̶XX   ——————▶ Turn the switch back to Normal. Strike the "Shift Lock" button and "x" the number of times backspaced. As the shift is already in position, simply strike the letter "S," release the shift and continue writing the word "System."

Correcting an Error on a
## Completed, Perforated Tape

If an error is not discovered until after the tape has been completed, it will be necessary to reproduce the tape up to the part where the error occurred. First, read the instructions on how to reproduce a tape on Page 13. With the machines thus operating in conjunction with each other, a tape running through the Automatic Typewriter will be reproduced by the Automatic Perforator.

To make a corrected tape, therefore, you simply stop the Automatic Typewriter at the last character preceding the error. This can be done easily by working the "Start" button up and down when approaching the incorrect portion of the tape, causing the characters to type slowly so that the machine can be stopped at the exact spot desired. Then type in the correct copy on the Automatic Perforator, move the original tape (on the Automatic Typewriter) forward past the error to the correct starting position, press the "start" button and complete reproduction of the tape.

How to Insert a New Spool of Tape

1. Open door on right hand side of Perforator Unit.

2. Take Plate (A) completely out of Unit by raising it up and pulling forward.

3. Insert new spool of tape on hub and put plate back in position.

4. Thread the tape between metal pegs (1), in back of metal peg (2), back of upper tape guide (3) and lower tape guide (4) simultaneously, through guide (5) and then to slot (6) At this point feed tape through opening (6) until it connects with the feed pins (7) and then either feed tape through manually by turning spool (8) with thumb, or automatically by pressing the "Feed Out Tape" button.

### *Inside of Perforator Showing Tape Correctly Threaded*
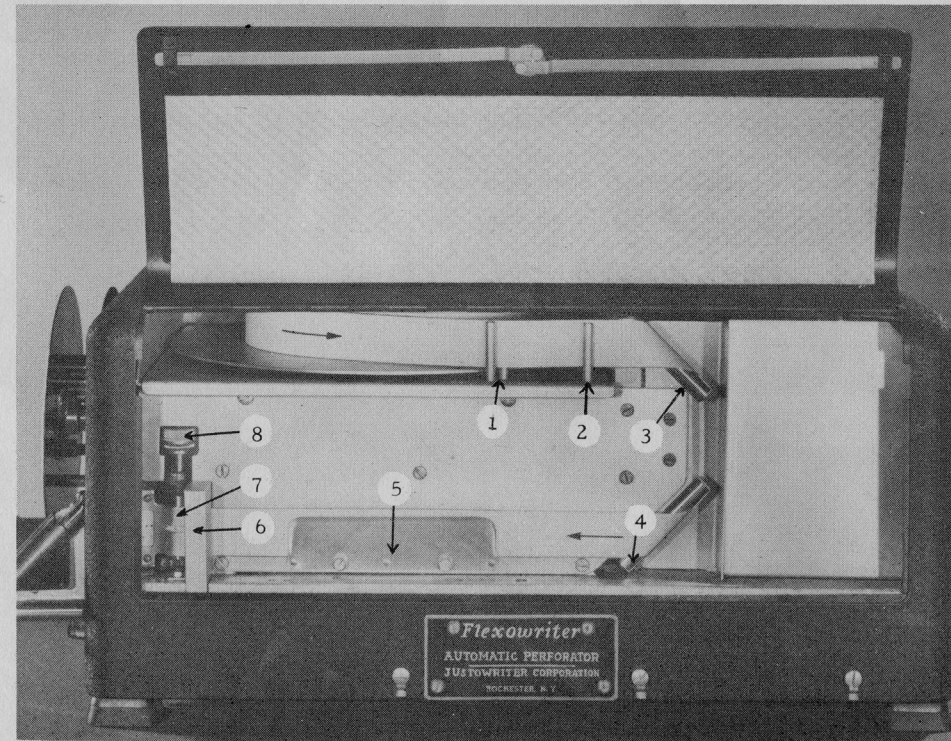
THE FLEXOWRITER AUTOMATIC TYPEWRITER

Inserting a Perforated Tape

1. Place perforated tape on supply spool (See illustration below) at extreme right of Automatic Typewriter with "leader" (portion of tape not perforated) feeding from the center of the roll of tape and in front of spool hub.

