

- (1) பக்கங்களின் எண்ணிக்கை 18
 (2) புதுக்கித் திருப்பிய நாள் Sep. 88
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 26.9.88

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

Revenue துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	<u>123</u>	அச்சகம் பலவகை
நாள் :	<u>18.1.1877</u>	<u>7</u> .

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

1
128

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

18th January 1879, No. 123.

Read the following paper :—

No. 313. Proceedings of the Madras Government, Public Works Department dated 15th October 1878, No. 4,011-W.

ABSTRACT.—Communicating, for opinion, to the Departments of the Secretariat Examiner's report on the working of the type-writing machines.

No. 314. ORDER THEREON, 18th January 1879, No. 123.

Miscellaneous.

The experiment has been successful in the Office of the Examiner of Public Works Accounts, but it does not appear to this Department desirable to take action at present with reference to the employment of the machine more generally.

(True Extract.)

(Signed) H. S. THOMAS,
Acting Secretary to Government.

To the Public Works Department.

Ed. A. F. Goodall.

2
123

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

15th October 1878, No. 4,011 W.

General.
Account.

Read the following paper :—

No. 194. From Major L. CONWAY-GORDON, R.E., Examiner of Public Works Accounts, to the Secretary, to Government, Public Works Department, General Branch, dated Chepauk, 3rd October 1878, No. 297 W.

In my letter No. 2 W, dated 3rd April 1876, I promised to submit to Government a report on the type-writing machines, the purchase of which was sanctioned in G.O., No. 967, of 11th April 1876. I have purposely delayed sending in this report, for it appeared to me that an approximate estimate of the life of the machines would be a point in the report, on which Government would naturally look to receive some information.

2. Two type-writing machines were received in July 1876. The cost of each machine delivered in this country with all duplicates, printing tapes, &c., complete, was Rupees 280. Since July 1876 both machines have been in continuous use. I find them very useful in disposing of office correspondence, and not liable to get out of order if reasonable care be taken of them.

3. They can be easily worked by a person of ordinary intelligence after about a month's practice. Enclosed is a copy of a memorandum I have drawn out for the guidance of operators.

4. The ratio of work done by the machine as compared with hand-copying is as near as possible 2 to 1. Accurate statistics were kept for a month, and it was found that the work done by two men at the type-writers compared with that of four men at hand-copying as 127-631 to 127-558, the two type-writers doing a fractional amount of work more than the four manuscript copyists.

5. For all purposes in connection with rough drafting and fair-copying the machines answer admirably; with practice, figured statements of account can be turned out; but, as might be expected, the machine is of no use for filling in figures in blank forms. It might perhaps be made use of for this purpose were the forms drawn out specially to suit the machine, but as a matter of fact we have never used it for this purpose.

6. One excellent use has been made of these machines in connection with the Lithographic Press. Circulars or any other documents, of which a number of copies are urgently required, are now type-printed on transfer paper, transferred to the stone and copies taken off by the ordinary lithographic process. The whole process of obtaining as many as 100 printed copies of a circular can be completed in the course of a few hours. I enclose a specimen of type-lithography for the information of Government, a process I trust soon to further improve upon.

7. The two machines are now, after two years' incessant wear, in perfect order, and, as far as can be seen, are likely to remain so. This report itself is a fair specimen of the work the machine turns out daily.

8. On the whole I am able to report very favorably on the machines. I think that they might with advantage to Government be introduced in all large public offices.

MEMORANDUM ON THE USE OF THE TYPE-WRITER FOR OFFICIAL LETTERS.

Take care to keep the machine always properly cleaned, especially the rod on which the carriage slides, and carefully avoid as far as possible all dust falling on the machine.

The rod and other working parts should be kept slightly oiled with good kerosine oil.

2. Strike the keys as in playing *staccato* on a piano-forte, and with sufficient force to obtain the required impression. In damp weather less force will be found to be required.

3. Take particular care not to strike two keys at a time and to keep good time, for it will be found that the more regularly and mechanically the keys are struck, the more even will the printed writing be.

4. To get a quarter margin on foolscap, place pin in second hole from right of carriage bar.

5. Adjust the paper properly, and see that it is quite straight by lifting the carriage.

6. DEFINITIONS.—A *space*.—A horizontal space across the paper, represented by moving the carriage through one division on the index or scale in front of the machine either by the hand or by pressing down the bar.

A *tick*.—A vertical space down the paper, represented by turning the printing cylinder one tooth on the ratchet wheel.

