

INTRODUCTION

WHAT YOU CAN DO WITH TYPING ART

Typing art puzzles are creative and fun to make. They can be used as decorations, greeting cards, programs, menus, jackets for reports, illustrations for research papers, bulletin-board displays, window silhouettes, or whatever else your imagination dictates. The first thirty-six puzzles highlight events in the academic school year, beginning with a back-to-school pattern and ending with a graduation design. Because typing art is especially delightful for the holidays of the year, there is at least one design for each of the many special calendar days. The last fourteen puzzles feature novelty designs, “sampler”-style slogans, animals, and maps of the continents of the world, which may be used for economics classes, study of trade routes, or social studies.

USE OF TYPING ART IN THE CLASSROOM

Typing teachers find these puzzles particularly effective for relieving the monotony of drill work, encouraging creativity, and providing bonus typing for students who finish assignments early. Perhaps more important than the change of pace these puzzles offer is the fact that they teach concentration, accuracy, and reinforcement of symbol-key location. In fact, Puzzle Number 39, which is a design of a typewriter, features the location of the entire keyboard.

FOR COLORFUL RESULTS

Beautiful results can be obtained by using colored carbon paper. For example, try blue carbon for the Hanukkah designs, red and green for the Christmas cards, red for the valentines, and green for the St. Patrick’s Day designs.

DIRECTIONS FOR MARGINS FOR ELITE AND PICA

In a box at the top of each puzzle, you will find the margin settings for both elite and pica machines, as well as how many lines to come down to begin the design. The margins given are based upon the use of standard-sized 8½- x 11-inch typing paper, calculating 50 as the center point for elite type and 43 as the center for pica type. To make certain the designs will come out centered horizontally, instruct your students to take these steps: Fold a sheet of typing paper in half and crease it slightly at the top to find the center. Mark the center with a light pencil dot. Then insert the paper, sliding it until the pencil dot is at 50 or 43 on the paperbail scale. Next, set the paper guide against the left edge of the paper, to insure that all other sheets inserted will also be centered at 50 or 43.

When a pica machine is used, some of the wider designs are more attractive if the typist turns the paper sideways and types horizontally across the eleven inch edge. Instances where this is true, you will find the notation S* (for *sideways*) and separate directions at the bottom of the instruction box for pica type. The notation NA on a few of the patterns indicates that they are *not appropriate* for pica type.

DIRECTIONS FOR ODD-SIZED PAPER

If using paper other than the standard 8½- x 11-inch size, take these steps: Take the line length given in the box at the top of each puzzle and divide it in half. Then find the center of your paper by creasing it slightly in the middle or by measuring it with a ruler. Place the paper in your typewriter, put your printing point at the center of the paper and backspace for half of the line length to arrive at the left margin. Put the right margin out of the way to the extreme right end of the paper. For example, the line length for Puzzle Number 1 is 67 strokes. Divided in half, it is 33½. Drop the ½. Backspace 33 strokes from the center of your paper and set your left margin.

To find the top margin on odd-sized paper, measure the length of the paper. As there are six lines to an inch, multiply the number of inches by six. Then subtract the number of lines in the design you wish to type from the number of lines on your paper. Next, divide by two. This gives you the top margin.

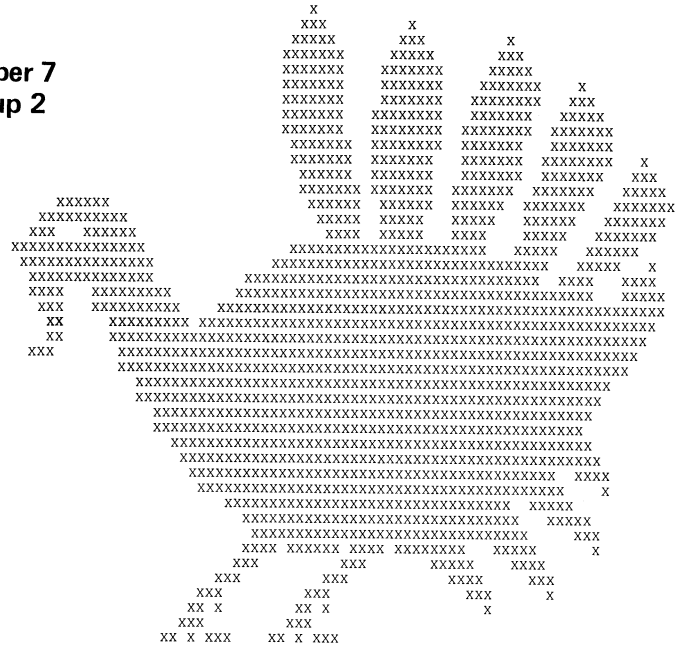
HOW TO SOLVE THE PUZZLES

To solve the puzzle, set the line-space regulator for single spacing and press the shift lock down for all capitals. Then follow the pattern line by line. For example, to type the first line of Puzzle Number 1, which is 34sp/5B/12sp/5B, start at the left margin and tap the space bar 34 times, hit the capital B key five times, tap the space bar twelve times, and hit the B key five times. Then return the carriage and type the rest of the lines in turn.

