

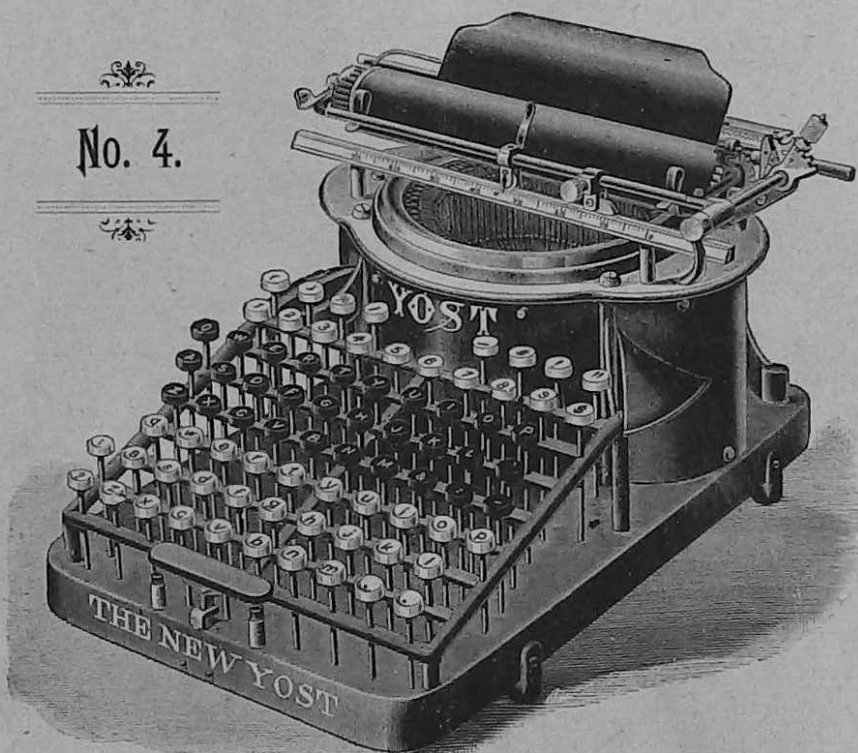
DIRECTIONS

FOR THE PROPER USE AND CARE OF

... THE ...

Yost Writing Machine

No. 4.



YOST WRITING MACHINE CO.


40 HOLBORN VIADUCT,  
LONDON, ENG.

61 CHAMBERS STREET,  
COR. BROADWAY,  
NEW YORK.


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*Directions for Setting Up, Operating, and Keeping in Order.*

N.B.--READ REMARKS ABOUT PAPER.--RULE 29.

With the close inspection to which our machines are subjected before leaving the factory, hardly anything short of accident will make reference to some of the following directions necessary. However, they are given to cover any possible contingency.

1. The first and foremost rule for obtaining the best results with any writing machine is to *always keep it bright and clean*. Nine-tenths of the difficulties that occur may be avoided by a careful observance of this rule. To facilitate this very thing the carriage of the "Yost" is made removable.

## TO PUT ON THE CARRIAGE.

2. Carefully unpack the machine and all its accessories. Taking the carriage with the large roller up, turn over the steel latch on the left end of the back rail. Slide the bearings on to the back rail of the machine from left to right, steering the rack between the guide wheels, and taking care to depress the pointer under the centre-guide so it will not be broken. Turn the latch back into place. Pull the carriage as far as it will go to the right and raise it. Catching the small cord ring under the pulley-wheel to the left, draw the cord over this wheel and *over the pointer*, and attach the ring to the small pin under the right bearing. See that all the type rest firmly against the pad. To take off the carriage, reverse this operation.

## KEY MANIPULATION.

3. Strike the keys with a sharp, staccato motion, and always have the fingers clear from one before touching another. If two or more are struck at once, the type bars, as in all bar machines, are apt to collide and stick, in which event raise the carriage, and put them in place by tapping "in the elbow" to make them "double up."

