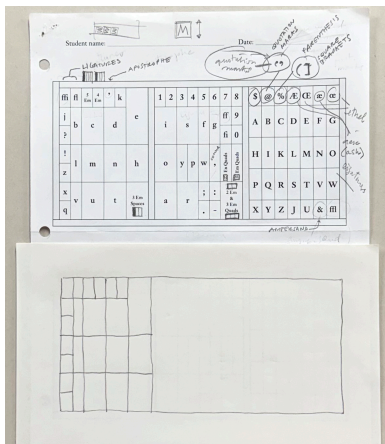
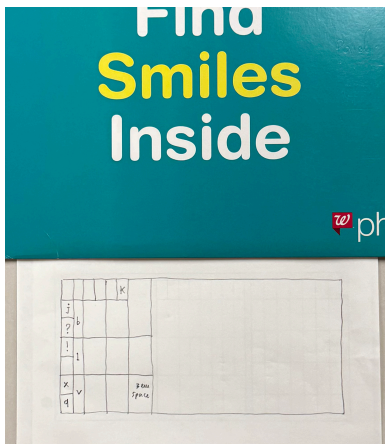


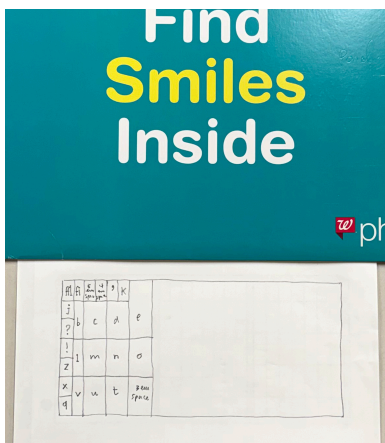
1. Begin by familiarizing yourself with the layout of the case. You should try to memorize first those letters that are less frequent and more unusual, such as those on the left side of the case and in the middle of the case. The four letters on the upper right hand side are ligatures like the ampersand at the bottom. The “ff” combinations at top left, bottom right, and middle-top, are also ligatures. The “at” mark and the percentage mark are traditionally replaced by the quotation marks and the parentheses and square bracket, the last two in the same box. In the test, you can write either the former or the latter pair, or both, above the diagram.



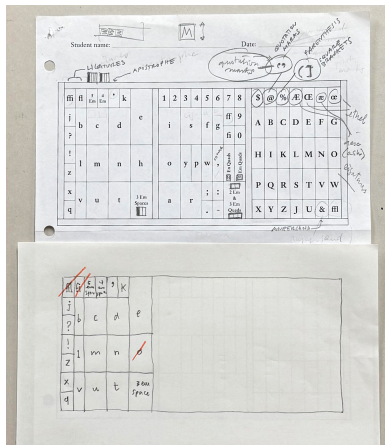
2. Take a piece of thin paper through which you can see the diagram of the case and trace the left third of the case. For this you can use the half size sheets of paper available in the shop. I will leave a stack of these thin sheets in the second top drawer from the left in the cabinet next to the stereo. 4 or 5 sheets should be enough for you to be able to complete the memorization. Use pencil so you can make corrections if you need to.



3. Cover the top part of the diagram with the actual letters and start writing, in the lower diagram that you sketched, on the left side of the lowercase section, those letters that are harder to remember. You can try to remember them better by grouping them in your mind or by using pairs of letters, for example k and j; and q and x. You can use any method that works for you. For example I wrote the letters blv down and associated those letters with blt, the sandwich, keeping in mind that the t is really a v in the diagram.



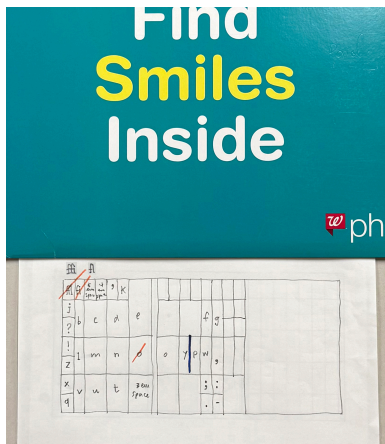
4. Continue writing in the other letters in that section. Notice that some sequences are quite easy, for example the sequence bcde. The 3 em space has a larger box on account of the fact that it was the more commonly used word space in the 19th century and early in the 20th century. Later, it became better practice to use instead a 4-em space, which is one fourth of the width of the capital letter M sort.