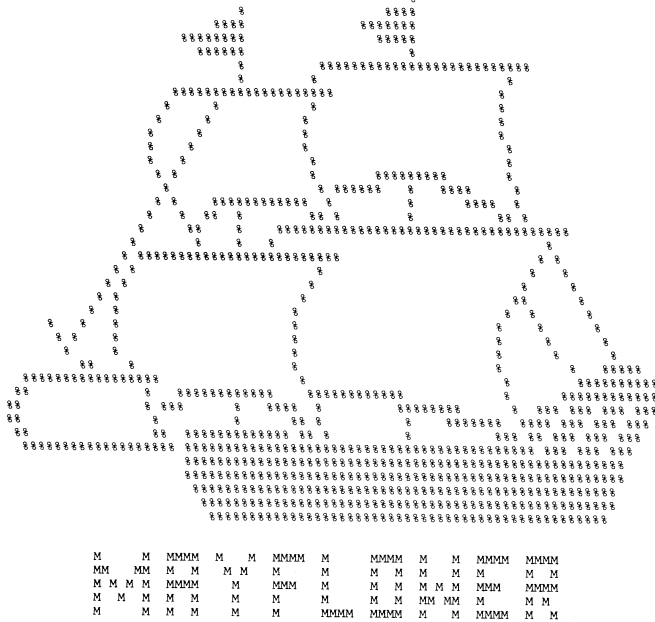
ENCOURAGE CREATIVITY

After your students have had some experience with typing art, encourage them to make up their own designs. Sponsor a contest for the most original holiday greeting card or valentine. Amazingly artistic effects can be produced with a typewriter!