## THE INK PAD.

4. Should any of the letters print dimly, press the type slightly into the pad. Or, raising the carriage, squeeze down the edge of the pad at the weak spot, and strike the corresponding key several times. It is capillary attraction which feeds the ink upon the type. If the type does not return to the pad, of course it will not ink, in which event see Rule 23. If the print is indistinct at one end of the line and all right at the other, it is because the roller at the dim end is too far away from the "reach" of the type as regulated by the guide. In some way the carriage may have become sprung and needs springing down on the dim end. Take care you are springing down the dim end.

In changing from one color or kind of pad to another, it is always advisable after removing the first pad to wipe or brush off the faces of the type so as not to mix the inks. It must also be distinctly remembered that we will not guarantee the satisfactory printing of any machine provided with an ink pad not furnished by us, or whose pad has been renewed, reinked, oiled or tampered with in any way. See Rule 30.

## INK PAD IN ONE PIECE.

6. *To Insert.*—Lay the keyplate on the keyboard, with bent edge down over the upper row of keys, to keep it from slipping. Press evenly on the plate to bunch the keys in the centre. Spring the ends of the pad case apart; start one end under the front scale and around under the guide holder at the back until it comes out from under the scale on the opposite side; then, with the two ends together, return the junction of the case until it is under the guide holder and opposite the wide space between the type bars. Snap into the rim on the clamp ring. Be sure that the type rest squarely against the pad and do not touch the metal case. If they do, it will be necessary to take a large pin or similar instrument and pull the pad farther out of the case.

**TO REMOVE THE PAD CASE.**

7. Press the ends together, and return the junction of the case until it can be taken out from under the front scale. Raise one end above the front rail, and with a circular motion slide the case out. It is never necessary to take off any portion of the top of the machine to remove or insert the pad case.

**TO CLEAN THE TYPE.**

8. Raise the carriage, press them one at a time into the centre guide, and brush with a stiff, dry brush. Keep the top of the centre guide clean always.

**TO ADJUST THE BELL.**

9. The bell is to warn you that you are approaching the end of the line. Set the carriage index at the right point upon the scale (*i. e.*, "60" for ordinary work), and turn the small thumb screw at the left of the machine from you slowly until it rings. If you turn it the other way, you are apt to force the cord off the drum. In this event, or if the bell does not ring at all, take off the left shield and replace the cord or clapper.

**CARRIAGE MANIPULATION.**

10. The carriage can at any time be pulled to the right. To slide it to the left a few letter spaces, operate the space key. To run it quickly any distance to the left (*i. e.*, toward the end of the line), press the release key at the left of the carriage, which will release the dogs.

**INSERTING THE PAPER.**

11. Set the carriage about in the middle. Rest the paper, by its own weight, down in front of the paper table (in the proper position to feed under the guides at either side), then turn it into position by means of the thumb screw at the left of the roller. The platen can be turned in either direction at any time by means of this thumb screw.

**SPACING BETWEEN LINES.**

12. Push the line space handle to the right as you pull the carriage back.  
The spacing can be adjusted for three different widths by the milled knob at the right end of the carriage. Dropping it into the notch nearest the roller makes a single space; into the middle notch, makes the double space; and into the third notch, triple spacing.

**TO TAKE OFF CARRIAGE.**

13. Unhook the cord, avoid letting it slip from the fingers; raise latch, and remove carriage to the right.

**PAPER FEED.**

14. If the paper feeds unevenly at the sides, increase or diminish the pressure of the feed roller by loosening the small collar screw at the end of the rear carriage rod, holding the collar by the adjusting pin, turning it slightly and tightening again. It should be noted, however, that crooked paper feed is caused, nine times out of ten, not by irregular tensions as above, but because the paper blade (No. 439) or paper springs around the rollers press against it at some point so as to retard the free play of the paper at that spot. Loosen up the point of friction.

**THE POINTER.**

15. The scale in front of the machine is used only for margins. For corrections or insertion of letters or figures, raise the carriage and slide it along until the pointer rests at the desired place. *The pointer always points where the next character will print.* It is invaluable in figure work.

