

The use of two weights of carbon paper is to be recommended, a heavier weight for ordinary work, such as correspondence, where only one or two carbon copies are required, and a thin carbon paper or light weight for use where a large number—six, eight, ten or twelve copies—are required.

The matter of quality is important. Some offices think that anything that is sold as carbon paper will do, but in making a selection, there are several matters such as the "smutting," the permanency of the carbon impression, the chemical composition of the paper, the clearness of the impression, which are very important. The best is not any more expensive, and the carbon copies of pleadings and other documents are used just as frequently—more frequently—than the originals.

Some typewriters are provided with a two-colour ribbon. If your typewriter is not of this kind, you may have all the advantages of a red ribbon by using red carbon paper. When you want to indicate amended portions of pleadings, or added paragraphs, slide the red carbon paper over the ribbon of the machine so that it will be next to the paper; then operate the typewriter just as before.

Now a word or two about typewriter operators or stenographers.

As previously suggested, all the stenographers should be together. If their room is central, so much the better. An electric bell system with annunciator in this room is used to indicate in which room a stenographer is wanted. If the stenographer who usually answers calls from that room is absent, another stenographer answers. Hours are so arranged among stenographers that there is always a sufficient number on hand for the work. One of the advantages in having them together is, of course, to avoid the noise of their machines disturbing other clerks. Another advantage in having them together is that work copied may be compared with drafts. Another advantage lies in the increased usefulness of all to a new incoming stenographer. Then again the usefulness of collections of copies of drafted agreements is greatly increased.

There was once a law office where there was a stenographer for everybody, and each stenographer considered herself a private secretary, stenographer and filing clerk for some one person and not the employee of the firm, and each