

# Ford Manual



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# FORD MANUAL

For Owners and Operators  
*of Ford Cars*

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## Foreword

**I**T is a significant fact that nearly all Ford cars are driven by laymen—by owners, who in the great majority of cases have little or no practical experience with things mechanical.

The simplicity of the Ford car and the easiness with which it is operated renders an intimate knowledge of mechanical technicalities unnecessary for its operation.

And the further fact that there are nearly six thousand Ford service stations distributed throughout the civilized world—where adjustments and repairs may be had with no annoying delay—gives to Ford owners a singular freedom from mechanical annoyances which beset owners of cars having limited service facilities and distribution.

But while it is not imperative, it is, however, altogether desirable that every Ford owner should thoroughly understand his car. With such knowledge at his command he is always master of the situation—he will maintain his car more economically—prolong its usefulness—and he will also derive more pleasure from it, for it is a truism that the more one knows about a thing the more one enjoys it.

The mastery of a thorough knowledge of Ford construction is by no means a difficult or time-consuming task. The Ford is the simplest car made. It is easy to understand. And it is not difficult to keep in proper adjustment and repair.

That the Ford construction may be thoroughly understood—and that there may be an authoritative guide for the making of Ford adjustments—this book is published.

## The Car and its Operation

### *Answer No. 1*

**What are the principal parts of the Ford Car?** The first great division is that of the body and the chassis. It must be understood that the body is really quite separate from the car itself. The mechanism proper—including the running gear and all that goes to propel and control it—is designated as “the chassis.” To the chassis any type of Ford body may be attached—and it may be operated independent of the body. Ford cars may have different bodies to meet different needs. But all Model T chassis are essentially the same. Cut No. 2 shows a top view of the chassis.

### *Answer No. 2*

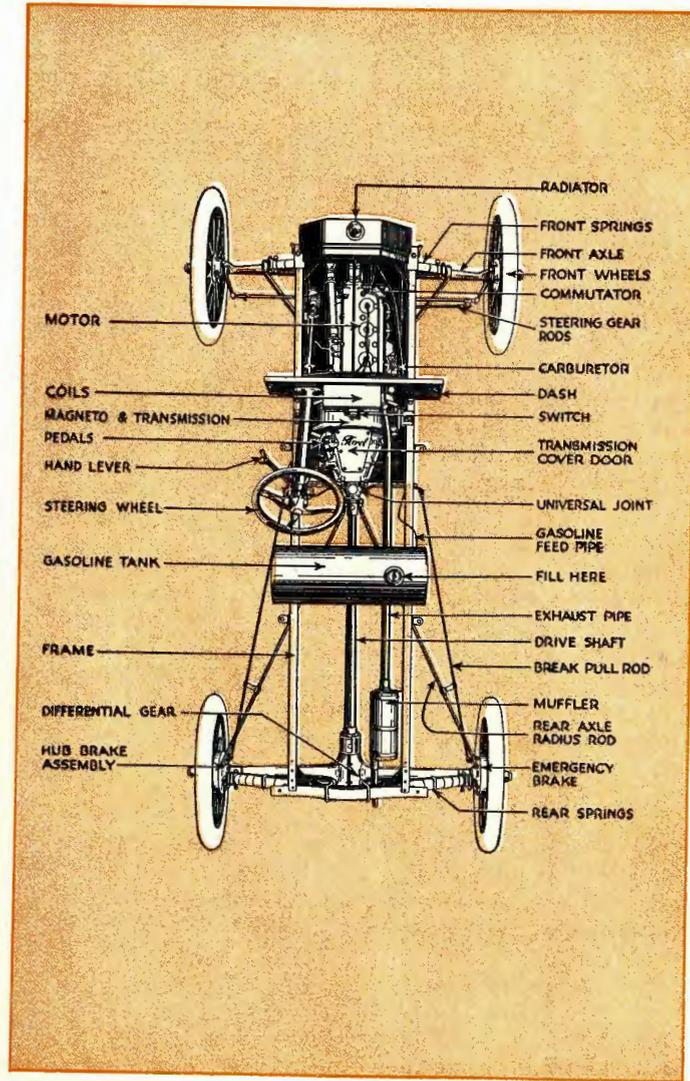
**What are the principal parts of the Chassis?** There are four—(1) the power plant; (2) the front axle assembly; (3) the rear axle assembly; (4) the frame assembly. Each of these parts is a separate constructional unit—complete in itself—and will be treated as such throughout this book. The four constructional parts combined make up the chassis entire.