2. Insert tape in guide (2) with the narrow portion toward the operator.

3. Place leader with pins (3) coming through feed holes and securely lock tape in gate (4)

4. Thread tape to "rewind" spool (5)

Tape Correctly Inserted in Automatic Typewriter
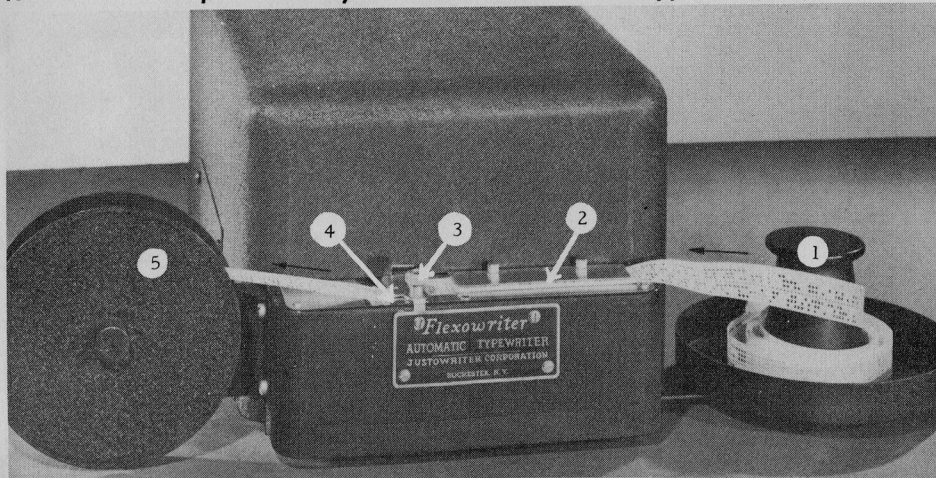

Reading the Tape

1. Insert a letterhead or blank piece of paper in the Automatic Typewriter.

2. Set margin stops the same as they were set on the Automatic Perforator.

3. Set tabular stops the same as they were set on the Automatic Perforator.

4. Insert tape.

5. Turn switch at left of keyboard to "on" position.

6. Press "Start" button.

Note   When a large number of letters are to be produced, a tremendous saving of time may be achieved by reproducing the same letter a number of times on a single tape. This eliminates placing the roll on the supply spool and threading on the rewind spool for each letter. For continuous automatic typewriting the ends of the tape can be joined. The tape will then automatically be in position for the next letter, eliminating rewinding and unnecessary handling. *Use only Flexowriter Tape Cement described on Page 20.*

Reading a Perforated Tape with Fill-ins

Insert a letterhead in the Automatic Typewriter, set the margin stops and tabular stops the same as they were set on the Automatic Perforator and press the "Start" button. The date will be typed from the perforated tape and the machine automatically spaced to the correct position for the heading. The Automatic Typewriter will then automatically stop for the heading fill-in. Snap the "Insert" switch forward as shown in illustration and type the heading and salutation. Flick the "Insert" switch back and press the "Start" button.
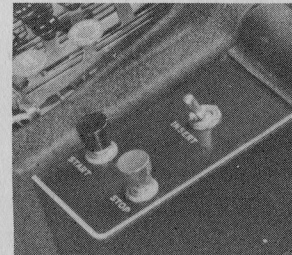
If the date, heading and salutation are to be filled in, simply insert a letterhead, type the date, heading and salutation manually, insert the perforated tape in the Automatic Typewriter and press the "Start" button.

Wherever there are fill-ins in the body of the letter, the Automatic Typewriter will stop automatically. At each stop, flick the "Insert" switch down and type in the correct fill-in. Then flick the "Insert" switch up and press the "Start" button. The Automatic Typewriter will then continue typing until the next fill-in or to the completion of the letter.

