

## **TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH) (817)**

### **THEORY**

#### **Unit-1**

#### **PART- I INTRODUCTION TO TYPOGRAPHY**

##### **1.1 INTRODUCTION:**

In the olden days when the Typewriter was not in existence, the letters, documents etc. used to be written with Pen. Writing with Pen was time-consuming but the invention of Typewriter has brought a major change in the transmission of information in a neat, clean and legible manner.

It will be interesting for you to know that Typewriter has been a source of getting jobs to millions of people all over the world. Since you have taken this subject, you may also be able to get a job as Junior Assistant, Computer Operator, Data Operator, Front Office Assistant, Office Assistant and similar other jobs in Public or in Private Sector Offices by learning the useful skill of Typewriting/Typography either on the Typewriter or on the Computer. The matter typed on Typewriter or Computer is most attractive and distinctly more legible as compared to handwritten matter.

In this Unit you will be taught about the origin and development of Typewriters, importance of typewriters, various categories of Typewriters. You will also be briefly taught about the Computers and Laptops.

##### **1.1 LEARNING OBJECTIVES**

After going through this Unit, you will be able to:

- Know the history of typewriter;
- Define Typography
- Understand the importance of learning typewriting on typewriter or computer;
- Identify various types of Typewriters
- Know that this is a job-oriented course;

- Distinguish between various types of typewriters;
- Define Standard Typewriter;
- Enlist the salient features of Electronic Typewriter
- Justify the use of Typewriter or computer over hand writing
- Know about computer and laptop;
- Acquire the skill of typewriting on typewriter or computer or laptop.

## **1.2 THE TYPEWRITER**

The Typewriter is a machine which produces characters resembling to those of ordinary printed matter. These characters are printed on the paper one by one by mechanical means with each depression of the key on the Keyboard of the typewriter. The machine on which you will learn typewriting to produce print-like matter is known as typewriter. The process of producing print like impressions on the typewriter or Computer or Laptop is known as Typography.

## **1.3 ORIGIN AND DEVELOPMENT OF TYPEWRITER:**

Before the invention of Typewriter, the work of writing letters, reports, documents, court judgments etc. was being done in long hand. To overcome this lengthy and tiring process of writing documents in long hand, an effort was made in this direction in Western countries. First attempt to invent a Typewriter was made by Mr. Henry Mill, an engineer in England in the year 1714, during the reign of Queen Anne, but he did not succeed.

Second worthwhile attempt was made by Mr. W.A. Burt of U.S.A. in 1829. He succeeded in producing some kind of a machine which was known as 'Burt Typographer'. But this machine was not at all perfect. The model produced by Burt was destroyed in a fire accidently.

After this, many engineers and mechanics tried to build a typewriter but they could not produce a successful model. It was in the year 1868, when Mr. Christopher Lantham Sholes of USA, assisted by Carlos Glidden and Samuel Soule, succeeded in inventing the first efficient and practical typewriter. Christopher Lantham Sholes is thus called the inventor and father of the typewriter.

Sholes later on built various other models during the next six years making some or the other improvements, but all these models could type only CAPITAL LETTERS. However, the features of this machine remained standard in all the machines even today.

After Sholes successfully produced a model of the typewriter, the work of manufacturing was entrusted to M/s. E. Remington & Sons of U.S.A., who produced the first model of the Remington Typewriter in 1874. This machine looked like a sewing machine. The Remington Company made various improvements in the machines.

Dr. August Dvorak of Washington designed a modified Keyboard for typewriter on which one could type for hours together, but somehow his modified keyboard could not become popular.

Originally, typewriting was done with only two fingers which is known as Sight method of Typewriting. Till 1877, only the Sight method of Typewriting was used. In 1878 Mr. Charles McGurin, an American Typist, introduced Touch Method of Typewriting, which helped the typists to type without looking at the keyboard with all the fingers of both the hands.. This created a revolution in the history of the typewriter. Mr. McGurin demonstrated to the world that he could type at a speed of 90 words per minute on a Remington Typewriter by using the Touch Method of Typewriting.

Remington Company introduced an additional key in the Keyboard known as Shift Key. With the help of this key, both capital and lower capital letters could be typed. Soon after these improvements, the demand for typewriter increased. To meet the demand, Remington Company opened their agencies in U.K., India, Australia and some other countries. The first agency of Typewriters was started in India in 1896

In the meantime some other companies started manufacturing their makes of typewriters, the major among them being the Underwood Company, which perfected the first Standard Typewriter in 1896.