### *Answer No. 3*

**What is the Power Plant?** The motor and all that goes to complete it—including, (1) the transmission; (2) the gasoline system; (3) the ignition system; (4) the oiling system; (5) the cooling system.

### *Answer No. 4*

**What is the Running Gear?** That part of the chassis which is not included in the term “power plant.” It includes, (1) the wheels; (2) the frame; (3) the springs;



The Ford chassis—top view, which is identical in all Model T's.  
(Cut No. 2)

(4) the front and rear axle systems, and (5) the steering apparatus. The power plant plus the running gear make up the completed chassis—and the chassis plus the body and equipment make up the completed car.

### Answer No. 5

#### What about Gasoline?

The ten-gallon gasoline tank should be filled—nearly full—and the supply should never be allowed to get low. Strain the gasoline through chamois skin, to prevent water and other foreign substances from getting into the tank. Dirt or water in the gasoline is sure to cause trouble. When filling the tank, extinguish all lamps, throw away your cigar, and be sure that there are no naked flames within several feet, as the vapor is extremely volatile and travels rapidly. Always be careful about lighting matches near where gasoline has been spilled, as the air within a radius of several feet is permeated with the highly explosive vapor. The small vent hole in the gasoline tank cap should not be allowed to get plugged up, as this would prevent proper flow of the gasoline to the carburetor. The gasoline tank may be drained by opening the pet cock in the sediment bulb at the bottom.

### Answer No. 6

#### How about the Oiling System?

Upon receipt of the car see that a supply of medium light, high-grade gas engine oil is poured into the crank case through the breather pipe at the front of the engine (a brass cap covers it). Down under the car in the flywheel casing (the reservoir which holds this oil) you will find two pet cocks. Pour oil in slowly until it runs out of the upper cock. Leave the cock open until it stops running—then close it. After the engine has become thoroughly limbered up, the best results will be obtained by carrying the oil at a level midway between the two cocks—but under no circumstances should it be allowed to get below the lower cock. All

other parts of the car are properly oiled when it leaves the factory. However, it will be well to see that all grease cups are filled and that oil is supplied to necessary parts (see Cut No. 28, also chapter on Lubrication.)

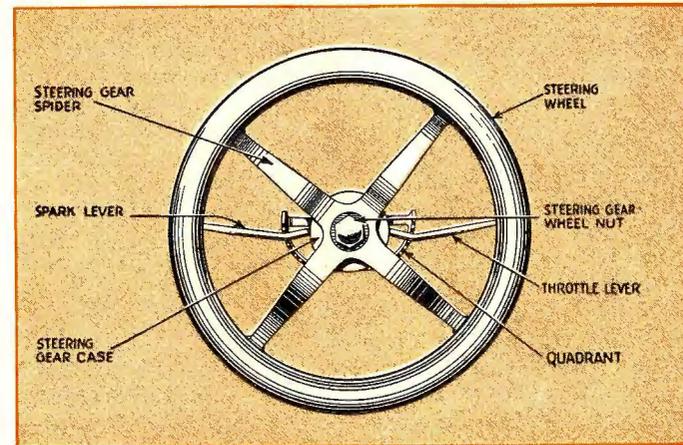
### Answer No. 7

**What must be done before starting the Car?** Before trying to start the car, fill the radiator (by removing cap at top) with clean, fresh water. If perfectly clean water cannot be obtained it is advisable to strain it through muslin or other similar material to prevent foreign matter from getting in and obstructing the small tubes of the radiator. The system will hold a little more than three gallons. It is important that the car should not be run under its own power unless the water circulating system has been filled. Pour in the water until you are sure that both radiator and cylinder water jackets are full. The water will run out of the overflow pipe onto the ground when the entire water system has been properly filled. During the first few days that a new car is being driven it is a good plan to examine the radiator frequently and see that it is kept properly filled. The water supply should be replenished as often as may be found necessary. Soft rain water, when it is to be had in a clean state, is superior to hard water, which may contain alkalies and other salts which tend to deposit sediment and clog the radiator. (See chapter on Cooling System.)