**REPLACING PAPER.**

16. To make corrections after the paper has been removed, replace it so that the bottom of the printed line will rest evenly and exactly on the steel strip. Turn the roller up one click, and use the pointer.

**MARGIN STOP.**

17. The margin at the left of the sheet is regulated by the stop on the front rail. It can be loosened, placed at any desired point, and tightened. It stops against the pin at the right.

**FOR A MARGIN AT THE RIGHT HAND.**

18. Shove the type-bar lock trip to the desired point on the rack. This will cause the keys to lock at that place, making the margin desired.

**TO CHANGE TYPE.**

19. Take out the old with pliers, insert the new with the top of the letter to the front of the machine, press the type-bar gently into the guide hole until the type comes through squarely, then strike the key a few blows. We mail any type desired at ten cents each. If any of the type come out, squeeze the type socket a little so as to make it slightly oval, when it will hold the type stem firmly.

**OILING.**

20. Use nothing but the finest oil prepared for fine machinery. Adopt the general rule to use it mostly for cleaning. The only places where a drop may ever be needed are the following:  
The back rail, wiping carefully. This rule should be strictly regarded. Clean and oil the back rail every day, or the carriage may move sluggishly. In emergencies oil may be used on the following:

The small wheel under the front rail.  
The space key joint, or fulcrum under machine.

The cord pulley at the left.

The release key.

The key stems where they pass through the bridge and base.

The fulcrums under the machine on which the steel levers balance.

The holes through which the connecting rods, or push rods, at the back of these steel levers play.

*Under no circumstances ever apply oil in or about the centre guide, type or type-bars.*

**CARRIAGE ADJUSTMENT—SKIPPING OR DOUBLING OF LETTERS.**

21. If at any time the carriage fails to move promptly, first see that the back rail is clean and well oiled. If this does not remedy the difficulty, see that the dogs play freely in the rack. Press a key down slowly, and note if the dogs go far enough back so that the loose one throws forward. Also note if, when the keys are released, the dogs come far enough forward so that the stationary dog clears the rack. If the dogs do not clear the rack freely in both directions, remove the back shield, and adjust them by turning the large thumb screw on the connecting rod (against which the universal bar strikes when the key is pressed down), a little to the right or left. Turning it to the right causes the dogs to work towards the back part of the rack; and to the left, towards the front part. They should be so adjusted that both the front and back dogs strike about the same distance into the rack. After you have them properly set, tighten up the check nut, with the small wrench that accompanies each machine.

**LINE LOCK.**

22. The keys are locked one letter space from the end of the line, thus preventing printing one letter over the other in case the warning of the bell is not heeded. To print the last letter or hyphen, press forward the lock release back of the rack guide bracket, and strike the desired key.

**TYPE-BARS AND CENTRE GUIDE.**

23. The centre guide is so constructed that it is theoretically and practically impossible for the type to stick in it. If any type does not promptly and freely return to the pad, it is because there is friction somewhere between the key and the type. An examination will probably locate it at one of the last three points referred to in the above paragraph about oiling. If a touch of oil at one of these points does not remedy the trouble, it may be found that the two-sided link of the type-bar has become squeezed or bent, so as to prevent the other part from doubling up within it. In this event spread the two-sided piece very slightly with the screw driver. Test the free play of the type-bar by touching the key while the space key is held down. It should return freely by gravity alone.

**TENSIONS.**

24. The carriage tension is increased by winding the large (upper) thumb screw at the left of the body of the machine towards you. Try only a "click" or two at a time. If the carriage "binds" in writing, unwind in the opposite direction. The carriage tension should never be increased unless the carriage movement is sluggish in fast writing, and the letters *lap over* each other. In this case see that the back rod is free from dirt (Rule 20). This is the cause in nearly every case, for, if the carriage tension is once right, it never decreases.

