

List of Free Teaching Aids for Typewriting, Bookkeeping, and Shorthand

By Eleanor Patrick Evans*

Although practically all teachers collect their own bibliography of teaching aids, most of them welcome suggested additional items to augment their own work. It was the purpose of this study to compile an annotated and classified list of a variety of free teaching aids available for use in teaching typewriting, bookkeeping, and shorthand. The method of procedure was to make a list of possible sources of free teaching aids, contact these sources by letter, and upon receipt of materials from these sources to examine them, making the necessary annotations and classification. Sixty-seven sources supplied 262 suitable free teaching aids for this study.

Critical and explanatory comments are more extensive in the thesis in the William Allen White Library, Kansas State Teachers College, Emporia, than in the list that appears here.

Sound and Silent Motion Pictures and Filmstrips

I. Films and Filmstrips for Teaching *Typewriting*

1. **Better Typing**, a 16 mm. sound film; b/w; 30 minutes; Modern Talking Picture Service.
2. **Electric Typing Time**, a 16 mm. sound film; in color; 2 reels; 20 minutes; 1951; International Business Machines Corporation.
3. **Keys to Electri-conomy**, a 16 mm. sound film; in color; 3 reels; 30 minutes; 1950; Remington Rand.
4. **Ten Copies, Please**, a 16 mm. sound film; in color; 2 reels; 20 minutes; 1951; Underwood Corporation.
5. **Tips on Typing**, a 16 mm. sound film; b/w; 2 reels; 21 minutes; Underwood.

II. Films and Filmstrips for Teaching *Bookkeeping*

1. **Accounting, The Language of Business**, a 16 mm. sound film; b/w; 20 minutes; 1953; Underwood.
2. **Credit, Man's Confidence in Man**, a 16 mm. sound film; b/w; 3 reels; 33 minutes; 1951; Modern Talking Picture Service.
3. **General Mills Today**, a 16 mm. sound film; in color; 1 reel; 16 minutes; 1948; General Mills.
4. **Income**, a 62 frame sound filmstrip; b/w; 15 minutes; 1950; Bureau of the Census.
5. **It Must Be Somewhere**, a 16 mm. sound film; b/w; 3 reels; 28 minutes; 1948; Remington Rand.
6. **Occupation, Industry, and Class of Worker**, a 59 frame sound filmstrip; b/w; 14 minutes; 1950; Bureau of the Census.

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7. **Operation '46**, a 16 mm. sound film; b/w; 2 reels; 24 minutes; 1946; General Mills.
8. **Production Control**, a sound filmstrip; b/w; 22 minutes; 1953; Remington Rand.
9. **Special Report to Stockholders**, a 16 mm. sound film; in color; 1 reel; 10 minutes; General Mills.

III. Films and Filmstrips for Teaching *Shorthand*

1. **Duties of a Secretary, The**, a 16 mm. sound film; b/w; 3 reels; 30 minutes; Underwood.
2. **Hello Business**, a 16 mm. sound film; in color; 2 reels; 20 minutes; 1950; Dictaphone Corporation.

Charts and Bulletin Board Aids

I. Charts and Bulletin Board Aids for Teaching *Typewriting*

1. **A Diagrammatic Chart of the Royal Typewriter**, 8½ by 5 inches, 1952; Royal Typewriter Company.
2. **A Check Sheet for Operating Features and Keyboard Tests**, 8½ by 11 inches; Smith-Corona Typewriters, Inc.
3. **Operative Parts of the Underwood Typewriter**, 8½ by 5½ inches; Underwood.
4. **Underwood Parts Review Chart**, 8½ by 11 inches; Underwood.
5. **Touch Typewriting Chart**, 8½ by 5½ inches; Smith-Corona.
6. **The Underwood Keyboard**, 8½ by 5½ inches; Underwood.
7. **Underwood Keyboard Review**, 11 by 8½ inches; Underwood.
8. **Error Analysis Chart**, 11 by 8½ inches; Smith-Corona.
9. **Remington Rand Elite and Pica Measuring Charts**, 8½ by 11 inches; Remington Rand.
10. **Letter Placement Guide**, 8½ by 11 inches; American Writing Paper Corporation.
11. **Typewriting Speed Chart**, for 32 students; South-Western Publishing Company.
12. **Typewriting Roll of Honor**, 14 by 20 inches; South-Western.
13. **Competent Typist Honor Roll**, 14 by 20 inches; Gregg Division, McGraw-Hill Publishing Company.