### Answer No. 8

**How are Spark and Throttle Levers used?** Under the steering wheel are two small brass levers. The right-hand (throttle) lever controls the amount of mixture (gasoline and air) which goes into the engine. When the engine is in operation, the farther this lever is moved downward toward the driver (referred to as "opening the throttle") the faster the engine runs and the greater

the power furnished. The left-hand lever controls the spark, which explodes the gas in the cylinders of the engine. The advancing of this lever "advances the spark," and it should be moved down notch by notch until the motor seems to reach its maximum speed. If the lever is advanced beyond this point a dull knock will be noticed in the engine. (See chapter on Ignition.)



The Ford steering wheel arrangement. (Cut No. 3)

### Answer No. 9

**Where should these levers be when the Engine is ready to crank?**

The spark lever should usually be put in about the third or fourth notch of the quadrant (the notched half-circle on which the levers operate). The throttle should usually be opened about five or six notches. A little experience will soon teach you where these levers should be placed for proper starting. Care should be taken not to advance the spark lever too far, as the engine may "back kick."

*Answer No. 10*

**What else is necessary before cranking the Engine?**

First, see that the hand lever, which comes up through the floor of the car at the left of the driver, is pulled back as far as it will go. The lever in this position holds the clutch in neutral and engages the hub brake, thus preventing the car moving forward when the engine is started. Second, after inserting the switch key in the switch on the coil box, throw the switch lever as far to the left as it will go—to the point marked "magneto." This switch connects the magneto with the engine. The engine can't be started until it is on—and the throwing off of this switch stops the engine. The next step is to crank the engine.

*Answer No. 11*

**How is the Engine cranked?**

By the lifting of the starting crank at the front of the car. Take hold of the handle and push firmly towards the car till you feel the crank ratchet engage, then lift upward with a quick swing. With a little experience this operation will become an easy matter. Don't, as a usual thing, crank downward against the compression—for then an early explosion may drive the handle vigorously backward. This does not mean, however, that it is not advisable, when the car is hard to start, to occasionally "spin" the engine by the use of the starting handle—but be sure the spark lever is retarded when spinning or cranking the engine against compression, otherwise a sudden back-fire may injure the arm of the operator.

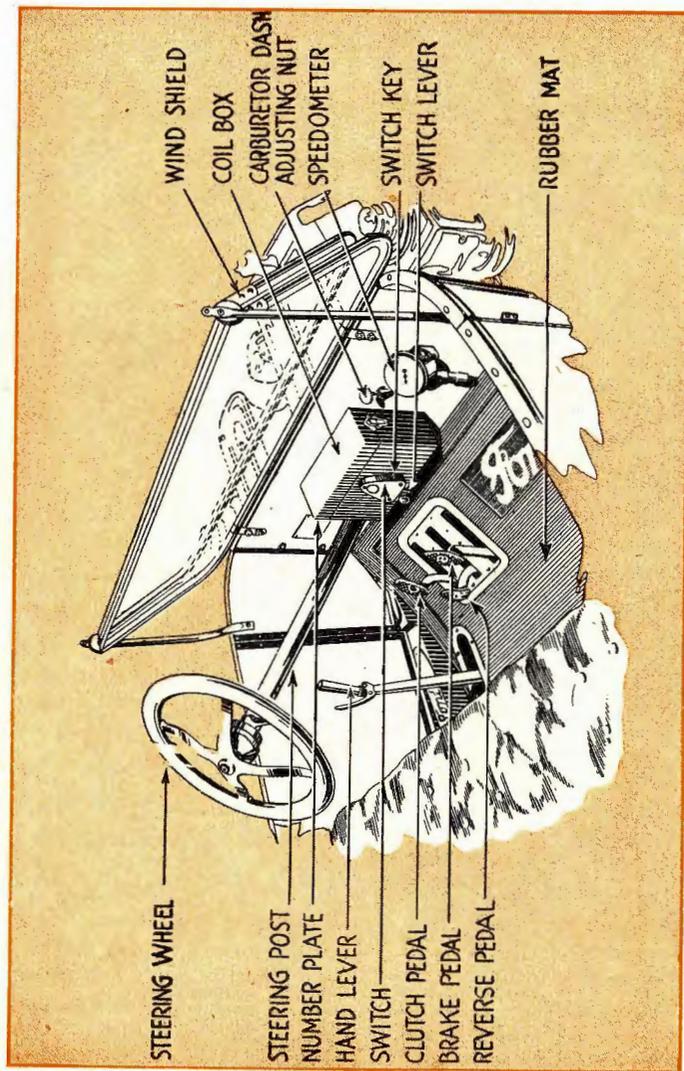
When the engine is cool it is advisable to prime the carburetor by pulling on the small wire at the lower left corner of the radiator while giving the engine two or three quarter turns with the starting handle.