7. INSTRUCTIONS FOR CORRESPONDENCE CLERKS. *Stops*.—Leave a space after each stop.

8. *Paragraphs*.—One tick between each paragraph in excess of the usual distance between lines.

9. *Numbering Paragraphs*.—After numbering a paragraph leave six spaces thus:—

"2. It is also to be observed that the Accountant."

10. *Brackets*.—Use the colon with a space on each side and placing by hand each dot of the colon thus:—

< Excluding interest >

11. *Quotations*.—Give a margin wider by eight spaces (about) and give only one tick between the lines, thus:—

"2. In March 1878 the Government of India remarked that the practice of notifying in the Official Gazette the appointment and subsequent events in the service of Members of Office Establishments should be henceforth discontinued, unless they hold the specifically and officially recognised position of Assistant to the Secretary under a Local Government."

12. *Commencing Official Letters*.—Begin the heading "From the Examiner" at Index 13.

Begin the next line "Public Works Accounts" at Index 25.

Give an extra tick; begin the next line "To the Superintending Engineer" at Index 13.

Begin the next line "First Circle" at Index 25.

Give three extra ticks, commence "No." at Index 7.

Put date on the same line as "No." but commence at Index 35.

Give two extra ticks, commence "Sir" at Index 7.

13. *Concluding Official Letters*.—Give an extra tick, commence "I have the honor to be" at Index 25.

Commence "Sir" at Index 35.

Commence "Your most obedient servant" at Index 50.

Leave a space of five ticks for signature.

Commence "—Examiner of Public Works Accounts" at Index 35.

14. *Pockets*.—On letters folded lengthways commence at Index 31.

15. *Figured Statements*.—Calculate number of figures in each column of statement and then mark off on Index the point at which the line of units of each column is to commence, so as to get the figures exactly one under the other.

15. *Enclosures*.—Copy consecutively after letter. The words "Enclosure No. 1" at Index 24 thus:—

ENCLOSURE No. 1.

Copy of a letter from.....to.....

ENCLOSURE No. 2.

Copy of a letter from.....to.....and so on.

(Signed) L. CONWAY-GORDON, Major, R.E.,
Examiner of Public Works Accounts.

No. 195. ORDER THEREON, 15th October 1878, No. 4,011 W.

COMMUNICATED to all Departments of the Secretariat for information and for opinion.

2. A machine of this kind would probably be useful on the Hills.

(True Extract.)

ER/111 Colonel, R.E.,
Secretary to Govt. P.W.D.

To the Financial Department.

" Revenue do.
" Military do.
" Examiner of Public Works Accounts.

Exd. T. D. Ryan.
Spare Copies

Business Department
No 4977

Procs 2/18 Jan 1879

PUBLIC WORKS.

THE CENTRAL NEWS

15 November 1879

Dec 12 1879

13 No 313

C. H. Kemp 1879

UTICA, N.Y., Feb. 24, 1874

I have been using the Type-Writer for two months, and I have learned to do all my editorial writing with it.

I could not be induced to return to the old, tedious and straining method of editorial work. The printers all like the "Copy" of the Type-Writer, and claim that they can set it faster and more accurately than from any hand-writing, no matter how legible.

I think the Type-Writer is destined to revolutionize newspaper work. It relieves it of the severe physical strain which is gradually killing off our best editors. The most stalwart editor cannot write steadily for several hours without experiencing a fatigue and exhaustion, which is almost entirely obviated by the use of the machine.

It is especially excellent in night work, as it relieves the eyes from the effects of long writing under bad gas light.

Yours truly,
Ed. Utica Morning Herald. S. N. D. NORTH.

WHAT "OLIVER OPTIC" SAYS.
BOSTON, March 17, 1875.

GENTLEMEN: I have had one of your Type-Writers for the last ten days, and during this time I have written with it one hundred pages of a story for the magazine under my charge, all the editorial matter for the current number of this publication, and a great many letters; in fact, I have not used a pen since the machine came into my possession. After this experience of ten days, I find that I can write, with this apparatus, about two-thirds as fast as I can with a pen; and though I am a rapid writer, I confidently expect to be able to put more words on paper, before many weeks, with this machine, than I ever could with a pen in the same time. Writing with it is a very pleasant occupation, while to me the use of the pen is the merest drudgery. I find no difficulty in "composing" or doing any of my regular literary or editorial work with the Type-Writer.

Very truly yours,
WILLIAM T. ADAMS.

Editor of Oliver Optic's Magazine.

"I like the machine better and better every day."