II. Charts and Bulletin Board Aids for Teaching *Bookkeeping*

1. **Simplified Bookkeeping Wall Chart**, 28 by 48 inches; 1953; American Book Co.
2. **Federal Income Tax Charts**, set of 5 wall charts, 32 by 44 inches; 1953; Bureau of Internal Revenue.
3. **Honor Roll Chart**, South-Western.

III. Charts and Bulletin Board Aids for Teaching *Shorthand*

1. **Hand Positions for Shorthand Writing**, 1954; W. A. Sheaffer Pen Company.
2. **Shorthand Writing Posture**, 1954; W. A. Sheaffer.
3. **Stenograph Keyboard**, 7½ by 5 inches; Stenographic Machines, Inc.
4. **Choose the Right Pen**, 9¼ by 11½ inches; Esterbrook Pen Co.

Tests

I. Tests for Teaching *Typewriting*

1. **The Ten-Key and Full-Keyboard Adding Machines Compared**, timed and rough-draft; Clary Multiplier.
2. **What Every Typist Should Know About Copies in Office Work**, timed and rough-draft; Ditto, Inc.

3. **Two Skills Are Better Than One**, timed and rough-draft; Felt and Tarrant Manufacturing Co.
4. **The Thinking Machine of American Business**, timed and rough-draft; Friden Calculating Machine Co.
5. **The Typist Speeds Office Routine**, timed and rough-draft; 1953; Minnesota Mining and Manufacturing Co.
6. **The Red Ink Problem Solved**, timed and rough-draft; 1953; Paper-Mate Co.
7. **What Everyone Should Know About Ink**, timed and rough-draft; 1951; Sanford Ink Co.
8. **Without Records Business Dies**, timed and rough-draft; 1954; Sanford.
9. **Filing Made Easier**, timed and rough-draft; 1953; Smead Manufacturing Co.
10. **What Every Typist Should Know About Adding Machines**, timed and rough-draft; 1951; Underwood.
11. **The Evolution of Clerical Tools**, timed typing and shorthand dictation; 1951; Addressograph-Multigraph.
12. **The Evolution of Duplicating**, timed typing and shorthand dictation; 1951; Addressograph-Multigraph.
13. **Advantages of the Full-Keyboard Adding Machine**, timed typing and dictation; 1951; Clary Multiplier.
14. **What Every Secretary Should Know About Copies in Office Work and What Every Secretary Should Know About the Gelatin Duplication Process**, timed typing and dictation; 1951; Ditto.
15. **Two Skills Are Better Than One**, timed typing and dictation; 1951; Felt and Tarrant.
16. **Your Friend, the Commercial Stationer**, timed typing and dictation; 1951; National Stationery and Office Equipment Association.
17. **Grooming for Advancement in Office Work**, timed typing and dictation; Revlon Products Corporation.
18. **You and Make-up**, timed typing and dictation; 1951; Revlon.
19. **What Everyone Should Know About Ink**, timed typing and dictation; 1951; Sanford.
20. **What Makes a Fountain Pen?** timed typing and dictation; 1951; W. A. Sheaffer.
21. **Soundsciber—Your Tool for Career Advancement**, timed typing and dictation; 1951; Soundsciber.
22. **Hair Beauty Begins**, timed typing and dictation; 1952; Toni.
23. **What Every Typist Should Know About the Simplicity of the Ten-Key Adding Machine**, timed typing and dictation; 1952; Underwood.
24. **Carbon Paper, An Instrument of Communication**, timed typing and dictation; 1951; F. S. Webster Co.
25. **IBM Keyboard Test**, 8½ by 11 inches; International Business Machines.
26. **Royal Keyboard Test**, 8½ by 11 inches; Royal.
27. **Smith-Corona Keyboard Test**, 8½ by 11 inches; Smith-Corona.
28. **IBM Operative Parts Test**, 11 by 8½ inches; International Business Machines.
29. **Royal Standard Operating Parts Test**, 11 by 8½ inches; Royal.
30. **Answer Sheet for Royal Parts Test**, 11 by 8½ inches; Royal.
31. **Royal Mechanical Parts Test**, Gray Magic, 9 by 5½ inches; Royal.
32. **Smith-Corona Operating Features Test**, 11 by 8½ inches; Smith-Corona.
33. **What Is Your Typewriter I.Q.?** guide and key included; Royal.
34. **Technique Check Sheet**, 8½ by 11 inches; Smith-Corona.
35. **Test on the Parts of the Business Letter**, 8½ by 11 inches; Smith-Corona.
36. **One-Minute Speed Spurt Drills**, 8-page set; Remington Rand.
37. **Speed Spurt Drills, Numbers**, 8½ by 11 inches; 1951; Remington Rand.
38. **Three-Minute Daily Workout**, 8½ by 11 inches; Underwood.
39. **Finger Dexterity Drills**, 8½ by 11 inches; Royal.
40. **Corrective Drills**, spiral-bound booklet; 8½ by 11 inches; Smith-Corona.