In the first quarter of twentieth century, need was felt to manufacture different categories of typewriters which could meet the requirements of the typists in different situations. Noiseless Typewriter, which reduced the noise while typing, was introduced in the market in 1925.

To meet the requirements of those typists who used to travel with their Officers, Portable Typewriter was introduced in the market in 1931.

The Typewriter Companies introduced an Electric Typewriter which made its appearance in the market in the year 1938. This enabled the typists to do more work without getting tired.

So far the typewriters with only English keyboard were available but by the middle of the Twentieth Century typewriters with keyboards in different languages including Hindi language came into the market.

Electronic Typewriter is an improved version of Electric Typewriter with many additional features.

In order to have a quick look at the historical development of the typewriter, a chart is being given below:

<b>Historical Development of the Typewriter</b>	
<b>1714</b>	<b>First known Inventor – Henry Mill</b>
<b>1829</b>	<b>Burt Typographer</b>
<b>1868</b>	<b>First practical Typewriter by Christopher Lantham Sholes</b>
<b>1873</b>	<b>The contract to manufacture Typewriters with E. Remington &amp; Sons</b>
<b>1878</b>	<b>Touch Typewriting by Charles McGurin</b>
<b>1896</b>	<b>First Agency in India of Remington Company</b>
<b>1896</b>	<b>First Standard Typewriter by Underwood Company</b>
<b>1925</b>	<b>Noiseless Typewriter</b>
<b>1931</b>	<b>The first Portable Typewriter</b>
<b>1938</b>	<b>The first Electric Typewriter</b>

. By the end of the 1980s, Word Processors and Personal Computers have largely replaced typewriters in the world. In India, typewriters are being used only in the areas which do not have computers or where electricity is not available. Now almost all the typewriting tests are being held on Computers.

## 1.4 IMPORTANCE OF TYPEWRITER/COMPUTER

There are many advantages of using a typewriter/Computer, as given below:

- **Provides jobs to millions of people:**

Before the Computers came into existence, the Typewriters have provided jobs to millions of boys and girls in both the public and private sectors. Majority of employees in the Government and Private Offices have been appointed after passing the Typewriting Tests on Typewriters. Till recently the Staff Selection Commission, which makes appointments of office staff for the Central Government Offices all over the country, has been conducting Typewriting Tests on Typewriters. It is only for the last two years, the typewriting tests are being conducted on Computers. The typewriting on Computers is also done by using the Touch Method of Typewriting, which enhances the typewriting speed in comparison to the persons using the Keyboard with only two fingers of both the hands.

- **It is a desirable Skill:**

Typewriting has become a desirable skill like the other professions. It is learnt not only by the boys and girls desirous of getting jobs but also by many other persons Executives, Lawyers, Doctors, Engineers, Students, teachers and business men who use it for doing their personal and confidential work. Now-a-days the Computers are being used by everybody.

- **It has replaced Pen:**

The use of Typewriter/Computer has replaced the Pen which was being used for writing various documents in longhand, which was time-consuming and tiring.

- **It ensures Speed and Accuracy:**

The work on Typewriter/Computer can be done with a much higher speed in comparison to the work done by Pen. It ensures greater accuracy.

- **It saves time and energy:**

The work done on Typewriter/Computer is done at a faster speed without much effort, it results in the saving of time and energy of its Operator.

- **It produces work which is impressive in look:**

Work done on Typewriter/Computer can be read easily and is more impressive in look when it is properly displayed. Handwritten work takes longer time and if the handwriting of the person is not good, sometimes it becomes very difficult to read the handwritten documents.

- **It develops concentration:**

One can typewrite accurately only when one works with full concentration. The habits formed while typing improves concentration which is an important character trait for doing any other type of work.

- **It helps Blind people:**

Typewriting can also be learnt by blind persons by using the 'Braille' Typewriters/Computers which are specially designed for this purpose.

## **1.5 CATEGORIES OF TYPEWRITERS**

There are the following five categories of typewriters:

Standard Typewriter

Noiseless Typewriter

Portable Typewriter

Electric Typewriter

Electronic Typewriter

These are explained below:

### **1.5.1 STANDARD TYPWRITER**

“Standard” means “that which is recognized as a rule or model of approved merit or excellence”. The expression “Standard Typewriter” signifies that the machine is a model of

excellence for the purpose it is used, namely, to write rapidly, accurately and neatly. The Standard Typewriter was perfected by the Underwood Company in 1896\*.