Multiple Flexowriter Installations

Where greater production than is possible with one Automatic Typewriter becomes desirable, multiple installations are recommended. One operator can easily attend to as many as four Automatic Typewriters, making possible a production of as many as 600 letters a day.

Duplicate perforated tapes are made as explained in detail on the following page. These tapes are then inserted in the Automatic Typewriters. Date (unless it has been perforated on the tape), heading and salutation are typed on the letterhead manually and the first machine is placed in operation. The operator then turns to the next machine and while the first one is typing automatically, types date, heading and salutation on a letterhead and places the second machine into operation—and so on with the third and fourth machines.

By the time the fourth machine has been started, it is likely that the first machine has stopped for a fill-in. The operator then types the fill-in on the first letter and again places it in automatic operation. By this time, the second machine has probably stopped for its fill-in. She attends to this machine, then to the third and fourth machines in sequence. Thus, by attending each machine in order and by timing her work, she can keep all machines in operation with a minimum of lost time. One highly important aid in the accurate typing of fill-ins is a typewritten list of names, addresses and fill-ins which may be checked off as each is completed.

Reproducing a Tape

Where there is a multiple installation it might be necessary to reproduce the original tape. It is also well to reproduce a tape, where there is a single installation, for filing purposes or as a safety measure in the event something should happen to the original tape. Then, too, this ability of the Flexowriter to reproduce a tape makes correction of errors in a completed, perforated tape simple, easy and rapid.

A tape is automatically reproduced simply by attaching a cable from the Automatic Typewriter to the Automatic Perforator. This is accomplished by the following steps

1. Connect the Automatic Perforator to the Automatic Typewriter by means of the AD cable. Placing the "A" plug in the "A" section of the Automatic Typewriter and the "D" plug in the "D" section of the Automatic Perforator.

2. Turn on both machines.

3. Press "Feed Out Tape" button on the Automatic Perforator until six inches of tape feed out.

4. Proceed with your normal letter writing work on the Automatic Typewriter and the work you do on this machine will automatically reproduce a new tape on the Automatic Perforator.

One Operator Can Handle as Many as Four Flexowriters

### Typewriter and Perforator Connected for Tape Reproduction
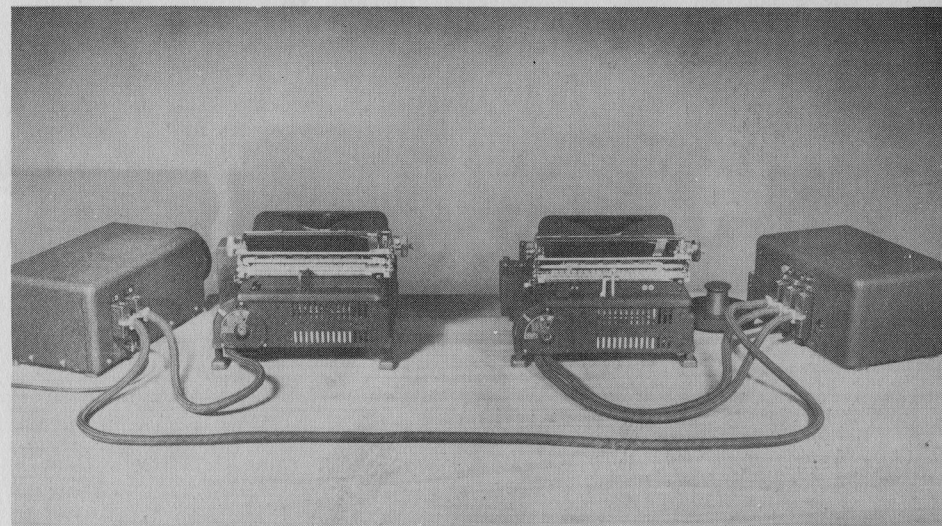
THE ELECTRIC TYPEWRITER
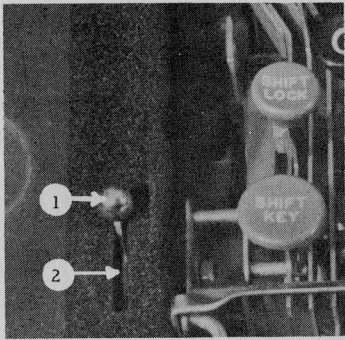
Electric Power Switch, turns the machine on (1) and off (2) When the power is turned off the keyboard is locked. It is advisable, whenever your typing is interrupted or when you leave your machine, to always turn off the power. When leaving the office at night, turn off the power before you cover your machine.