II. Tests for Teaching *Bookkeeping*

1. **Income Tax Forms**, miniature 1040 and W-2 income tax forms; 1953; Bureau of Internal Revenue.

III. Tests for Teaching *Shorthand*

1. **Factors In Office Efficiency**, office style; 8½ by 11 inches; Clary Multiplier.
2. **Time, People, and Equipment in the Office**, office style; Clary Multiplier.
3. **Comptometer Training**, office style, 8½ by 11 inches; Felt and Tarrant.
4. **American Business Depends on Copies**, office style; Ditto.
5. **What Everyone Should Know About A Fountain Pen**, straight dictation; Esterbrook.
6. **American Business Depends on Figures**, office style; 8½ by 11 inches; Friden Calculating Machine Company.
7. **The Secretary Speeds Office Routine**, office style; Minnesota Mining and Manufacturing.
8. **Shorthand Writing Instruments Through the Ages**, office style; Paper-Mate Company.
9. **Pitman Transcription and Theory Tests**, straight dictation, accompanied by theory tests; Pitman Publishing Corporation.
10. **Selection and Application of Make-Up**, office style; Revlon.
11. **Raising the Office Standard of Living**, office style; 8½ by 11 inches; Sanford.
12. **How To Choose A Pen For Shorthand**, office style; W. A. Sheaffer.
13. **The Written Word: Connecting Link of the Ages**, straight dictation; W. A. Sheaffer.
14. **How to File and Find Papers**, straight copy; Smead.
15. **Homework for Hair**, straight dictation; Toni.
16. **Speeding the World's Business**, straight dictation; Underwood.
17. **Personal Typing in the Modern Home**, straight dictation; Underwood.
18. **Typing Facts—Number 1**, straight dictation; F. S. Webster.
19. **Typing Facts—Number 2**, straight dictation; F. S. Webster.
20. **Typing Facts—Number 3**, straight dictation; F. S. Webster.
21. **Typing Facts—Number 4**, straight dictation; F. S. Webster.
22. **What Every Stenographer Should Know About Carbon Paper**, straight dictation; F. S. Webster.
23. **What Every Stenographer Should Know About Typewriter Ribbons and Their Use**, straight dictation; F. S. Webster.
24. **Things You Should Know About Carbon Paper**; straight dictation; F. S. Webster.
25. **Shorthand Reading Drills**, instructions for 25 reading drills in the form of contests and games in a 6-page booklet; 5½ by 8½ inches; Pitman.
26. **Pitman Progress Tests, Series A**, a set of 10 tests, 6½ by 8½ inches, each covering 5 lessons of Pitman shorthand; Pitman.
27. **Pitman Progress Tests, Series B**, a set of 10 tests, 6½ by 8½ inches, each covering 5 lessons of Pitman shorthand; Pitman.

Manuals, Guides, and Study Units

I. Manuals, Guides, and Study Units for Teaching *Typewriting*

1. **Methods of Teaching Typing Simplified**, 88-page manual; 5¾ by 8¾ 1952; American Book Co.
2. **Typing Guide**, 31-page manual; 6 by 8½ inches; 1951; International Business Machines.
3. **Handbook for Smith-Corona Operators**, 12-page manual; 6 by 7 inches; Smith-Corona.
4. **At Your Fingertips, Your Keys to Success**, 18-page manual; 5½ by 8½ inches; 1950; Underwood.

