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## Eafy Rules and Directions for all the Material things belonging to the Art of Fair W R I T I N G.

How to make a Pen.

THe fecond quill in a Goofe wing is the beff for fervice, which beiog crufted over with a thin Subfance, you muft rcrape off with the back edge of your Penknife, which done, place the quill inyour lefs hand, with ics Feather end from you, which hold betwixt the Thumb, the fore-finger and the middle-finger, fo as it may relt on your middle-finger with ins back towards youn Face, then cut it floaping half through, then turn it in your hand wichour applying your other hand to ic, and meer the other past with a fecond cur off to the end ; affer the quill lying asat firft, enter the edge of rhe knife eved, in the arch or half round, and fit it a little way, this being only a preparacion for the flit that malt go farther up the Quill, which is to be done with the point of your Penknife haft, fafhined for that purpofe; which being fuddenly twich'd up, will make a fit of what lengeh you plenfe. If the quill be hard the nit muft be logg, iffoft, then ghort, if the fit be too losg, you may make is of a convenicut fize by two
noping cuts as before, thenfahion the nib, which to do, hold the quill as formerly, with.the back wherein the litis, lying downwa don your middle-finger; obferve the flits extent on that fide, and enret your kbite on the middle of your quill, about twice the flits length fopm the quillse end, and cut a piece floping fo as may leave che quil in fafhion of a Scoop, that done, 2trligarhe back up with the flit to you, and apply the edge of the knife to the top of the Scoop
 end of the fir, thertulatot quill from you, and cur fach another piece off on the other fide, fill turning your tinife rowards the back of the quill, and to fahion the nib thave down the fides equally from the fit, and bring it to a point ; in doing which, never turn edge of tha bnife rowards the hollow of the quill, for you muit leave both the fides cne floping from the back, fo that they may have aned ge isward: to finifhe the nib, you mult hold the quill berween the fore and middle fingers of your left hand, laying the infide of the nibs end, on your thumb anil, then enter your knife a litale on its back, juf at the end, and give a floping cut, which may an. fwer thefides; fo the end of the nib will be framed inro right Angles, fharp as the edge of a Rafor ; after this, you mult cut fuch an aréh as before, in doing which, your knife muft defcend towards the nib, intd cut a pisce away half through the Quill, which will difpore the Pen inte Angles above the flit called its cheeks. Thus you will enjoy a compleat Ped.

## (3)

## To bold the Pen.

In your right hand, place your Pen betwixt your fore finger, middle finger, and thumb, all your fingers lying ffraight one by another, your thumb rifing in the joynt; your hand being in this polture, fot the ends of your third and little finger on the board or desk wherean you - are to write, then pur your other fingers from you, fo that your middle fingers end may extend abour half an inch from the end of your third finger, that is, with the little one fixt on the desk. Next, feeche flit in the nib be placed right before your body, let your middle finger lye on the fide thereof near the Arch or hollow, and lec your fore finger lye vear half an inch above that, inclining to the back of the Pen, and place your thumb fomewhat more then that difance above your fore fingers end, towards the Pens infide, turn your hand in the making of any Letter or ftroak a little ontward or from you, and lec it move on your two fivgers ends.

By day or night letrhe light come on your left hand, fit upright, bear your breaft from the desk or board whereon you write, two inches er more, let your book ly frait before you, hold up your head fix inches from it, draw in your righe Elbow almof clofe to your fide, and let your hand and arm lye both trait forth.

Lay your left hand on your book to keep it feady, fee that your Desk or table fland not roo

## (4)

low, leait it caufe you to bear too much ftrefs on your Armes, draw your hand Atrait under the line as you write, and ufe not to fatch it up haffily at the ending of a Letter or Word.

When yo firt begin, rule your Paper with double lines allowing an equal height and depth , for the havd you write: A thin piece of Led beaten fmooth, and cut at the end with two poines at the diffance you defign your Letters or words is beft, that leaving a vifible Impreffon not forc'd.

## How to make Secretary Letters.

The fmall Alphaber you will find in general, have their beginsing frokes carryed upward, aicending from the left hand, with the edge of the pens vib called hair frokes, and from them the pen is drawn down in a continued motion with a flat nib. If Learsers will obferve with care their Copies, they may with eale difcover the fmall and full froke of a letter, how it nathrally falls in with the Pens true motion.