Very truly yours,
EDWARD H. MAGILL,
President Swarthmore College

NEW YORK CITY, March 23, 1875.
No. 55, EAST 128 STREET.

GENTLEMEN: I have had the "Type-Writer" in daily use ever since last Christmas, at the rate of about three hours a day on the average, and I must say that I consider it one of the greatest inventions of the age. The machine has kept in perfect working order all that time, and continues to work beautifully. I am putting down these words at the rate of forty to fifty a minute, and you know that I have not had the machine three months yet. At a test I can write from ninety to a hundred a minute—when much roused by the painful situations in which my imagination sometimes places my fictitious characters—perhaps I reach a speed of one hundred and twenty words a minute, and with a correctness of execution that surprises myself. With great pleasure I am able to assert that your Type-Writer is one of the greatest helps to literary men ever—not dreamed of—but invented. If I could not procure another I would not part with this for a thousand dollars—no, not for five thousand, for it is to me both a money-maker and a great means of recreation.

Wishing you great and continued success,
I am, yours sincerely,
WM. HENRY PECK, Author.

15, SAND STREET, BIRMINGHAM,
Jan. 20th, 1876.

The Remington Sewing Machine Co.

DEAR SIR: I have very much pleasure in certifying that the Type-writer as manufactured by you is one of the prettiest contrivances that ever came under my notice. It is not only pretty, but an indispensable article with me, for I never dream of using the pen since I have possessed one. At the "Conversazione," held recently in Birmingham, it was a tremendous success; in fact, I may say the principal attraction there; so much so, that the crowd round the young lady, who was manipulating it was such that hundreds were unable to see it. I do not know what I should do without mine, as daily it induces me to answer many letters that had I to write them by hand probably they might be put off. It is complete in every respect, and I don't think I or any other person could suggest any improvement in it.

In conclusion I may say that I never was so pleased with anything as I am with this "Type-writer."

Yours faithfully,
WALTER SCOTT.

GENOA, December 5th, 1876.

The Remington Sewing Machine Company.

DEAR SIR,—I beg to acknowledge with many thanks the receipt of your letter and ribbon. I have lost no time in putting the latter to use, and, as you see, the result is highly satisfactory.

I really wonder how anyone who, like myself, suffers from pen paralysis, can refrain from getting a Type-Writer. I write far more to my friends, now that my right hand is completely disabled, than I did for years past, when the first signs of difficulty in the use of the pen were developing.

I remain,
Very faithfully yours,
E. A. LE MESURIER
The Central News,
107, FLEET STREET, E.C.,

LONDON, Dec. 1, 1875.

Mr. SAUNDERS presents his compliments to Messrs. REMINGTON, and has much pleasure in testifying to the admirable manner in which the Type-Writing Machine fulfils the requirements of this office. In cases of emergency, reports, of two or three columns in length, have been concluded in much less time than would have been occupied in the usual course of writing out, the copies being distinct and without errors.

Having used the machines for about a year, he can speak with confidence as to their usefulness.

THE CROWN IRON WORKS, GLASGOW, AND
9, VICTORIA CHAMBERS, WESTMINSTER,
LONDON, 3rd December, 1875.

The Remington Sewing Machine Company,
Queen Victoria Street, E.C.

GENTLEMEN: The Type-Writer supplied by you has been in constant use at this office for some months. We find it very useful, simple in construction, and not liable to derangement which cannot easily be adjusted at any moment by the operator. The invention is a useful one, and deserves every success.

We remain, Gentlemen,
Yours very truly,
THOMSON STERNE AND CO., (Limited).
L. STERNE, Managing Director.

8.1.79

I think or trial

THE TYPE WRITER,

ize and appearance, somewhat resembles the family sewing machine. It is graceful and ornamental—a beautiful piece of furniture for office, study or parlour. It is manufactured by D. Remington & Sons, N.Y., with whom a contract has been made for 25,000 of them. Reputation of this firm is sufficient guarantee that the machine embodies thorough workmanship and careful selection of materials, and, when properly handled, it is not liable to get out of order.