The electric motor is located at the back of the Flexowriter on the right side. Its speed and power is controlled by the movable lever on the top, called the Impression Indicator.
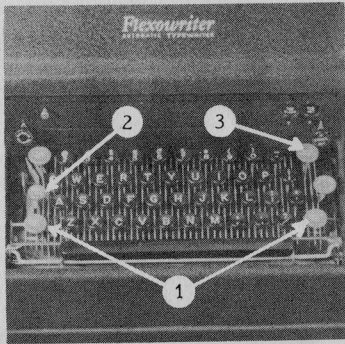
Shift Keys and Shift Lock. The electrically operated Shift Keys (1) and Shift Lock (2) are other features for the typist. The usual heavy operation of shifting for capital letters with either the Shift Keys or Shift Lock is done by the motor. The Shift Key Lock can be released by touching either the left or right Shift Key.

Back Spacer Another feature appreciated by typists is the light, responsive, positive and accurate Back Space Key (3). It is operated by the same feather-light touch as all the other keys on the keyboard.
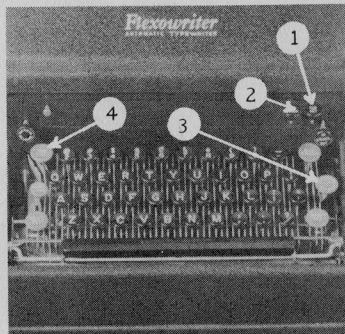
Tabular Set and Clear Keys. To set tabular stops, position the carriage at the points at which you wish to stop and depress the Tabular Set Key (1)

To clear individual stops, position the carriage at the point you wish to clear, then depress the Tabular Clear Key (2) To clear all tabular stops, position the carriage to the extreme left then depress the Tabular Clear Key (2) and Carriage Return Key (3) at the same time.

For tabulation work, after the machine is properly set, use tabular key (4)—it, too, is all-electric.
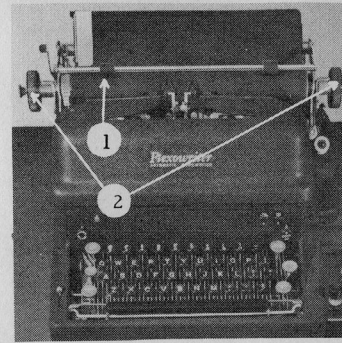
Platen and Platen Knobs. Platens (1) of varying hardness are designed for different kinds of work. The platen knobs (2) are used when inserting paper and turning paper backward and forward.
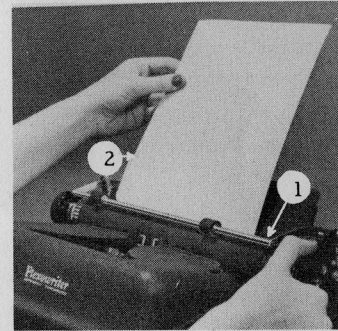
Paper Table (1) is located directly behind the platen. At the left of this table is the paper guide (2) The paper guide may be moved to any position on the paper table.

Feed Rolls. The paper feed rolls located back of and below the platen, enable the platen to grip the paper.