Do not mistake the printing of one letter *directly on top of another* for a sluggish carriage, for, in this particular case, increasing the carriage tension only makes the matter worse. This difficulty is caused by the dogs not moving back far enough to let the free dog escape to the next rack tooth, in which case remove the back shield and turn the turnbuckle to the right (see Rule 21); or the dogs move back into the back rack, and there is not tension enough to return them to the front rack. In this case, the letter space tension should be slightly increased. This is accomplished upon the "New Yost" by turning down the screw on back corner of the base of machine.

**SPACE KEY.**

25. If the space key does not throw the dogs free from the front rack so as to space properly, take off the back shield, and adjust by means of the turnbuckle on the connecting rod. The check nuts will have to be loosened to do this. Be sure to tighten them up again.

**ENVELOPE CLIP.**

26. This will be found convenient for envelopes and narrow paper. With the slot down, clamp this over the front carriage rod at the proper place to give you the desired margin at the left of the envelope or paper—one or two inches from the right paper guide. Be sure that the lower end of the clip presses against the roller or paper blade, so as not to interfere with the type guide.

**MANIFOLDING.**

27. The same well-known rules for manifolding apply to the "Yost" as to other type-bar machines, save that no expedients are necessary to maintain the alignment. Place the carbon paper between the sheets of white paper, with the black side up and the edges even. Insert in the carriage with the black sides toward you, so as to be nearest the roller. Strike the keys somewhat harder in proportion to the number of copies to be taken. Unless specially ordered, our machines are furnished with a medium roller or platen suitable for three or four copies. Hard rollers should be used for a greater number.

**LETTER PRESS COPIES.**

28. When neatly done, press copying of Yost Writing Machine work is superior. It improves the original in density, and both original and copy are indelible.

Cloths are the best for this work, but they must be evenly and correctly moistened. This is best accomplished by the bath process. They should be damp, never wet or soggy. The ideal press copying, with our blue-black ink pad, is to have the original come out a vivid dark blue.

**SUPPLIES.**

29. PAPER.—Like any good writing machine, the "Yost" will print upon any kind of paper or soft fabric that can be fed into it. However, as its mechanism is arranged to convey the ink directly to the paper from the type faces, instead of indirectly knocking off more or less coloring pigment from a ribbon texture (the two processes differing materially), it follows that papers best adapted to the one kind of work are not likely to be the best adapted to the other.

It is well known that ribbon machines, to show the best results, must use the finest qualities of linen or bond papers, the peculiar hard properties of which seem to repel or confine the tendency of this coloring pigment to spread and show up the ribbon texture. The prevalence and long use of ribbon machines has naturally, therefore, educated typewriters to adopt this class of paper, which, unfortunately for considerations of economy, is among the most expensive. Now, while quite as expensive and elegant grades can be used with the best results upon the "Yost," it should be understood at once that they differ in kind and finish. In fact, the kinds that are best adapted to ribbon machines are ill adapted to direct printing machines. What is required is a paper of smooth finish and of somewhat softer texture. Ordinary book paper makes beautiful work upon the "Yost" machine. Proceeding from this, the operator, desiring to reach the best results, will find with very little experimenting a great variety (much greater than when confined to linens and bonds) of elegant, durable and yet not so expensive papers to turn out the most beautiful work.

As this difference represents something of a new and welcome departure in the matter of paper supplies, we have with great care selected various grades most suitable to the "Yost," and compiled them in a paper sample book, which can be obtained from any of our dealers, or by addressing us direct. While these papers possess every requisite of durability and excellence, it will be found that the prices average somewhat lower, as they do not require the special and costly finish necessary for ribbon work.

**INKS.**

30. The inks used in the "Yost" are prepared and put into the pad by a special process. Ordinary inks used in other descriptions of pad machines, hand stamps, markers, etc., are useless in the "Yost." Operators are particularly cautioned not to attempt to use these ordinary inks. The only result of such an attempt will be the destruction of the original pad and the most

disappointing results. Our ink pads are sold at a cost which is really nominal. Pads cannot be reinked.