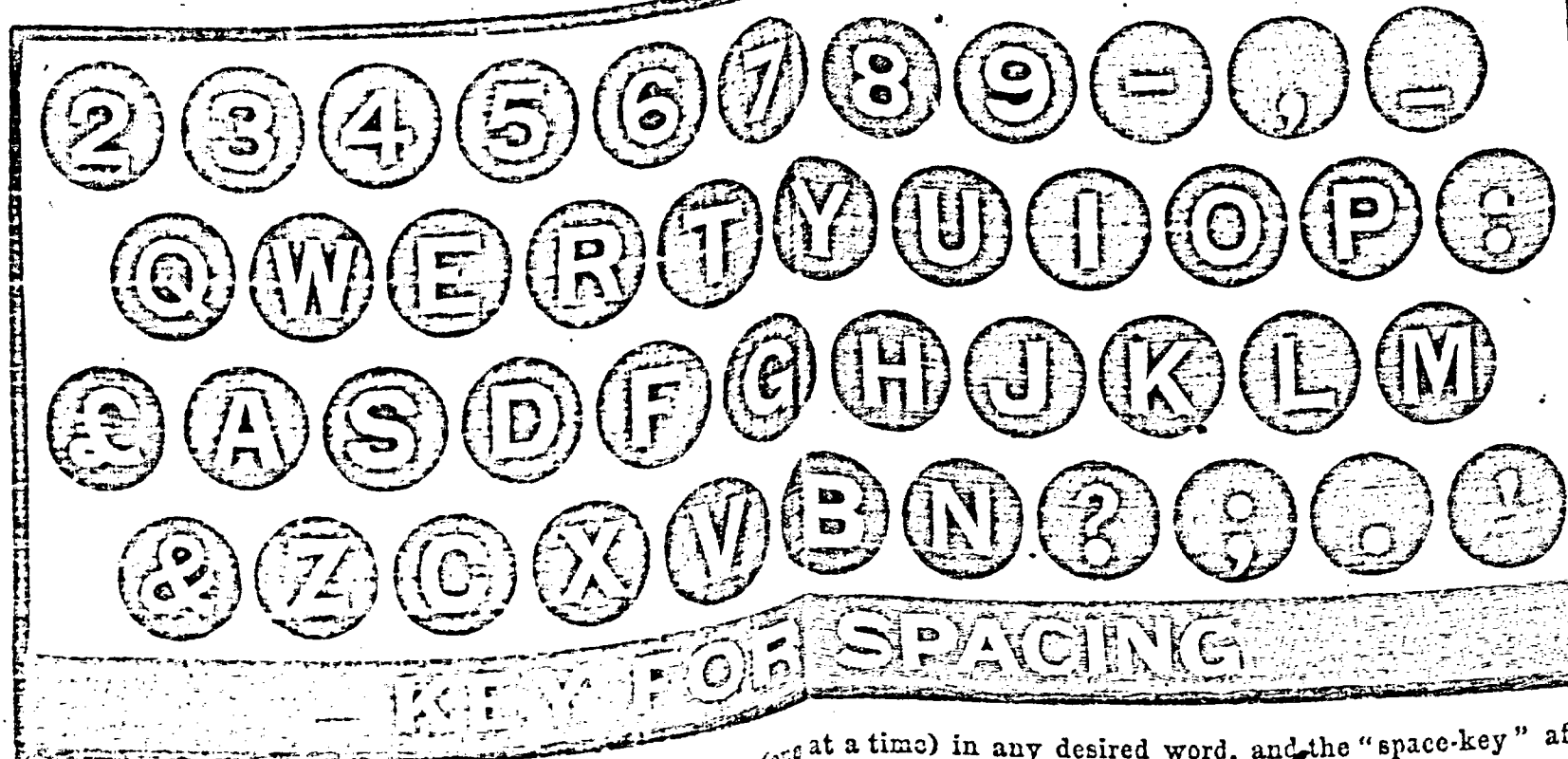
Writing with this machine is done simply by touching keys, which are compactly arranged in four rows, of eleven each, and may be operated by any finger of either hand. On each key is plainly printed the letter or character it represents. By depressing any key, the corresponding letter is printed on the paper. The "action" is fully as rapid, much easier, than that of the pen. It will thus be seen that any letter or character is completely transcribed in the same time as by the one motion that is required to bring the pen into the first position. Its rapidity is therefore manifest. Its simplicity is such that one who can spell can write with it; and its manipulation is so easily understood that but little practice is required to enable the operator to become expert in its use. The size of paper which can be used is practically unlimited, as it is adapted to any width from three to eight inches, and to any length from one inch to a continuous roll. Envelopes can be readily addressed with it. It is equally adapted to any thickness of paper; and the quality of paper used is also unlimited, as it will write legibly upon the commonest wrapping paper.

ITS ADVANTAGES OVER THE PEN.