Paper Insertion. If the sheet touches all the paper feed rolls evenly before being twirled in, the sheet will go in the typewriter squarely—requiring no straightening or adjusting.
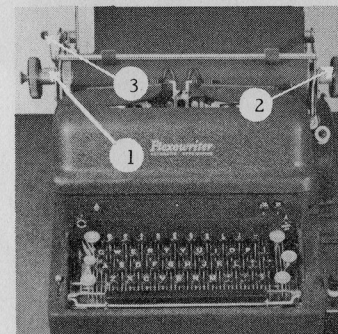
Carriage Release. To release the carriage depress either the right or left Carriage Release Lever conveniently located on the left and right of the carriage (1-2)

Paper Release. To release the paper in the carriage, pull the Paper Release Lever (3) forward. It is well to use the Paper Release Lever at all times to remove the finished copy—it tends to keep your work cleaner. It is faster and easier. The Paper Release Lever is used when straightening paper if it has not been inserted properly.
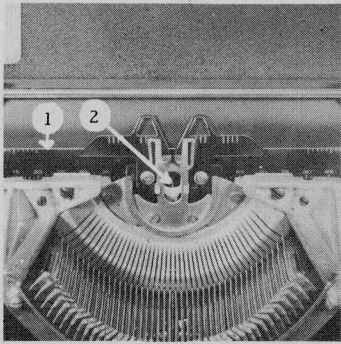
Platen Scale. The black scale (1) in front of the platen gives the numbered writing spaces on platen. If the left edge of the sheet is located at zero on this scale, the scale will show 85 pica writing spaces, 102 elite writing spaces to a full 8½ inch line on an 8½ inch sheet.

Printing Indicator. The Printing Indicator (2) below the type guide indicates the platen scale position.
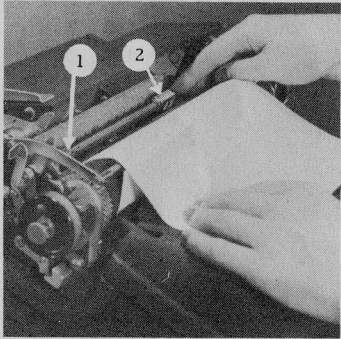
To Set Margins. First, move the margin stops (1-2) to the extreme ends of the rail. Move the carriage to the desired position, then slide the margin stops toward the center until they stop. (See illustration)

Margin Release. If you wish to extend the length of the typing line beyond the margin setting, push in the Margin Release Button.
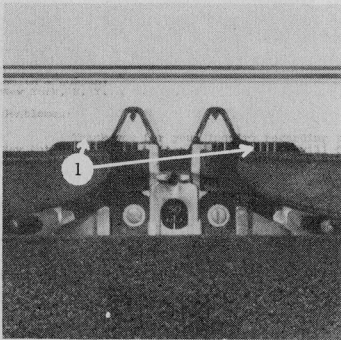
Writing Line Finder. The divided scale (1) at the right and left of the type guide is the Writing Line Finder. The bottom of the typed line will be just above the top edge of the Writing Line Finder.
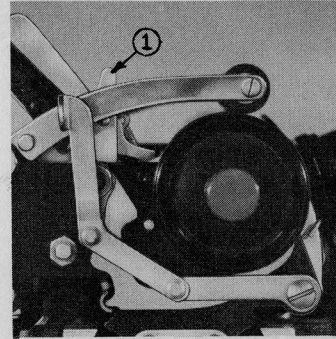
Line Space Indicator The Line Space Lever (1) is located as shown in photograph and is adjustable for 1, 2 or 3 spaces between lines. When the Carriage Return Key is released the paper automatically spaces to next writing line position.
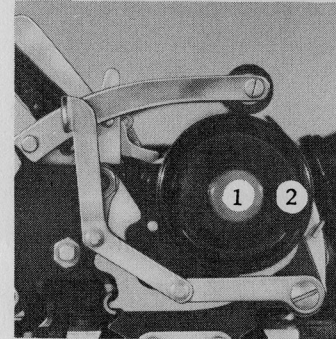
Variable Line Spacer and Lock. For variable line spacing, release the platen by pressing in the button (1) with a firm grip on the left platen knob (2) Turn the platen knob to the irregular line desired. After releasing Variable Line Space Release Button, the line spacer is locked and regular line spacing continues.

When typing on irregularly ruled forms, the ruled writing line should be even with the top of the Writing Line Finder.