5. **Saving Typing Time**, 10-page manual; 8½ by 11 inches; Underwood.
6. **Methods of Teaching Electric Typing: The Familiar Techniques Still Apply**, 3-page instruction guide; 8½ by 11 inches; International Business Machines.
7. **Methods of Teaching Electric Typewriting to Beginners**, 3-page instruction guide; 8½ by 11 inches; International Business Machines.
8. **Methods of Teaching Electric Typing: Changing from Electrics to Manuals**, a 2-page instruction guide; 8½ by 11 inches; 1950; International Business Machines.
9. **Methods of Teaching Electric Typing: Carriage Return and Service Controls**, 2-page instruction guide; 8½ by 11 inches; 1950; International Business Machines.
10. **Methods of Teaching Electric Typing: Instruction in Electric Transcription**, 2-page instruction guide; 8½ by 11 inches; 1951; International Business Machines.
11. **Business Education Advancement with the Electric Typewriter**, 15-page manual; 8½ by 11 inches; Remington Rand.
12. **Vari-Typer—the Office Type Composing Machine**, 1-page instruction guide; 5½ by 7 inches; 1953; Ralph C. Coxhead Corporation.
13. **Using the Kee Lox Kopy Aligner Box**, 4-page instruction guide; 8½ by 11 inches; Kee Lox Manufacturing Company.

II. Manuals, Guides, and Study Units for Teaching *Bookkeeping*

1. **Filing Simplified**, a manual; Smead.
2. **Operation of the Underwood Sundstrand Bookkeeping Machine**, a mimeographed lesson plan; Underwood.
3. **Principles of IBM Accounting**, 7-page manual; 8½ by 11 inches; International Business Machines.
4. **A Study of Machine Accounting Methods for the Advanced Accounting Student**, 64-page manual; 8½ by 11 inches; 1950; National Cash Register Company.

III. Manuals, Guides, and Study Units for Teaching *Shorthand*

1. **Building Transcription Skill**, single-fold instruction guide; 8½ by 11 inches; 1952; Royal.
2. **From Cover to Cover**, 12-page manual; 5½ by 8 inches; Pitman.
3. **Lesson Plan for the Use and Care of a Fountain Pen**, 6-page manual; 8½ by 11 inches; Esterbrook.

Booklets, Leaflets, and Illustrative Brochures

I. Booklets, Leaflets, and Illustrative Brochures for Teaching *Typewriting*

A. Manual or Manual and Electric

1. **Twenty-Five Typing Short Cuts**, 14-page booklet; 5½ by 8 inches; Remington Rand.
2. **Typing Do's and Don'ts**, single-fold leaflet; 5½ by 8½ inches; Royal.
3. **Tips to Typists**, 24-page booklet; 5¼ by 7¼ inches; Smith-Corona.
4. **Typing Is Easy**, 24-page booklet; 5¼ by 7½ inches; Smith-Corona.
5. **Your Keys to Success**, 18-page booklet; 5½ by 8½ inches; 1952; Underwood.
6. **How You Spell It**, 17-page dictionary; 5½ by 8 inches; 1951; Remington Rand.
7. **Left-Hand and Right-Hand Word Typing Drills**, leaflet; 6½ by 9½ inches; Keystone View Company.
8. **How to Improve the Teaching of Typewriting**, leaflet; 8½ by 11 inches; Underwood.
9. **Building Typewriting Skill and Speed**, leaflet; 8½ by 11 inches; 1950; Royal.

10. **Typing Instruction Ipso Facto**, leaflet; 5 by 7 inches; Underwood.
11. **Methods of Teaching Typewriting**, Monograph 71, 32-page booklet; 1949; Royal and South-Western.
12. **To Typists and Typing Students**, leaflet; 8½ by 11 inches; Underwood.
13. **Lettered Versus Blank Typewriter Keyboards**, leaflet; 8½ by 11 inches; 1953; International Business Machines.
14. **Towards Higher Typing Norms**, leaflet; 8½ by 11 inches; Remington Rand.
15. **Royal Produces "Right-At the Start,"** leaflet; 8½ by 11 inches; 1950; Royal.
16. **How I Use the Royal Film, "Right-At the Start," in My Typing Classes**, leaflet; 8½ by 11 inches; 1951; Royal.