Legibility.—The writing of this machine is fully as legible as that of the pen, and nearly as uniform and beautiful; the vexatious mistakes, omissions, and waste of time incidental to illegible pen-writing are thereby avoided.

Rapidity.—The average speed of the pen is from fifteen to thirty words a minute. The average speed of the Type-Writer is from thirty to sixty words per minute. Thus ten hours' work with the pen can be done with the Type-Writer in five hours—one good operator on the machine being fully equal to two expert penmen.

Ease.—As the operator on the machine can write with any finger of either hand, and can sit in any desired position, it is manifest that the drudgery of writing with the pen, whereby a strain is put on the muscles is



Practice upon the above by touching each letter (one at a time) in any desired word, and the "space-key" after the word. One or two hours' practice, daily, will soon enable you to write from 50 to 100 words per minute, upon the machine.

CHIEF EUROPEAN OFFICE:—
REMINGTON SEWING MACHINE COMPANY.
54, QUEEN VICTORIA STREET, LONDON.

used, and a constrained position of the body necessitated, is overcome. No fear of pen paralysis, loss of sight, or curvature of the spine from using the machine.

Convenience.—The machine is always ready for use. There is no pen to corrode; no ink to spill or to get dry; no soiling of fingers or clothing. Persons travelling by sea can write with it when pen-writing would be impossible. The same is true of persons travelling by rail.

Economy.—One person can do the work of two, and in some kinds of work, from two to five.

SOME OF ITS USES.

Reporters.—The Type-Writer is especially adapted to the use of short-hand writers and reporters, as it enables them to transcribe their notes in less than half the time ordinarily consumed.

Solicitors.—No solicitor can afford to be without one of these machines, as all legal papers can be copied by the office boy, compactly, speedily, and legibly. A solicitor engaged in reading or reviewing testimony is enabled to review twice as much when written with the Type-Writer as when written with the pen.

Editors and Authors.—For writers for the press it is an almost incalculable benefit, as, in addition to its saving of time and money, by its perfect legibility, "clean proof" is secured, and they are also enabled to see how their thoughts will look in print before they are printed. It is well known that authors always make alterations and final corrections in "proof." When the Type-Writer is used, the first and original manuscripts are also "proofs."

Clergymen.—especially those who prepare their sermons in full, will experience all the advantages of having a clearly printed sermon to read, and at less than half the expense in time and labour of a written one, besides all the other advantages of uniformity, compactness, &c. We furnish a machine, with large type, especially adapted to the use of clergymen, lecturers, &c.

Correspondence.—The merchant, the banker—all men of business, can perform the labour of letter-writing with much saving of valuable time. By using a copying-ink ribbon, very beautiful copies may be taken in the usual manner in the letter press.

Manifolding.—Any number of copies, from one to sixteen, can be made on the Type-Writer at once by the manifold process. The painstaking and fatigue incident to the use of the stylus are entirely obviated, while an almost infinitely better result is secured.

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THE TYPE WRITER.

A Machine to supersede the Pen for Manuscript Writing.



CHIEF EUROPEAN OFFICE.—
Remington Sewing Machine Company,
54, Queen Victoria Street, London.

PRICE £11.
Ministers, lawyers, authors—everybody who desires to escape the drudgery of the pen, are cordially invited to call at our Office and see the Type-writer in operation—FREE.

THE TYPE WRITER.



12, KENT GARDENS, HAILING, W.
20th January, 1879.
THE REMINGTON SEWING MACHINE COMPANY.
GENTLEMEN: I have much pleasure in testifying to the usefulness of your little Machine the Type-Writer. I find that a beginner of average quickness can at first trial print a letter slowly with it, a week's practice renders him familiar with the manipulation, even to altering letters or introducing signs where omitted, and a month's practice enables him to test the pen with it in rapidity of execution, while the legibility of its productions is superior to that of any calligraphy.

Yours faithfully,
R. H. WALLACE DUNLOP.

WHAT "MARK TWAIN" SAYS ABOUT IT.
HARTFORD, March 19, 1875.

GENTLEMEN: Please don't take an ordinary way. Please do not even doubt the fact that I own a machine. I have entirely stopped using the Type-Writer, for the reason that I never could write a letter without to anybody without receiving a request by return mail that I would not only operate the machine, but state what progress I had made in the use of it, etc., etc. I don't like to write letters, and I don't want people to know I own this curiosity, being a little person.

Yours truly,
SAMUEL L. CLEMENS.

WHAT A BLIND MAN SAYS.