Inserting Ribbon. Insert new ribbon, pointing the teeth in the spool toward the platen. Thread the ribbon as indicated by arrows.
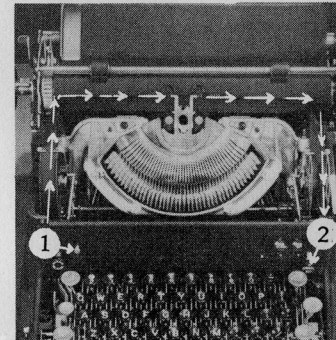
Ribbon Control Button (2) When the button is all the way in, the upper half of the ribbon is in use, when it is all the way out, the lower half is in use. The halfway point takes the ribbon out of position and sets the machine for stencil writing.

Ribbon Reverse Button (1) Controls the direction of the ribbon movement when typing. The Ribbon Reverse Button automatically moves in or out when all the ribbon has been wound on one spool. To wind the ribbon on the left spool PUSH IN this button.
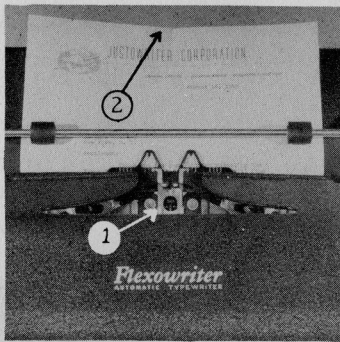
Centering Copy. To center a title on a sheet, locate the carriage so that the mid-point of the writing line is above the pointer of the Printing Indicator (1). Center of page can also be found by first creasing the page (as illustrated at 2) before inserting in machine.
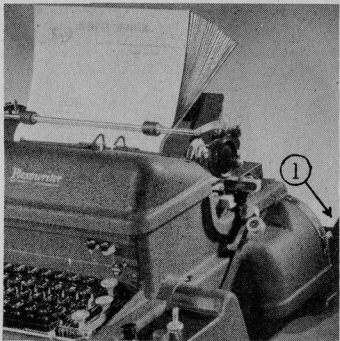
Carbon Copies—Impression Indicator The Impression Indicator (1) controls the type impression. By moving the indicator to a higher number, a greater number of carbon copies may be made. For fewer copies the indicator is set at a smaller number. The same feather-light touch is maintained regardless of the number of carbon copies required. Indicator settings are not standard—settings depend upon the weight of paper and carbon used.

Inserting Carbon Copies. A very practical and easy way to insert a large number of carbon copies is to place the flap of an envelope over the end of the complete set, release the feed rolls and insert in machine. Remove the envelope after the copy is in position.
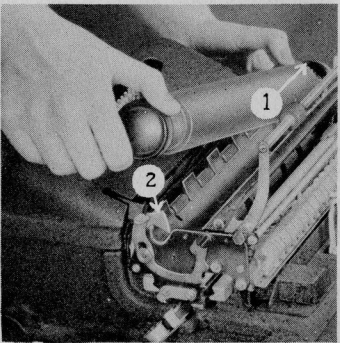
Cleaning. *Removing the Platen.* The Platen is easily removed by moving the Line Space Selector Lever back to triple space, pulling back the platen latches (Nos. 1 and 2) with the thumbs and raising platen (as illustrated) Any good typewriter cleaning fluid and brush may be used for cleaning the platen, removable tray and feed rolls.

Replacing the Platen. Hold the left-hand platen latch (1) back with the thumb and insert the left end of the platen—pushing it to the left as far as it will go and turn slightly—the right end will drop in place, be sure the latches engage the platen. Move Line Space Selector back to the desired position.

Writing Stencils. *Impression Setting.* First, insert a sheet of paper and adjust the Impression Control Lever to the point where the period, comma and hyphen just print on the page—this determines the stencil writing position. Disengage ribbon by setting button (1) in halfway position.
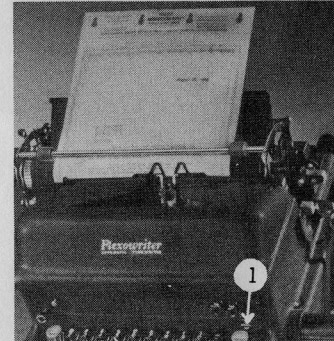
Clean Type. Use an ordinary stiff bristle brush with any good type cleaner, brush the type in a circular motion as shown. It is advisable to clean the type after every typewritten paragraph of average length.