## How to write the Mixt Hand.

Being provided with a Qarto Dutch Paper-book, white and fmooth, that will bear Iuk furmiy, and that will fare the Pounce of Gym Sandrick through a cloth, the beft way to pro:


#### Abstract

( 5 ) ceed and profit in thiscurious hand, is to make at leaf half a Page of obe fort of Letter, before you goto another, and divers Letters baring a near proportion one to another, oblerve them and firf compleat thofe fhaper, and be fare to compleat your Chapes of Letters before you proceed to the joyning of words, and when you come to that, eye diligently your Copy how the diftances bet wixt Letter and Letter, Word, and Word, are managed in mixt hadeds; bote that the Iralian Letters are more frequently us'd than the Secretary, and bear an Oval form manag'd with more freedome than the other Letters of the Secretery, a ligho hand to manage a hair froke will beft manage the full body of a Letter in its proper proportion.


## The Roman Hand

Is derived from a circular Oval, all the compars Letters cherein, whether great or frall being regulated thereby; all the Letters with Stems in that hand are of one equal height, vie. as, b, d, g. k.I, f. And of one compars, as, b, d, o, p, q. And of like tayls ere, f, p, g, f. Of like diftance muft, $m, p$ and $u$, be. This hand formerly was accounted the delightful hand for Ladyes, but now they are more Itallinaiz'd.

## The Italian Hand

Confifts of an Oval hape; to make which, imitate that fhape to the fize you intend to write your Letters or words : To which purpofe, rule two linés, and if y cur hand be unruly to make
 tight Aroke two Ovals, until your hand with freedome fall in to compleat at once that feeming difficulty. And if you practice thefe three Letters or the fmall Alphabet, firft to make them exactly, Viz, the 0 . i. and f. you command near all the fmall Alphaber, I might intance in parcicular, bur you will eafly find it in your ferions practice.

## For the Text Hand

Prepare a Pan whofe nib may anfwer the breadth of the Minum frokes, then upon fubfand tial Paper or Parchment, Rule donble Lines as formerly directed, according to the fize of your intended matter ; the Pen for this hand, make of a large fecond Goofe Quill, with a long fit, and a vib according to the breadth of the frokes, let thofe that intend to write this hand, ufe their hand firf to bold free motionin drawing down the bodies"of Letters; rehembring to lay

## (7)

the Pens nib to an abfolute flat in making their full bodies, and to curn it afide and wind it off when they incline to a fmall.

Be careful in all your downright ftrokes, that the fides be not ragged, if you firf with black Led, form out the breadth of your Atroke, and after with a smooth fmall Pen fafhion ont thefe Letters according to their fhapes, and when they are dry, rub off all the ruperflousxonches with black Led, and after fill them, you may be moit exact at firft, though the perfedtion at a firft draught be moft commendable. This mult be grabted, that Learners cannot be perfeet ì this or any other hand, without often defigning the fhapes of all the feyeral Eetters.

To write Court, or Chancery Hands
A Pen for there hands, make of a fecond Goore Quill, and let the sib of the left corner be fhorter than the right, cut the nibat once and the corners left fharp, and the nib as broad as you interd the froke, the hollow of the Pen you may turn a fmall matter outward towards the right hand, and then by drawing the Pen fedi. $y$ down, you will make the troke full and clear: All thofe Letrers conflifing of fems and Minums, require to be drawn even down, the breadth of the Minum Arokes are the betryle for their difatices one from another, except fomecimes the whires in large Courthand.

## (8)

Wheo f . followes 0 . is a word of this hand, a round r . mat be made, and when two ir fol: low an o, the firf mult be round and the lat long.

## Books lately Printed.

The Clilds Delight, together with an Englifh Grammer.
The ready way to read the Bible with the true Rules of true Spelling, is Mormall Verfe, both written by Tho. Lye.

Little Book for little Children, wherein are fet down feveral Directions for Children, and Remarkable Stories both Ancient and Modern.
The young Mans Memento.