March 20th 1879.
GENTLEMEN: To all recommendations of the Type-Writer I give my unqualified approval. It has proved of incalculable value to me. I have been dependent on an amanuensis. Now, I am enabled to write in all my correspondence. I have used my machine for five months, and now can write thirty words per minute. The Writer will fill the entire space of any card. It fully meets all the needs of the blind, as has been demonstrated in my case.

Very respectfully,
R. H. DANIEL.

KALAMAZOO, MICH.

OLD SWAN WHARF,
LONDON, 15th December, 1875.
Remington Sewing Machine Co.
DEAR SIR: We have pleasure in saying that we have one of your new Type-Writers in use, and we find that it does good work.

After a little practice anyone can write very quickly and quite correctly with it. We think it is a good machine.

Yours truly,
JOHN G. ROLLINS & CO.
WARRINGTON, Feb. 13, 1876.

GENTLEMEN: I have seven of your Type-Writers in use. I only use an extraordinary condition, as three of an evening will copy a whole day's work. Last night the three have now copied the report of a case before the Admiralty Court in Baltimore, 60 words. The operators—puls—begin work at seven o'clock, and are finished at half-past ten. Another at eleven, and the other at half-past eleven. Two copies were made, and at midnight both were removed and ready for the Admiralty. The work gave complete satisfaction.

The net saving, even postage, in last night's work alone, was £10 10s.
I would not think again to try to get along without the use of the machine.

Respectfully,
J. O. CRAPHANE,
No. 110, C Street, N.Y.

THE TYPE-WRITER.

SPECIMEN OF WORK DONE WITH THE TYPE-WRITER. A MACHINE THAT IS ENTENDED TO TAKE THE PLACE OF THE PEN FOR GENERAL CORRESPONDENCE, ETC.

IT HAS TWICED THE SPEED OF THE PEN, AND THE INK USED BEING COPYING INK, PRESS-COPIES MAY BE OBTAINED IN THE USUAL MANNER.
IT IS MANUFACTURED AND SOLD BY THE REMINGTON SEWING MACHINE COMPANY, 50 & 54 GUFEN VICTORIA STREET, E.C. WHERE MACHINES MAY BE SEEN AND THE WORKING EXPLAINED.

use full. but to
know that it is general

8.1.79
I think or trial

Guernsey Depart
No 102

THIS MACHINE IS CALLED THE TYPE-WRITER

W/H

Memorandum for the Secretary of the
Q. O. Dept. 15 Oct. 1878, New York.

If the machine holds
its own in the trade
at home, an improved
specimen will probably
be produced. The
present has many
imperfects.

As against the
savings of labour which
is made, it is to be
the capital invested. A

It is known that
the Electric Co.

has not taken any
action at the Typewriter
machines. The Government
has been made. It is
successful. But I
don't know that it is

profit for a year is say
150. The cost of
the machine is 12.280.

8.1.79
I think or trial

I think a trial
might be made in
some other office
perhaps a notice.
tion of the Electric
pen as more likely
to be generally
used & if I re-
member rightly
also less expensive
than the type writer

It is used like
an ordinary pen,
any one can use
it. and for the
vernacular as
easily as English;
and several hun-
dred copies can
at once be struck
by mere pressure.
It would be use-
ful to a Collector
issuing circular
orders to all di-
visional officers
and theildars.
It would be simply
invaluable to a

addition is advisable
& as an experimental
aid to business we
can wait for the
experience.

Tharildat Tharildat
send a circular
to all his villages
say goo as in
one Taluk of
Daujore - One
native clerk
could do it in
an hour whereas
now it takes
half the office a
dozen of outsiders
2 or 3 days -

This pen is
commonly used
in public school
examinations
the master writing
the questions
with his own hand
and printing
them in the exami-
nation book
after all the bags
are opened.

Kul.
11.1.79.

8/193 Rev. Expt.

No 120

Recordings of the Madras Government.
7th January 1879

Read the following
Proc. of Govt. Pub. Works Dept.
dated 15 October 1878 Nelson, W.
regarding type-writing ma-
chines.

The experiment has
been successful in the office
of the Examiner of Public
Works Accounts, but it does
not appear to this Depart-
ment desirable to take action
at present with reference
to the employment of the
machine more generally.

3/16.1.79

21 To the O. S. of the 22 Jan

[Signature]

Typ

Machine to

CHIE

emington

54, Queen

RICE

Ministers, law
escape the drug
call at our
eration—FREE

9
123

96
Tape p. 1, Multi

Reus Dept

Pross p/18th Aug/79

B Nos 5131314