

# LESSON 50

The eraser and how to use it

PAPER: A4.

MARGINS: 38 mm (1½ inches).

SPACING: Double.

Read this article before using your eraser to help you type a correct copy.

A typing eraser is one which contains some abrasive material such as pumice or ground glass. The abrasive particles in the rubber help to remove the ink from the page when correcting any typing mistakes without scratching the paper too much. Typing erasers come in various forms, the two most common being in the form of a pencil and a flat, thin rubber with a metal eyelet in the middle. Some of the latter type are built-up like a sandwich with the hard abrasive rubber in the middle and a soft India rubber outside. These erasers are particularly useful for erasing carbon work - the India rubber outside erasing the carbon while the abrasive rubber erases the ink from the rubber.

To erase a typing error, first wind the paper on to the top of the roller - or the erasure platform if there is one on your machine, and then move the carriage to one side or the other. Use the margin release lever if need be. Gently erase the error so that it cannot be seen. Return the carriage to the original typing point and type the correction so that it does not stand out from the rest of the typing. On no account must you rub a hole in the paper or allow the dust from your erasing to fall into the machine as it will clog up the workings and cause the machine to wear out that much quicker.

## Carbon paper

Type a correct copy of the manuscript at the top of the page and take a carbon copy.

Carbon paper enables us to take an exact copy of any typed material. It has a special coating on it which is placed between the top copy and the sheet on which the copy is required, with the coating *towards the copy*. Carbon paper is sold in grades depending on the quality or amount of coating there is on it. The best carbon paper is not paper at all but a thin sheet of plastic which has been coated. It is more expensive than paper but does not crease so easily and lasts much longer. Avoid using carbon paper that is creased as this will only produce messy work. The copy sheet is usually a thin sheet (Bank paper) while the original is a quality (Weight) paper. You should be able to take up to 7 carbon copies at a time.

If you make a mistake when using carbon paper you must place a piece of rough paper, or an erasure shield, between the carbon paper and the copy before you erase the top copy error with your abrasive eraser. Erase the error on the carbon copy with a soft rubber and remove the erasure shield.

If you make an error towards the bottom of a page, do not wind it up onto the roller or erasure platform in case you wind the paper out of the machine. It is better to wind the paper back into the machine and erase the error where the paper goes into the machine.

Store carbon paper flat in a cool place.