*Answer No. 12*

**How is the Engine best started in cold weather?** As gasoline does not vaporize readily in cold weather it is naturally more difficult to start the motor under such

conditions. The usual method of starting the engine when cold is to turn the carburetor dash adjustment one-quarter turn to the left (See Cut No. 15) in order to allow a richer mixture of gasoline to be drawn into the cylinders, then hold out the priming rod, which projects through the radiator, while you turn crank from six to eight one-quarter turns in quick succession. Another method of starting a troublesome cold engine is as follows: Before you throw on the magneto switch, (1) close throttle lever; (2) hold out priming rod while you give crank several quick turns, then let go of priming rod (being careful that it goes back all the way); (3) place spark lever in about third notch and advance throttle lever several notches; (4) throw on switch (being sure to get it on side marked "Magneto"); (5) give crank one or two turns, and the motor should start. After starting the motor it is advisable to advance the spark eight or ten notches on the quadrant and let the motor run until thoroughly heated up. If you start out with a cold motor you will not have much power and are liable to "stall." The advantage of turning on the switch last, or after priming, is that when you throw on the switch and give the crank one-quarter turn, you have plenty of gas in the cylinders to keep the motor running, thereby eliminating the trouble of the motor starting and stopping. After motor is warmed up turn carburetor adjustment back one-quarter turn.

To facilitate starting many drivers make a practice of stopping their engine by walking around in front of the car and pulling out on the priming rod, which has the effect of shutting off the air suction and filling the cylinder full of a very rich gasoline vapor. This should not be done unless the car is going to stand over night or long enough to cool off. If the motor is stopped in this way and then started when hot, starting is apt to be difficult on account of the surplus gasoline in the carburetor.



The Ford control is simple—all at the driver's hand. (Cut No. 4)

### Answer No. 13

**How do the Foot Pedals operate?** The first one towards the left, marked "C," operates the clutch and by it the car is started and its operation largely controlled. When pressed forward the clutch pedal engages the low speed gear. When half-way forward the gears are in neutral (i. e., disconnected from the driving mechanism of the rear wheels), and, with the hand lever thrown forward, the releasing of this pedal engages the high-speed clutch. The center pedal, marked "R," operates the reverse clutch. The right-hand pedal, marked "B," operates the transmission brake.

### Answer No. 14

**What function does Hand Lever perform?** Its chief purpose is to hold the clutch to neutral. If it were not for this lever the driver would have to stop his engine when he got out of his car—for there would be no means of holding the clutch so that the engine might run free. This lever must always be in a vertical position when the car is at rest—in starting—and reversing. Pulled back as far as it will go, it acts as an emergency brake by expanding the hub brake shoes within the rear wheel drums. Care should be taken not to pull back the hand lever too far when the car is to be reversed—it should merely come back far enough to hold the clutch in neutral. And it should always be pushed well forward when the car is under way or the clutch will slip when in high gear.

### Answer No. 15

**How is the Car started?** Slightly accelerate the engine by opening the throttle, place the foot on the clutch pedal, and thereby hold the gears in a neutral position while throwing the hand lever forward; then to start the car in motion, press the pedal forward into slow speed and when under sufficient headway (20 to 30 feet), allow the pedal to drop back slowly into high speed, at the same

time partially closing the throttle, which will allow the engine to pick up its load easily. With a little practice the change of speeds will be easily accomplished, and without any appreciable effect on the smooth running of the machine.

### *Answer No. 16*

#### *How is the Car stopped?*

Partially close the throttle; release the high speed by pressing the clutch pedal forward into neutral; apply the foot brake slowly but firmly until the car comes to a dead stop. Do not remove foot from the clutch pedal without first pulling the hand lever back to neutral position, or the engine will stall. To stop the motor, open the throttle a trifle to accelerate the motor and then throw off the switch. The engine will then stop with the cylinders full of explosive gas, which will naturally facilitate starting.