All the Standard Typewriters have the following common features:

- A four-row (bank) Keyboard;
- The arrangement of keys in a similar order of letters;
- A single shift operation for capitals and additional characters; and
- Visibility of writing by “front upstroke typebar action”, which means that the type is arranged in a semi-circle in front of the machine and strikes upwards on the paper.
- Any typewriter which does not have any or all these features is called a non-standard typewriter. Prior to the invention of the Standard Typewriter in 1896, all the typewriters were non-standard typewriters. Now only standard typewriters are manufactured

### **1.5.2 NOISELESS TYPEWRITER:**

This Typewriter works on the principle of “pressure printing” instead of usual stroking method and, therefore, it makes less noise than any other ordinary typewriter. The first noiseless typewriter with three rows of keys was produced in 1910 but it had certain defects. A perfect Noiseless Typewriter was produced in 1925.

This typewriter is used by the Operator, when he/she has to sit in the room of the Officer and to type close to him. However, these typewriters are not manufactured and are in very rare use. The main drawback of this typewriter was that it could hardly produce 2-3 copies at a time as all the subsequent copies were not clear.

### **. 1.5.3 PORTABLE TYPEWRITER:**

The Portable Typewriter has all the features of a Standard Typewriter but its weight is light. It is used by travelling Operators. It is also useful for professionals, businessmen, journalists, doctors, executives and others who have to travel frequently and require letters, documents to be typed during the course of their business tours. Since the machine is very light and takes up little space, it can be carried as easily as an attaché case.

All Portable Typewriters have a four-row (bank) keyboard and their operation is similar to that of a standard typewriter. Portable typewriters came in the market in 1931.

#### **1.5.4 ELECTRIC TYPEWRITERS:**

The first electric typewriter was produced by the [Blickensderfer Manufacturing Company](#), of [Stamford, Connecticut](#), in 1902, followed by the improved versions by various manufacturers in 1914. Ultimately, an improved version of the electric typewriter came in 1938. It used a cylindrical type-wheel rather than individual type-bars like the manual typewriters but it was not a commercial success, because at that time electricity had not been standardized and voltage differed from city to city. The Olympia typewriters were most successful in Germany between 1950 and 1970.

Many electric typewriters have dispensed with type bars and instead use a small round-shaped head, commonly known as 'golf ball'. The surface of the head carries all the characters needed to match with those of the keyboard. When the keys are operated on the keyboard, the typing head revolves to the required printing position and prints the character. The golf ball can be easily replaced by a printing head with different type faces.

#### **Main advantages of this typewriter are:**

- (a) There is no need to use the hands to return the carriage from left to right position;
- (b) A very light and feather touch is needed for the operation of the keyboard;
- (c) The Operator does not tire even after many hours of work;
- (d) There is uniformity of impression on the paper;
- (e) Neat work is produced.
- (f) Different type-faces can be taken by changing the golf ball;
- (g) Mathematical typewriting can be done by changing the ordinary golf ball to the one having mathematical signs whereas the same facility is not available in the ordinary manual typewriter.