B. Electric Typewriters

1. **Electric Typewriters in Education**, 20-page booklet; 8½ by 11 inches; 1951; International Business Machines.
2. **Electric Typing Versus Manual Typing**, 19-page booklet; 8½ by 11 inches; Remington Rand.
3. **Manual Versus Electric Typing**, leaflet; 5½ by 8 inches; 1951; International Business Machines.
4. **What Typewriting Teachers Want to Know About Electric Typewriters**, 5-page leaflet; 8½ by 11 inches; 1951; International Business Machines.
5. **Results of Teaching Electric Typing: Greater Speed and Greater Accuracy**, leaflet; 8½ by 11 inches; 1951; International Business Machines.
6. **Electric Typing Speeds Production**, leaflet; 8½ by 11 inches; 1951; International Business Machines.
7. **Electric Typewriting—a New Experience at Girard High School**, leaflet; 8½ by 11 inches; International Business Machines.
8. **We Used Electric Typewriters for a Personal-Use Course**, leaflet; 8½ by 11 inches; 1952; International Business Machines.
9. **Electric Hunt 'n Peck**, leaflet; 8½ by 11 inches; 1950; International Business Machines.
10. **We Got More Speed and Accuracy on Electrics, Too**, leaflet; 8½ by 11; 1952; International Business Machines.
11. **You Can Quickly Improve Manual Typing Skill by Training on Electrics**, leaflet; 8½ by 11 inches; 1952; International Business Machines.
12. **Electric Typing**, leaflet; 6½ by 9 inches; Underwood.
13. **Push-Button Typing**, leaflet; 6½ by 9½ inches; International Business Machines.
14. **Electrification Means Better Typists**, leaflet; 8½ by 11 inches; Remington Rand.
15. **Planning Your Electric Typing Program**, leaflet; 6 by 9 inches; 1951; Royal.
16. **Wiring Plan for Electric Typewriters**, leaflet; 8½ by 11 inches, 1952; International Business Machines.
17. **IBM Produces "Electric Typing Time,"** leaflet; 8½ by 11 inches; 1951; International Business Machines.
18. **Some Electric Typewriting Students**, leaflet; 8½ by 11 inches; 1951; International Business Machines.

C. Historical Development

1. **The History of the Typewriter**, 16-page booklet; 4 by 8 inches; 1952; Underwood.
2. **The History of the Typewriter**, 9-page booklet; 8½ by 11 inches; 1950; Royal.

3. **The History of IBM Electric Typewriters**, 8-page booklet; 8½ by 11 inches; 1951; International Business Machines.
4. **Invention**, 18-page booklet; 7¼ by 9¾ inches; 1949; Field Enterprises, Incorporated.

D. Illustrative Brochures Picturing Typewriters

1. **The New IBM Electric Typewriter**, leaflet; 7½ by 10 inches; International Business Machines.
2. **The New IBM Electric Executive Typewriter**, 8½ by 11 inches; 1951; International Business Machines.
3. **The New IBM Electric Typewriter with Carbon Paper Ribbon**, 10 by 6½ inches; 1951; International Business Machines.
4. **Modern Schools**, 8½ by 11 inches; International Business Machines.
5. **Why Royal Electric?** 3¾ by 6¼ inches; Royal.
6. **A Picture of Progress**, 8½ by 11 inches; Royal.
7. **Typing Perfection with Quiet**, 8½ by 11 inches; Remington Rand.
8. **New Tested Tempo Touch**, 8½ by 11 inches; Remington Rand.

E. Miscellaneous

1. **The Expert Simplifies Erasing**, leaflet; 6 by 9 inches; Royal.
2. **Erasaguard**, leaflet; 8½ by 11 inches; 1953; Kee Lox.
3. **Get All the Copies You Need**, leaflet; 8½ by 11 inches; Remington Rand.
4. **The New Improved Kee Lox Dupli Packet**, leaflet; 8½ by 11; 1953; Kee Lox.
5. **Right Before Your Eyes**, leaflet; 8½ by 11 inches; 1952; Remington Rand.
6. **Rite-Line Copyholder**, leaflet; 3½ by 6¼ inches; 1952; Rite-Line Corporation.
7. **The Psychology of Business Impression**, 16-page booklet; 9¾ by 11¾ inches; 1950; Neenah Paper Company.

II. Booklets, Leaflets, and Illustrative Brochures for Teaching *Book-keeping*

1. **Super System for Record Filing and Finding**, leaflet; Smead.
2. **Centralized Filing with Supervision**, 8½ by 11 inches; Smead.

III. Booklets, Leaflets, and Illustrative Brochures for Teaching *Shorthand*

A. Handbooks of Office Behavior and Tricks of the Trade

1. **The Perfect Secretary**, 31-page booklet, 4½ by 6 inches; 1950; Eaton Paper Corporation.
2. **The Modern Secretary**, 22-page booklet; 6 by 9 inches; 1952; Royal.
3. **Strictly Personal**, 22-page booklet; 6 by 9 inches; 1952; Gray Manufacturing Company.
4. **How to Be a Super-Secretary**, 18-page booklet; 5½ by 8 inches; 1951; Remington Rand.