**DUPLICATING PROCESSES.**

31. The Yost can be used for mimeograph, cyclostyle neostyle, and other stencil-cutting processes, by following about the same rules as with other machines. The only exception is that it will be unnecessary to put vaseline or anything else on the faces of the type to prevent their sticking in the wax. Do not remove the pad, but work with the pad in, as it serves to keep the faces moist and prevent sticking. If the machine has a very hard roller, it may be found necessary to put an extra soft sheet of backing behind the fibrous sheet back of the wax.

**HOW TO OPERATE THE YOST.**

32. We are often asked if we can refer to a manual of instruction for the operation of our machine. In a measure, the various textbooks prepared for other machines will apply to ours. For instance, everything pertaining to evenness of touch, correction of errors, punctuation, forms, etc., are common to all the standard machines. Some very valuable suggestions have also been lately published in regard to operating by touch, using all the fingers of each hand. While there is room for a great deal of science in the advanced use of the machine, we do not consider it by any means necessary for the new operator to spend weeks and perhaps months in overcoming all the difficulties involved in mastering the details of this scientific method. If the operator has a fair education and understands how to write correctly, he will be able to print correctly and rapidly with very little practice. In general, it is sufficient to understand and employ the following rules:

Operate the keys on the right side of the keyboard with the right hand, those on the left with the left hand.

Use the first and second fingers of each hand; and if it is natural and easy, through suppleness of fingers (which often comes from piano practice), use also the third, and possibly the fourth.

Strike a quick, staccato blow, and make it as even as possible.

Always operate the space key with the right thumb, never with the finger, the object being to keep the hands steadily over the keyboard proper.

It will be found that greater speed and ease are attained in words and phrases where the letters alternate between the two hands. Thus, in printing the word "there," for instance, it can be done more rapidly by striking the "t" with the left hand, "h" right, "e" left, "r" right, "e" left, than by playing the "ere" all with the left hand. Therefore, in general, alternate as much as possible with the hands, even if you do bring them a row or two of letters over upon the other hand's side.

