

CHAPTER V.

TYPEWRITERS AND STENOGRAPHERS.

To-day the pen as a medium for a lawyer's correspondence may not be entirely obsolete, but it is not far from that. We need not here advocate the uses of typewriting machines in a law office (the manufacturers' agents will see to that), but we shall assume throughout this chapter and several succeeding chapters, that typewriting machines and typewriters have already found a place in the system of the office.

As to the "make" of machine, we cannot here advocate any particular make. Get a machine of standard make and one with a "universal" keyboard. You will find any experienced stenographer able to operate your machine. Don't get several different kinds of machines; don't get machines the parts of which cannot be supplied or repaired locally. Single keyboards seem as common as double keyboards. Type should be ordinary typewriter type, not a script or slanting or capital letter or extremely small or any other faddish style of type. All machines should receive the best of treatment, repaired, cleaned and dusted regularly, and covered when not in use and over night. When a break occurs or trouble which cannot be located, get the repair man in; don't fool with it yourself.

As to typewriter ribbons and carbon paper: several different colours of each are generally to be found in the same law office. For general work have but one colour of ribbon and carbon paper for all machines used. When a page of some document has to be re-typewritten, there will then be no chance of it being written in another colour. For appearance's sake we should recommend black. Letters, pleadings and other typewritten documents written in black certainly look better. The United States Government Departmental Service at Washington uses uniformly black or blue-black ribbons and carbon paper, and, we understand, all matters filed with the departments for record must be written in black. The general effect of black is certainly better than that produced by gaudy greens and purples. The cost is the same.