B. Tape Recording, Dictating and Transcribing Machines

1. **Tape Recording**, 67-page book; 5½ by 8¾ inches; 1953; Minnesota Mining and Manufacturing.
2. **A New Course in School Training for the Audograph Secretary**, leaflet; 8½ by 11 inches; Gray.
3. **How to Talk Yourself Out of Time-Saving Work**, 14-page booklet; 8½ by 11 inches; 1950; Gray.
4. **Pentron Foot Pedal Attachment**, leaflet; 8½ by 11 inches; 1953; Pentron Corporation.

C. Machine Shorthand

1. **The Stenograph**, 14-page booklet; 3¾ by 8½ inches; 1953; Stenographic Machines, Incorporated.
2. **Questions and Answers About Stenograph and Machine Shorthand**, 3-page leaflet; 8½ by 11 inches; 1953; Stenographic Machines.

3. **Your Introduction to the Stenograph**, 2-page leaflet; 8½ by 11 inches; 1953; Stenographic Machines.
4. **What Is a Reporter**, 1-page leaflet; 1½ by 11 inches; 1953; Stenographic Machines.
5. **Suggestions to the Teacher When Using "Your Introduction to the Stenograph,"** 3-sheet leaflet; 8½ by 11 inches; 1953; Stenographic Machines.
6. **Machine Shorthand and the Stenograph**, 4-page leaflet; 8½ by 11 inches; 1953; Stenographic Machines.
7. **Stenographic Opens a World of Opportunity**, 9-page booklet; 5½ by 8 inches; 1951; Stenographic Machines.
8. **The Stenograph Opens a New World of Opportunity to You**, 1-page leaflet; 8½ by 11 inches; 1951; Chicago College of Commerce.
9. **Write Your Own Ticket with Stenograph**, leaflet; 8½ by 11 inches; 1952; Stenographic Machines.
10. **The Stenograph in a Typical High School**, leaflet; 4½ by 10 inches; 1954; Stenographic Machines.
11. **Stenograph Reports MacArthur**, leaflet; 8½ by 11 inches; 1951; Chicago College of Commerce.

D. Miscellaneous

1. **Measurement of Shorthand Transcription Production**, 46-page booklet; 1953; South-Western.
2. **The Girl Who Almost Quit**, leaflet; 8½ by 11 inches; International Business Machines Corporation.
3. **Keystone Tachistoslide Series—Shorthand Unit**, 4-page leaflet; 8½ by 11 inches; 1953; Keystone.
4. **The Right Point for the Way You Write**, leaflet; 4½ by 6 inches; Esterbrook.
5. **A Study of Company Stenographic Manuals**, 8-page booklet; 5½ by 8½ inches; 1948; Pitman.

Other Aids

I. Other Aids for Teaching *Typewriting*

A. Classroom Demonstrations for Teaching Typewriting

1. **Office Experience—the Electric Typewriter**, 1954; Underwood.
2. **Office Experience—Typewriters**, 1953; Underwood.
3. **Office Experience—Start the Day Right**, 1953; Sanford.
4. **Office Experience—Your Commercial Stationer**, 1953; National Stationery and Office Equipment Association.

B. Free Teaching Certificates for Teaching Typewriting

These certificates are offered free of charge to teachers who (1) give instruction resulting in job competency to one or more students or (2) give evidence, in person, of job competency in the use of the machine or skill.

1. **Electric Typewriter Conversion**, 1953; Underwood.

C. Free Student Certificates for Teaching Typewriting

1. **Twentieth Century Certificates of Proficiency**, 1953; South-Western.
2. **Twentieth Century Certificates of Credit**, 1953; South-Western.
3. **Typing Simplified Proficiency Certificate**, 1953; American Book Co.

D. Free Samples of Paper for Teaching Typewriting

1. **Multikopy Carbon Papers**, samples of carbon paper with numbered scale; F. S. Webster.

E. Free Mechanically-Used Aids for Teaching Typewriting

1. **Eraser Shield**, eraser shield in form of calling card; 1952; Smith-Corona.

II. Other Aids for Teaching *Bookkeeping*

A. Classroom Demonstrations

1. **Office Experience—Invoices**, 1954; Clary Multiplier.
2. **Office Experience—Filing Simplified**, 1954; Smead.
3. **Office Experience—Handling Bills**, 1953; Underwood.

B. Teaching Certificates

1. **Machine Posting**, Underwood.
2. **Filing and Indexing**, Smead.

C. Student Certificates

1. **Twentieth Century Bookkeeping and Accounting Certificates of Credit**, 1953; South-Western.
2. **Twentieth Century Certificates of Proficiency in Bookkeeping**, 1953; South-Western.
3. **Twentieth Century Accounting Certificates of Proficiency**, 1954; South-Western.