**NAMES AND PRICES OF PARTS.**

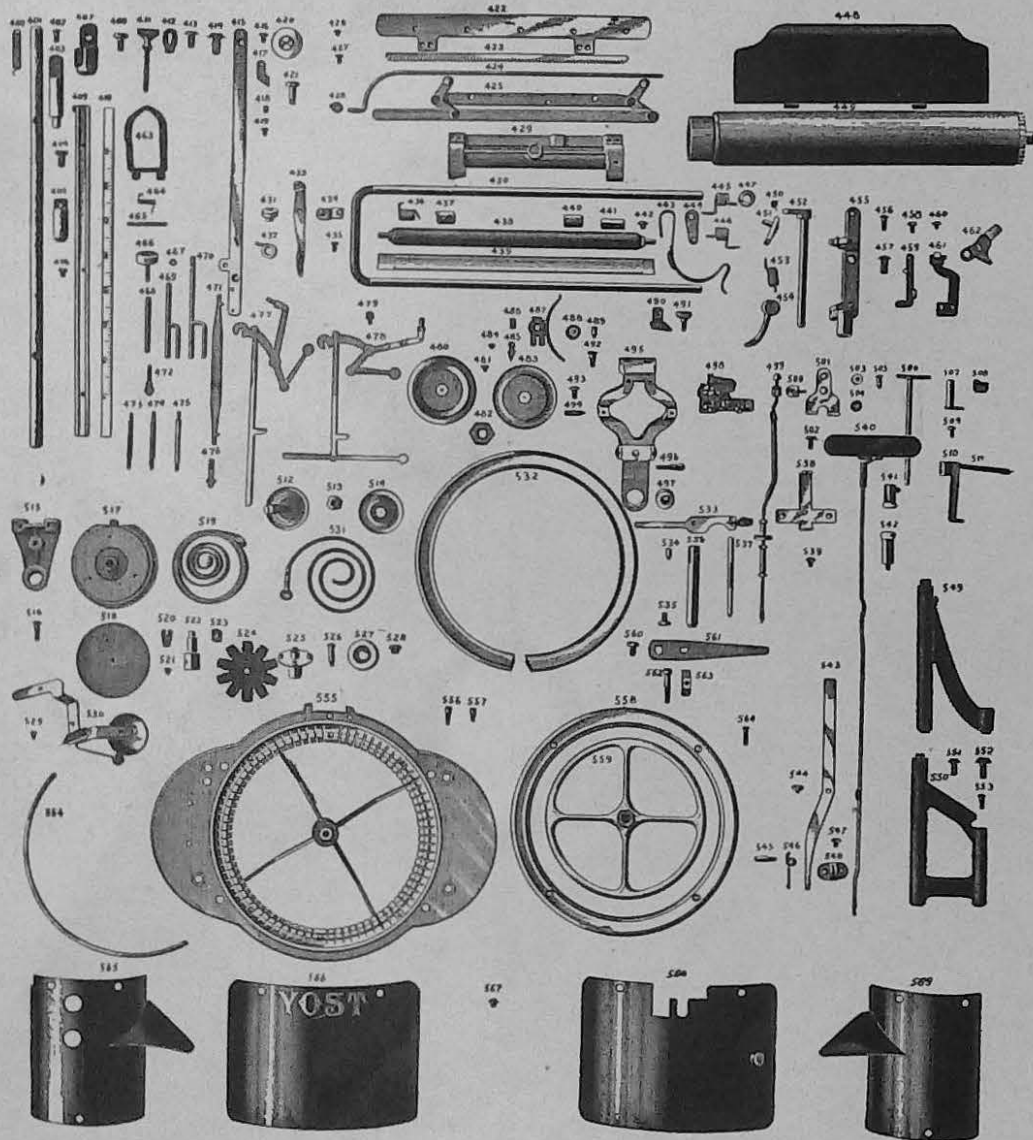
In ordering always give (1) the name, (2) the number of part, (3) the number of your machine—shown on back of machine or guide holder.