Stencil Position. The paper bail rolls should be placed at the extreme left and right and off the edges of the stencil as shown in illustration.

Code Sheet for Flexowriter Tape

543.216

A - 1 2	
B - 1 4 5	2 @ -1 2 5 6
C - 2 3 4	3 # -1 6
D - 1 4	4 $ -2 4 6
E - 1	5 % -5 6
F - 1 3 4	6 ¢ -1 3 5 6
G - 2 4 5	7 & -1 2 3 6
H - 3 5	8 * -2 3 6
I - 2 3	9 (-4 5 6
J - 1 2 4	0) -2 3 5 6
K - 1 2 3 4	- -1 2 6
L - 2 5	¼ ¾ -1 2 3 4 6
M - 3 4 5	" -1 5 6
N - 3 4	; : -1 3 6
O - 4 5	/ ? -1 3 4 5 6
P - 2 3 5	-3 4 5 6
Q - 1 2 3 5	-3 4 6
R - 2 4	TAB -2 3 4 5 6
S - 1 3	BK.SP - 6
T - 5	C. R. - 4
U - 1 2 3	SHIFT.D- 1 2 4 5
V - 2 3 4 5	SHIFT.U- 1 2 3 4 5
W - 1 2 5	STOP - 1 4 5 6
X - 1 3 4 5	NULLIFY-1 2 3 4 5 6
Y - 1 3 5	SPACE - 3
Z - 1 5	

During the perforating process, each key on the keyboard of the electric typewriter perforates a different combination of holes in the tape. For identification of various characters on a tape, this code sheet is provided. Hold the tape vertically and read downward.

Flexowriter Tape Available in 250' Rolls
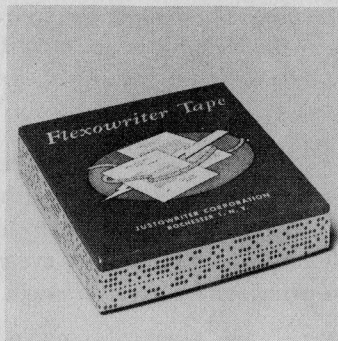
A roll of Flexowriter tape is less than five inches in diameter, yet is sufficient for twenty-five different business letters. It is specially treated to resist dampness and humidity and is tough and durable. The fact that folding does not injure it in any way makes it ideal for mailing in an envelope for reproduction at distant points. It comes in glassine lined boxes ready to be placed in the Perforating Unit.

Filing Boxes for Systematic Storage

These boxes are ideal for storing standardized letters which will be used for periodic mailings, or for storing mailing lists, payroll lists and similar material.

Each box permits the subject of the letter, the name of the maker of the tape and the date the tape was perforated to be written on the top edge for quick and easy location.

Measuring only 1" x 4" x 4", hundreds of tapes may be systematically stored in one desk drawer.
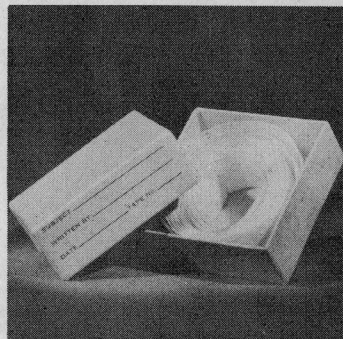
Flexowriter Tape Cement

This cement was developed only after years of research and development to find a cement that would hold fast under all conditions of service and atmosphere. It should be used for joining the ends of letter tapes for continuous automatic letter writing.

NEW YORK

Back Space to E
TURN TO NORMAL
HIT SPACE BAR
Rewrite W
Xout span O York
add one X.
Rewrite York