D. Samples of Paper

1. **Neenah Ledger Pattern Kit**, a set of patterns for ruling, punching, and perforating papers for machine bookkeeping in kit 8¼ by 11 inches; Neenah.

E. Mechanically-Used Aids

1. **Bookkeeping Entry Indicator**, sliding entry indicator; 5 by 8¾ inches; 1948; National Cash Register.

III. Other Aids for Teaching *Shorthand*

A. Samples of Paper

1. **Sample of Printed Stenotype Tape**, printed tape with instruction for reading; Stenographic Machines.

Free Catalogs for Teaching Typewriting, Bookkeeping and Shorthand

Association Films, Inc.

1. A 52-page film catalog, 1953-4.

Brookings Institution, The

1. A 15-page catalog, 1953.

City College of New York

1. See-Hear, Mr. Businessman, a 40-page audio-visual catalog.

Coronet Films

1. A 64-page film catalog, 1953-4.

Eastman Kodak Co.

1. A 10-page booklet with list of motion picture aids for business education, 1953.
2. A 22-page booklet with list of photographic visual aids, 1953.
3. A 12-page catalog of sources of films and filmstrips, 1953.

Encyclopedia Britannica Films

1. A 12-page film catalog, 1953.
2. A 4-page film price list, 1953.
3. A 14-page film utilization list, 1951-52.

Foundation for Business Education

1. A catalog of aids for business teachers, in leaflet form, published monthly.

Gray Manufacturing Co.

1. A 24-page price list, 1952.

Gregg Publishing Division, McGraw-Hill Book Co.

1. The Gregg Catalog, 60 pages, 1953.

- Harding College
1. A 4-page film list, 1953.
- Ideal Pictures Corporation
1. A 27-page catalog, 1953-54.
- International Film Bureau, Inc.
1. A 2-page film list, 1953.
- Keystone View Co.
1. An 11-page price list, 1953.
- Carl F. Mahnke Productions
1. A 7-page film catalog, 1953.
- Modern Talking Picture Service
1. A 15-page film index, 1953.
- F. A. Owen Publishing Agent
1. A 113-page catalog of business-sponsored teaching aids, 1949.
- Prentice-Hall
1. A 77-page catalog, 1953.
- Remington Rand
1. A 3-page list of school aids, 1953.
- Science Research Associates
1. An 80-page catalog, 1953-4.
- Society for Visual Education
1. A 66-page film and filmstrip catalog, 1953.
- South-Western Publishing Co.
1. **Visual Aids for Business and Economic Education**, a 34-page list, 1953.
2. **Auditory and Visual Aids in Business Education**, a 44-page booklet with a list of sources of aids.
3. **Tests and Testing Aids in Business Education**, a 20-page catalog in stapled sheet form, 1953.
- Stanley Bowmar Company
1. A 28-page film catalog, 1953.
2. A 20-page price-list, 1953.
- Superintendent of Documents, United States Printing Office
1. A 62-page catalog, 1951.
2. Price list 28, a 20-page price list, 1953.
3. Price list 31, a 15-page price list, 1953.
4. Price list 54, a 26-page price list, 1953.
- Swank Motion Pictures
1. A 95-page catalog, 1953.
- Thacher, Incorporated
1. A 176-page catalog, 1953-4.
- United World Films
1. A 94-page catalog, 1953-4.
- University of Kansas
1. A 253-page film catalog, 1953-4.
- Victor Animatograph Corporation
1. A double-fold list of film sources, 1953.
- World Book Company
1. A 19-page catalog, 1952-3.
- Young America Films, Inc.
1. A 19-page catalog, 1952-3.

Companies and Other Agencies Furnishing Free Aids

1. Addressograph-Multigraph, 1200 Babbit Road, Cleveland 17, Ohio
2. American Book, 55 Fifth Avenue, New York 3, New York
3. American Writing Paper, Holyoke, Massachusetts
4. Association Films, Chicago 3, Illinois
5. Brooklings Institution, The, 722 Jackson Place, North Twentieth, Washington 6, D.C.