No.	Price.	No.	Price.
400. Action spring	\$0 05	480. Linkholder, top	\$0 50
401. Back rail	40	481. " screw	05
402. " " screw	05	482. " nut	10
403. " " post	30	483. " bottom	50
404. " " screw	05	484. Scale index screw	05
405. Front rail post	20	485. " " "	05
406. " " screw	05	486. Front wheel bracket set screw	05
407. Base foot	30	487. " " "	10
408. " " screw	05	488. " " "	05
409. Front rail	80	489. " " screw	40
410. Scale	20	490. Margin stop	10
411. Bell trip adjust pin	20	491. " " thumb screw	05
412. " " loop	05	492. Guideholder screw	05
413. Bridge screw	05	493. Trunnion set screw	05
414. " post screw	05	494. " " "	05
415. Carriage stop rail	40	495. Guideholder	2 00
416. " " screw	05	496. Centre guide clamp screw	05
417. Carriage stop latch	12	497. " " "	80
418. " supporting screw	05	498. Letter space dogs, complete	1 60
419. " latch screw	05	499. Dog connecting rod, complete	60
420. Cord pulley	30	500. Escapement stop bracket	05
421. " " screw	05	501. Rack guide bracket	70
422. Rack plate	50	502. " " " screw	05
423. " " "	1 00	503. " " roller top	10
424. Release rod	20	504. " " " bottom	10
425. " bar, complete	80	505. " " " screw	05
426. Rack screw	05	506. Type bar lock cam	15
427. Yoke	05	507. " " bracket	30
428. Release rod collar	10	508. " " " trip	10
429. " " set screw	05	509. " " bracket screw	05
430. Yoke	1 50	510. " " "	50
431. Carriage frame	80	511. " " set screw	05
432. Release lever collar	30	512. " " spring	10
433. " " " set screw	05	513. Sub holder, top	30
434. " " " spring	20	514. " " nut	12
435. " " " "	30	515. " " bottom	20
436. " " " bracket	30	516. Drum bracket	50
437. " " " screw	05	517. " " " "	05
438. Paper table return spring	20	518. Friction disc	60
439. " " check collar	20	519. Main spring	40
440. " " " set screw	05	520. Friction clip	10
441. Pressure roll	60	521. " " " screw	05
442. Paper blade	50	522. Main spring stud	20
443. Plain long collar	20	523. " " nut	06
444. " " " set screw	05	524. " " gear	20
445. Carriage sleeve	10	525. " " pinion	70
446. Paper blade spring screw	05	526. Pinion sleeves screw	05
447. " " " (right and left) each	40	527. " " finger wheel	10
448. Pressure roll hanger	50	528. " " " screw	05
449. " " tension spring, right	06	529. Bell bracket screw	05
450. " " " left	06	530. " " and bell, complete	45
451. " " " collar	20	531. Drawcord	12
452. " " " set screw	05	532. Pad	2 00
453. Paper table	70	533. Universal bar	50
454. Platen	2 00	534. " " " screw	05
455. Line space pawl spring	05	535. " " " post screw	05
456. " " " "	40	536. " " " "	40
457. " " " crank	06	537. Pivot	40
458. " " " spring	30	538. Space key guide bracket	40
459. " " " handle	30	539. " " " " screw	05
460. " " " set screw	05	540. Space key	1 00
461. Carriage end	1 00	541. " lever stop	20
462. " " " screw	05	542. " key buffer	20
463. Platen screw	05	543. Auxiliary space lever	10
464. " lock screw	30	544. " " " screw	05
465. " " " "	05	545. Space lever spring screw	05
466. " retent screw	20	546. " " " "	10
467. " " " "	50	547. " " " screw	05
468. Line space adjust	20	548. " " " bracket	30
469. Indicator	10	549. Standard, back	40
470. " spring	06	550. " front	50
471. " pin	10	551. " screw top	05
472. Key button	01	552. " " bottom	05
473. " washer	05	553. Bridge screw	30
474. " stem	30	554. Fulcrum wire	8 00
475. Stem offset, short	30	555. Main ring and link post complete	05
476. " long	05	556. Fulcrum wire binding screw, back	05
477. Key lever	10	557. " " " front	1 50
478. Stem holder	05	558. Clamp ring	80
479. Stirrup, right	05	559. Universal wheel	05
480. " left	05	560. Racker bar ret. spring binding screw	20
481. " straight	05	561. " " " " adjust screw	10
482. Fulcrum post	20	562. " " " " nut	05
483. Type bar, straight	30	563. " " " "	05
484. " sub	10	564. Clamp ring screw	50
485. \$ Type	10	565. Shield, left	40
		566. " front	05
		567. " screw	40
		568. " back	40
		569. " right	50