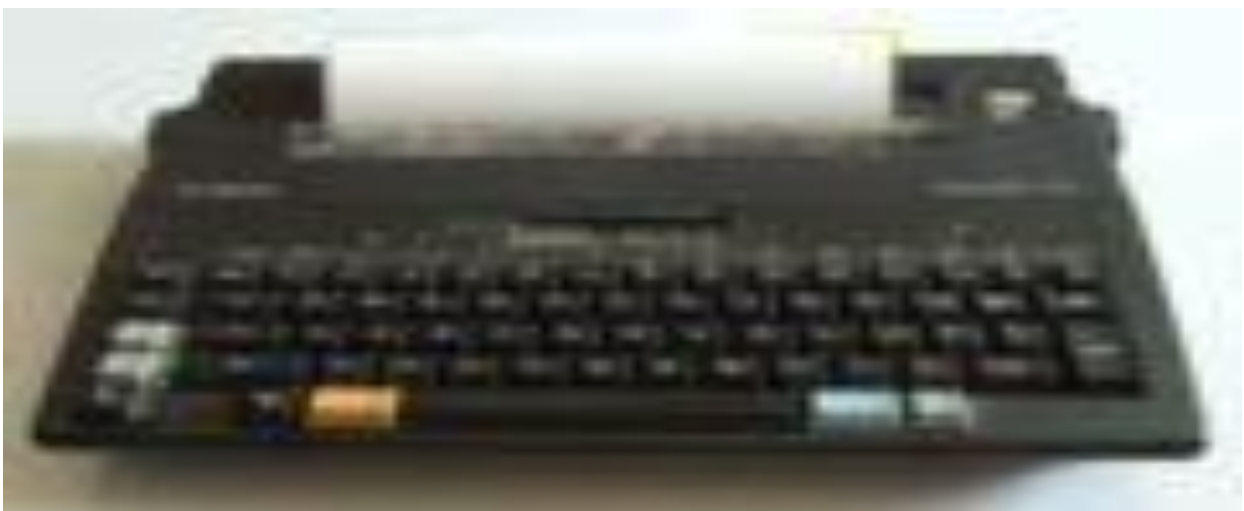
#### **1.5.5 ELECTRONIC TYPEWRITER:**

Electronic Typewriter is an improvement in the Electric Typewriter. This typewriter has been introduced in the Indian market since 1982. Electronic Typewriters are based on the sophisticated micro-processor computer technology. These are operated by microchips. All the character keys are the same as on the manual and electric typewriters. There are major



changes in the adjustment keys. The salient features of Electronic Typewriters are given below:

- It has a variety of automatic electronically controlled features, including paper feed, margins, tabulator stops, bold printing, carriage return, underscoring, margin justification, decimal tabulation and centering.
- It has a storage memory like Word Processor. But the memory is of a limited degree.
- There is a visual display screen of two-three lines. The Operator can see the text on these lines and if there is any correction, it can be carried out before giving the print command.
- The printing element is normally a daisy-wheel with a character at the end of each spoke. It gives fast printing and high print quality with a choice of type -faces in 10, 12 and 15 pitch with proportional spacing. Daisy wheels are easy to load and can be easily and quickly changed. Daisy-wheels are available in different prints.
- On certain typewriters, bi-lingual system is also available. Texts both in English and Hindi can be typed only on one typewriter by changing the daisy wheel and certain codes on the typewriter.
- Corrections on first page can be carried out automatically with the help of a key on the keyboard. A correcting tape is installed in the typewriter which lifts the incorrect characters with the depression of a key and the correct characters can be re-typed in place of the incorrect characters lifted by the correcting tape.



Model of Electronic Typewriter

### **1.5.6 Computers**

Information Technology has played a vital role in our lives. All of us are using this technology in our day to day functioning. Computer is one of the most modern devices that is being used by majority of people in their homes and offices. It is the most revolutionary invention. Computer functions through hardware and software. Hardware represents the physical components of the computer and software represents the set of programs that govern the operation of a computer system and make the hardware run.

Computers are being used everywhere. Our most of the services have been computerized such as railways, banking, airways, electricity, hotels, schools, colleges, shops, big malls, industries, defence, etc. The main characteristics of computer are: Speed, high storage capacity, accuracy, reliability, and versatility. You will read more about the Computers in the following pages.

### **1.5.7 Laptops**

Laptops are those computers which could be operated by putting it in your laps. These are used in businesses and at home to communicate on computer network, for word processing and to play games. These laptops have large amount of internal memory to store different programs and documents. These laptops are equipped with a keyboard; a mouse, track ball or other pointing devices and a video display, Monitor or LCD to display information. They have similar hardware and software as other PCs have. Laptop computers (also called notebooks) can be carried from one place to other very easily and conveniently like portable typewriter.

### **REVIEW QUESTIONS**

1. What do you understand by Typography?
2. Who is called the Inventor/Father of the Typewriter?
3. Who invented Touch method of Typewriting?
4. Which Company introduced the additional key in the Keyboard known as Shift Key?
5. In which year the first agency of Typewriters started in India?
6. Name the Typewriter invented by Mr. W.A. Burt in the year 1829.
7. How many categories of typewriters are there? Explain any two.
8. What are the advantages of Typewriter/Computer?

9. What do you understand by a Standard Typewriter? Enlist its salient features.

10. What are the advantages of Electric Typewriter?

11. Write the salient features of an Electronic Typewriter.

12. Fill in the blanks with appropriate words in the following sentences:

- The Electronic Typewriters were introduced in Indian market in the year \_\_\_\_\_.
- The \_\_\_\_\_ Typewriter has all the features of a Standard Typewriter except its weight is light.
- The Noiseless Typewriter works on the principle of \_\_\_\_\_printing instead of usual stroking method.
- There are \_\_\_\_\_ categories of Typewriters.
- The first Standard Typewriter was manufactured by Underwood Company in the year \_\_\_\_\_.
- The first attempt to invent a Typewriter was made in the year 1714 by Mr.\_\_\_\_\_.

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