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how you can help

WIN THE WAR!



THE stenographer at her typewriter . . . the design engineer at his drafting board . . . the executive at his desk! Yes, "white collar" workers have a place in the war, too.

For, quite in addition to the highly important war work you are doing, is the need to conserve the equipment you use in every-day office procedure.

But what have typewriters and pencils, paper clips and erasers, to do with winning the war?

It's the purpose of this little booklet to show you that even such small items as these are now vital and important war goods . . . to be conserved just as surely as we conserve oil, rubber or aluminum.

It's being a good American . . . and it's good sense too. For supplies of many of the items we ordinarily use in abundance may soon be exhausted . . . unless we start conserving *now*. Without them, our own war efforts may be seriously handicapped.

Read the suggestions listed in this booklet . . . they are given to help *you* meet the restrictions that wartime is placing on all of us.





TYPEWRITERS

Typewriters are mighty important to all office workers. But machine guns are vastly more important to our soldiers. That's why typewriter companies today are making machine guns instead of typewriters. That, too, explains why the typewriters you now have in your office may be all you can get "for the duration".

And just as the machine gun operator on the battle front gives his gun the best of care, so should you make sure that your typewriter is properly taken care of.

Here are a few simple rules for the care of your typewriter —

- 1 Protect your machine from falls or knocks by seeing that it is securely fastened and safely placed. A typewriter broken cannot easily be replaced.
- 2 Safeguard the rubber roller from abuse. Always type with at least two sheets of paper in the roll.
- 3 Keep your machine clean at all times.

A. Here is what to do each morning —

- a. Run carriage to extreme left and wipe upper and lower carriage rails with dry cloth. Run carriage to extreme right and repeat operation. Also wipe rail at back of machine.
- b. Wipe the slots in the curved metal framework in which the type bars move, wiping towards you to insure a thorough cleaning.
- c. Clean type with bristle brush. Done daily, this keeps type clean without the use of fluids except for occasional sparing use of fluids.

B. Here is what to do once a week —

- a. Same operation as in (a) above, only use cloth moistened with a little oil.
- b. Wipe off nickel rods behind paper table or deflector with a cloth slightly moistened with oil.
- c. Clean roller with a cloth dampened with a little denatured alcohol. Do not use benzine or gasoline.

- 4 Very important — cover your typewriter every night.
- 5 Remember, your typewriter is *your* weapon of war. Guard it . . . take care of it . . . make it last longer.





PAPER

Wartime puts a tremendous burden on paper supplies. Chlorine and other chemicals used in paper making are also needed for explosives and other war goods. Transportation facilities for wood pulp are used for war purposes. And the armed forces have a thousand new, unforeseen uses for paper — for cartridge cases, wrapping, messages, miles of blueprints, etc. Many grades and types of paper already are not available. Conservation of paper is a war necessity.

There are many ways to save paper, but in almost every case it is up to the individual to find his own ways. Here are a few general suggestions —

1 STATIONERY

- a. Using both sides of letterheads is an accepted way to conserve paper.
- b. Yellow copy paper should also be used both sides.
- c. Order only the needed number of mimeographed copies of a notice or letter.
- d. Use only inter-office stationery for correspondence with district offices, and eliminate the use of envelopes. Do not use company letterheads for inter-office correspondence.
- e. Use scratch pads of waste paper for making notes.

2 WRAPPING PAPER AND MANILA ENVELOPES

- a. The stock of this type of heavy paper is subject to extreme scarcity. Every office worker's aid is needed to cut all waste to the absolute minimum. Where inter-departmental mail must be sent in a large envelope, use Envelope Form E93B (which has space for over forty names). Other manila envelopes, where used, should be re-used many times, merely by crossing off old addressing, or by pasting a new label over the old addressing.

3 OFFICE FILES, ETC.

- a. Cardboard file dividers are on the "scarce" list.
- b. File folders, being of heavy stock, can usually be re-used over again. It may be impossible to replace those thrown away now, making it harder for you to take proper care of your files next year.

CARBON PAPER

- a. Stenographers are urged to use every sheet of carbon paper to its fullest extent. This is another critical item.



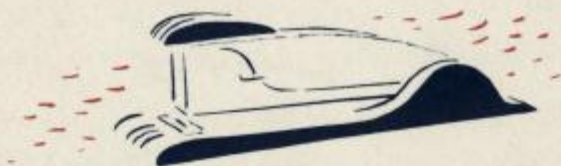


OFFICE SUPPLIES

How can one paper clip win the war?

It can't. But every pound of metal you put into a tank helps give protection to some American soldier. And if you save . . . and tens of thousands of other office workers save . . . there may be enough material saved to give protection to a whole tank corps. And this may be the tank corps that turns the tide of war.

Remember — it's the little things that count!



PAPER CLIPS

If papers must be fastened together, use staples instead of clips (there is less metal in a staple). Use all metal materials sparingly. Remove and save all clips from discarded papers.



RUBBER BANDS

The supply of rubber bands and rubber cement now available is probably all we'll get. Getting a further supply is almost impossible. In destroying papers or correspondence which are bound with rubber bands, remove them for repeated use. Wherever possible, use mucilage instead of rubber cement.



PENCILS

Yes, even the lowly wooden pencil is on the "scarce" list. Mechanical pencils, now owned by pencil users, should be more extensively used. Those who must use wood pencils should avoid discarding pencils before they are used up.



ERASERS

Rubber again . . . and no supply of rubber in sight for years to come. That means — save your rubber erasers and plan to get miles more service out of them.



DUST CLOTHS

Material for dust cloths is especially selected for its dust-absorbing qualities and should not be discarded until well soiled, after which it should be laundered and re-used.



TYPEWRITER RIBBONS

Typewriter ribbons last longer after they have been used for some time if reversed on the reels. Ribbons should not be thrown away, but returned for re-inking.



LIGHTS

Light is power! The same electrical energy that illuminates the lamp over your desk also turns the wheels of industry . . . helps make the weapons of war.



Using electricity for even a single lamp takes just that much from available power capacities . . . at a time when power is the most urgently needed single factor in the whole war effort.

No one is expected to work in inadequate light. But neither is it desired that power be wasted. In brief — turn out lights when they are not needed.



TELEPHONES

During wartime there is a tremendous increase in the use of telephones. Tens of thousands of new phones are needed for army camps, new war plants, and vital war communications. This means that every effort we can make to conserve the use of telephones is urged by the War Department.

More calls mean that more phones will be needed . . . and new phones take vitally-needed copper, rubber, steel (and 125 other materials), as well as the labor of telephone installation men who are required for war work. Even one unnecessary call a day per person means thousands of extra calls burdening the already over-burdened phone system.

Make only essential calls . . . and make them brief.

Use long distance only when absolutely necessary . . . and only when you *know* you can get an immediate and satisfactory reply.

DO YOUR SHARE

Follow These 10 Simple Rules

1. Keep your typewriter clean and in good mechanical condition at all times. Cover it every night.
2. Conserve paper. Use both sides of letterheads and copy sheets. Re-use manila envelopes, carbon paper, and file folders and dividers.
3. Use staples instead of clips. Re-use clips.
4. Use rubber bands and rubber cement sparingly. Re-use rubber bands.
5. Get full use from pencils.
6. Make erasers last longer.
7. Re-use dust cloths.
8. Reverse typewriter ribbons for longer wear.
9. Turn out unneeded lights.
10. Make only essential phone calls and make them brief.

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