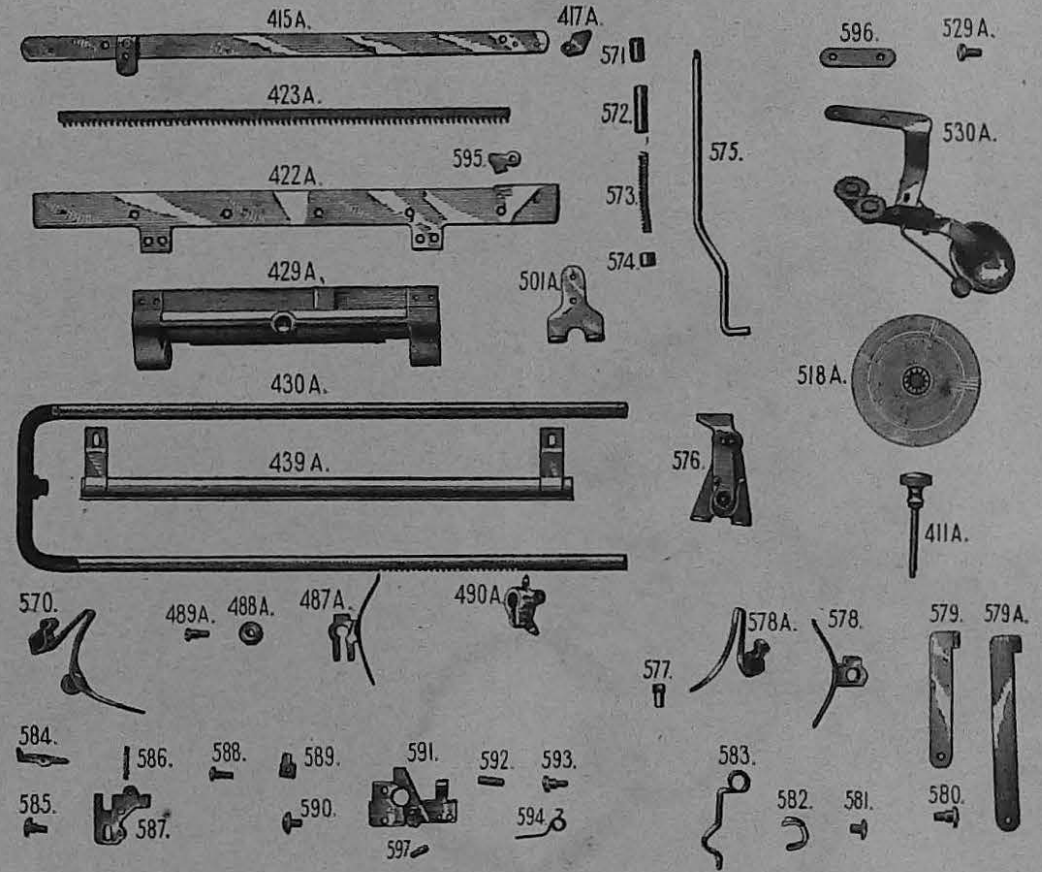
\* State whether you wish black or white.  
 + There are eight lengths of stems, No. 1 being the shortest and first row, No. 8 the upper.  
 † Numbered from 1 to 78, stamped on each lever. Give number.  
 ‡ State whether capital or small, ordinary size or large.

§ State color desired, and whether you want record or copying ink.

In ordering always give (1) the name, (2) the number of part, (3) the number of your machine —shown on back of machine or guide holder.



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No.	Price.	No.	Price.
411A. Bell Trip Adjust Pin	\$0 20	577. Margin Stop Pin	\$0 05
415A. Carriage Stop Rail	40	578. Wide Carriage Paper Guide	40
417A. Carriage Stop Latch	12	578A. Wide Carriage Paper Guide	40
422A. Rack Plate	50	579. Wide Carriage Margin Extension	20
429A. Rack	1 00	579A. Wide Carriage Margin Extension	20
430A. Yoke	1 50	580. Wide Carriage Margin Extension Screw	05
430A. Paper Blade	80	581. Rack Brace Screw	05
437A. Front Wheel Bracket	80	582. Rack Brace	20
488A. Front Wheel	10	583. Rack Tie	25
489A. Front Wheel Screw	05	584. Hinge Dog	40
490A. Margin Stop	50	585. Dog Plate Screw	05
501A. Rack Guide Bracket	70	586. Hinge Dog Spring	10
518A. Friction Disc	30	587. Dog Plate	25
520A. Bell Bracket Screw	05	588. Fixed Dog Screw	05
530A. Bell Bracket and Bell	75	589. Fixed Dog	10
570. Paper Guide	50	590. Front Dog Adjust Screw	05
571. Lock Connection Nut	10	591. Trunnion	50
572. Lock Spring Sleeve	10	592. Back Dog Adjust Screw	05
573. Lock Spring	05	593. Dog Plate Spring Screw	05
574. Lock Connection Collar	10	594. Dog Plate Spring	10
Lock Connection Collar Screw	05	595. Lock Clip	10
575. Lock Connection Rod	20	596. Bell Bracket Washer	10
576. Lock Bracket and Pendulum	50	597. Trunnion Arm Screw	05

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