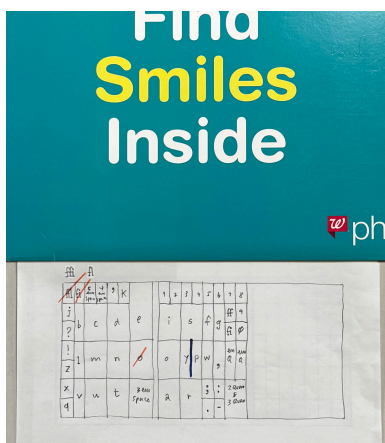
5. Lift the cover from the key diagram and check your work, crossing out the incorrect answers, and writing next to them the correct answers. As an alternative simply erase the incorrect answers and leave those spots blank for now, filling them in later, when you will correct all the incorrect ones. Or, you may choose to cover up the top diagram again now, and try to write in the correct answers for the ones you just missed.



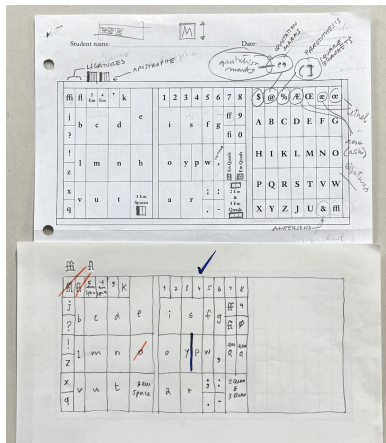
6. Proceed by drawing the middle section of the blank case in your worksheet below.



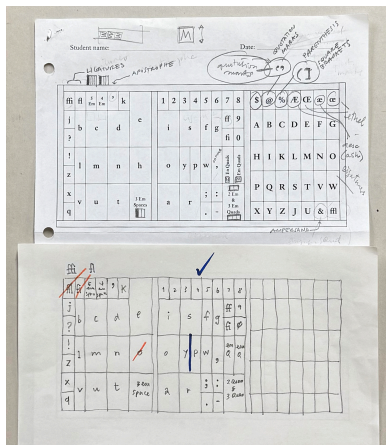
7. Cover again the top part of the diagram and start filling in the letters in the worksheet. Here as well, write in the hard-to-remember letters first. The mark above the colon mark is the comma. If you missed a wall of some of the compartments, write it in at this time, for example, in this case I had forgotten the wall separating y and p.



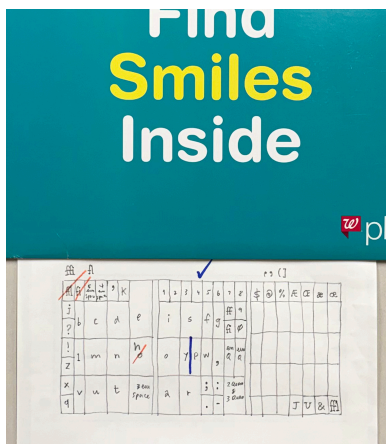
8. With the top diagram still covered, complete the section below with the remaining letters and numerals.



9. Check your work.



10. Continue by tracing and sketching in with pencil the right section of the case, the one where the capital letters, or uppercase letters, are stored.

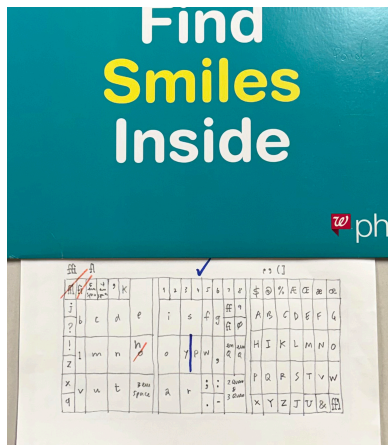


11. Here again, cover the top diagram, and start by writing in the letters which are harder to remember. For all practical purposes, especially in the context of the class, the more important ones are J and U. These are at the bottom right, at the very end of the case next to the ampersand and the ffl ligature. These letters were added later because they didn't exist in the old Roman alphabet, and rather than having to rearrange the entire sequence after J – if these were placed in the current alphabet position – typographers simply decided to put them at the end of the case. The letters in the top four compartments on the right are rarely used ligatures, combinations of A and E and O and E.



12. Lift the cover and check your work for this preliminary portion.





13. Cover the top diagram again and finish writing in all the capital letters in your hand-drawn diagram. This last operation should be fairly easy as it is simply the alphabet in its normal sequence, minus J and U of course which were written in previously at the bottom.



14. Check your work and make a note or erase the incorrect answers. Start the process again by covering up the top diagram and filling in the answers to the previously incorrect answers. You can do this on the sheet you just finished or you might want to start a new exercise with a completely blank sheet. Even if you got all the answers correct already, it's a good idea to repeat the process with a new sheet once or two more times.

Happy memorizing!