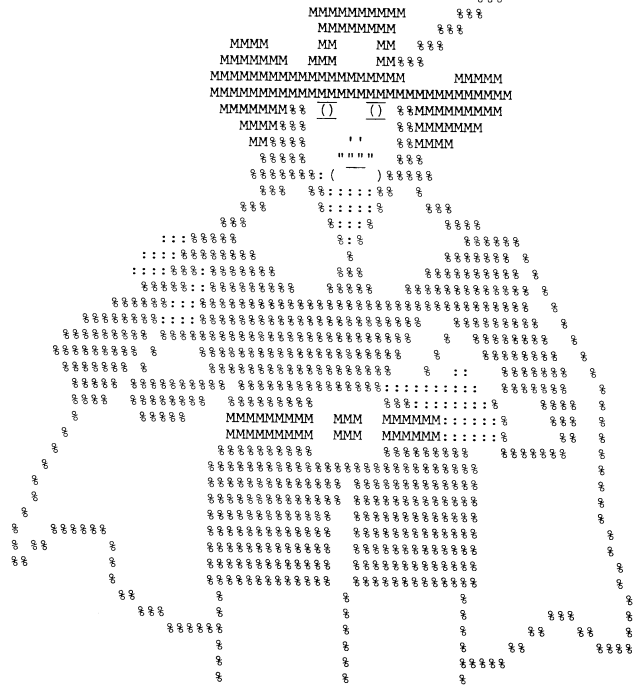
Number 7
Group 2

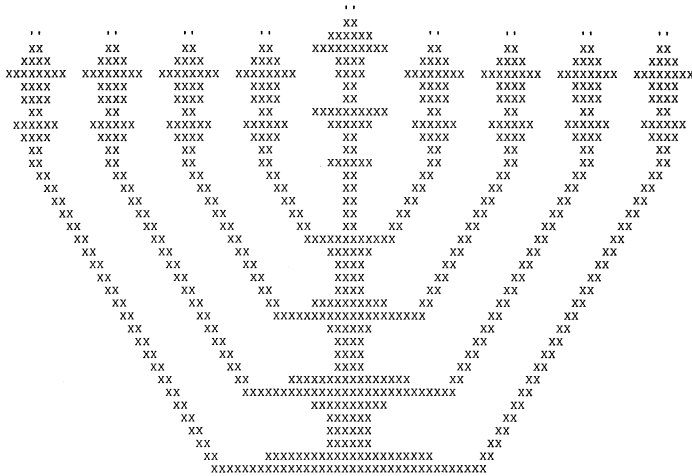


Number 8
Group 2

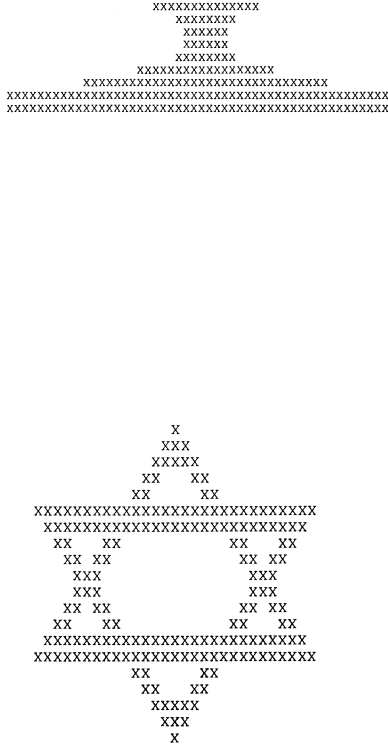


Number 9
Group 2

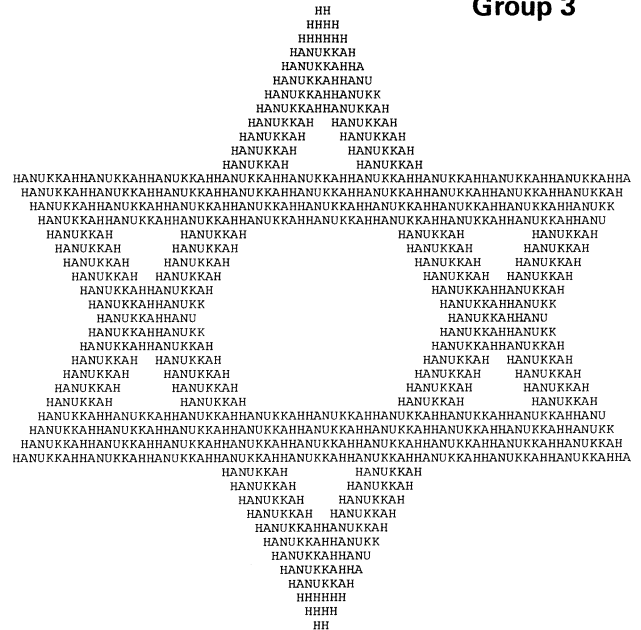




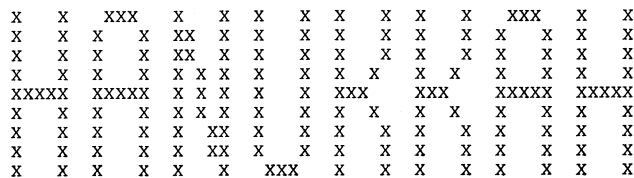
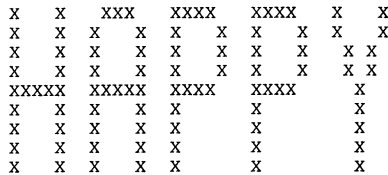
Number 10
Group 3



Number 11
Group 3



Number 12
Group 3



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Number 13
Group 3

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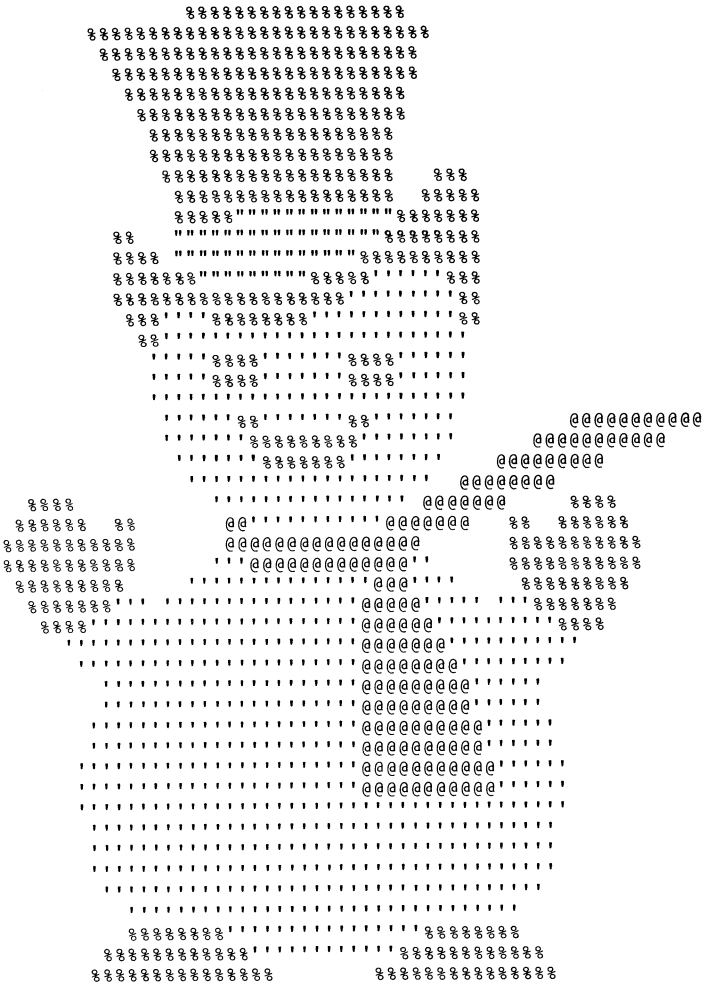
Number 14
Group 3

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**Number 15
Group 3**



**Number 16
Group 3**





Number 20
Group 4



Number 21
Group 4