6. Bureau of the Census, Department of Commerce, Washington 25, D.C.
7. Bureau of Internal Revenue, Contact Local Office
8. Chicago College of Commerce, 318 South Michigan Avenue, Chicago 4, Illinois
9. City College, The, 17 Lexington Avenue, New York 10, New York
10. Clary Multiplier Corporation, San Gabriel, California
11. Coronet Films, 65 East South Water Street, Chicago 1, Illinois
12. Coxhead Corporation, Ralph C., 720 Frelinghuysen Avenue, Newark 5, New Jersey
13. Dictaphone Corporation, 1803 Baltimore Avenue, Kansas City, Missouri
14. Ditto, Inc., 2243 West Harrison Street, Chicago 12, Illinois
15. Eastman Kodak, Rochester 4, New York
16. Eaton Paper Corporation, Pittsfield, Massachusetts
17. Encyclopedia Britannica Films, 1150 Wilmette Avenue, Wilmette, Illinois
18. Esterbrook Pen, Camden 1, New Jersey
19. Felt and Tarrant, 1735 North Pauline Street, Chicago 22, Illinois
20. Field Enterprises, 35 East Wacker Drive, Chicago 1, Illinois
21. Foundation for Business Education, 236 West 44th Street, New York 18, New York
22. Friden Calculation Machine, San Leandro, California
23. General Mills, Inc., Film Library, 400 Second Avenue, South, Minneapolis 1, Minnesota
24. Gray Manufacturing, 16 Arboc Street, Hartford 1, Connecticut
25. Gregg Publishing Division, McGraw-Hill Publishing Co., 330 West 42nd Street, New York 18, New York
26. Harding College, Motion Picture Division, Searcy, Arkansas
27. Ideal Pictures Corporation, 2634 East 8th Street, Chicago 5, Illinois
28. International Business Machines, Film Library, Endicott, New York
29. International Film Bureau, 57 East Jackson Boulevard, Chicago 4, Illinois
30. Kee Lox Manufacturing, Kee Lox Place, New York 8, New York
31. Keystone View, Meadville, Pennsylvania
32. Mahnke Productions, Carl F., 215 East 3rd Street, Des Moines, Iowa
33. Minnesota Mining and Manufacturing, 900 Faquior Avenue, St. Paul 6, Minnesota
34. Modern Talking Picture Service, 45 Rockefeller Plaza, New York 20, New York
35. National Cash Register, Dayton 9, Ohio
36. National Stationery and Office Equipment Association, 740 Continental Building, Washington, D.C.
37. Neenah Paper, Neenah, Wisconsin
38. Owen, F. A., Publishing Agent, Donvill, New York
39. Paper-Mate, 8790 Hayes Street, Culver City, California
40. Pentron Corporation, 211 East Cullerton Street, Chicago 16, Illinois
41. Pitman Publishing, Two West 45th Street, New York 36, New York
42. Prentice-Hall, 70 Fifth Avenue, New York 11, New York
43. Remington Rand, Inc., 315 Fourth Avenue, New York 10, New York
44. Revlon Products Corporation, 745 Fifth Avenue, New York 22, New York
45. Rite Line Corporation, 1025 15th Street, Washington 5, D.C.
46. Royal Typewriter, Two Park Avenue, New York 16, New York
47. Sanford Ink, Bellwood, Illinois
48. Science Research Associates, 57 West Grand Avenue, Chicago 10, Illinois
49. W. A. Sheaffer Pen, Fort Madison, Iowa
50. Smead Manufacturing, Hastings, Minnesota
51. L. C. Smith and Corona Typewriters, Inc., Syracuse, New York
52. Society for Visual Education, 100 East Ohio Street, Chicago 11, Illinois
53. Soundscribe Corporation, 146 Mussen Street, New Haven 4, Connecticut
54. South-Western Publishing, 634 Broadway, Cincinnati, Ohio
55. Stanley Bowmar, 513 West 166th Street, New York 32, New York
56. Stenographic Machines, Inc., 318 South Michigan Avenue, Chicago 4, Illinois

57. Superintendent of Documents, United States Printing Office, Washington 25, D.C.
58. Swank Motion Pictures, 614 North Skinker Boulevard, St. Louis 5, Missouri
59. Thacher, Inc., 426-428 Quincy, Topeka, Kansas
60. Toni, Merchandise Mart, Chicago 54, Illinois
61. Underwood Corporation, School Division, One Park Avenue, New York 16, New York
62. United World Films, 1442 Park Avenue, New York 29, New York
63. University of Kansas, Lawrence, Kansas
64. Victor Animatograph Corporation, Davenport, Iowa
65. F. S. Webster, One Amherst Street, Cambridge 42, Massachusetts
66. World Book, 2126 Prairie Avenue, Chicago 16, Illinois
67. Young America Films, Inc., 18 East 41st Street, New York, New York

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