Endeavor to so familiarize yourself with the operation of the car that to disengage the clutch and apply the brake becomes practically automatic—the natural thing to do in case of emergency.

### *Answer No. 17*

#### *How is the Car reversed?*

It must be brought to a dead stop. With the engine running, disengage the clutch with the hand lever and press the reverse pedal forward with the left foot, the right foot being free to use on the brake pedal if needed. Do not bring the hand lever back too far or you will set the brakes on rear wheels. Experienced drivers ordinarily reverse the car by simply holding the clutch pedal in neutral with the left foot, and operating the reverse pedal with the right.

### *Answer No. 18*

#### *How is the Spark controlled?*

By the left-hand lever under the steering wheel. Good operators drive with the spark lever advanced just as far as the engine will permit. But if the spark is advanced too far a dull knock

will be heard in the motor, due to the fact that the explosion occurs before the piston in the engine has completed its compression stroke. The best results are obtained when the spark occurs just at the time that piston reaches its highest point of travel—the gas being then at its highest point of compression. The spark should only be retarded when the engine slows down on a heavy road or steep grade, but care should be exercised not to retard the spark too far, for when the spark is “late,” instead of getting a powerful explosion, a slow burning of the gas, with excessive heat, will result. Learn to operate the spark as the occasion demands. The greatest economy in gasoline consumption is obtained by driving with the spark advanced sufficiently to obtain the maximum speed.

### *Answer No. 19*

#### *How is speed of Car controlled?*

The different speeds required to meet road conditions are obtained by opening or closing the throttle. Practically all the running speeds needed for ordinary travel are obtained on high gear, and it is seldom necessary to use the low gear except to give the car momentum in starting. The speed of the car may be temporarily slackened in driving through crowded traffic, turning corners, etc., by “slipping the clutch,” i. e., pressing the clutch pedal forward into neutral.

### *Answer No. 20*

#### *Does speeding hurt the Car?*

Excessive speed harms any car—particularly a new one. The Ford has all the power and speed necessary for safe and comfortable travel. It will hold its pace with any car on the highway and outdistance practically all on the up grade. But excessive speed is expensive—it shortens the life of both tires and machinery—besides, it's dangerous. The best car made will not long withstand the strain of unreasonable

driving. Racing cars are short-lived. Also—the engine should not be allowed to race—(i. e., run at high speed when the car is standing).

### *Answer No. 21*

**Is it advisable for owners to make their own Adjustments?** The Ford is the simplest of all cars. Most of the ordinary adjustments an owner will soon learn to make for himself. But we most strongly recommend that when it becomes necessary to employ the services of a mechanic, the car be taken to a Ford mechanic—one of our own representatives who thoroughly understands the car—and who will have no motive for running up useless repair bills. The entire Ford organization is interested in keeping every individual Ford car in constant operation—at the lowest possible cost. We have known of much damage done to many cars by unskilled repair men.

### *Answer No. 22*

**What attention does the Car need?** Remember that a new machine requires more careful attention during the first few days it is being driven than after the parts have become thoroughly “worked in.” The car which is driven slowly and carefully when new usually gives the most satisfactory service in the end. Never start out with your car until you are sure that it has plenty of oil and water. Frequently inspect the running gear. See that no unnecessary play exists in either front or rear wheels, and that all bolts and nuts are tight. Make a practice of taking care of every repair or adjustment as soon as its necessity is discovered. This attention requires but little time and may avoid delay or possible accident on the road.

We aim to deliver the car in proper mechanical adjustment. Afterwards it is plainly the duty of the driver to keep it in that condition.

## The Ford Engine

### *Answer No. 23*

**What is the principle of the gasoline-driven Engine?**

Gasoline when mixed with air and compressed is highly explosive. An explosion is a violent expansion caused by instantaneous combustion of confined gases. In the gasoline engine the mixture is drawn into a cylinder, where it is compressed by an advancing piston and then exploded by an electric spark, which sends the piston violently downward, and through the connecting rod imparts a rotary motion to the crank shaft. (See Cut No. 6.)

### *Answer No. 24*

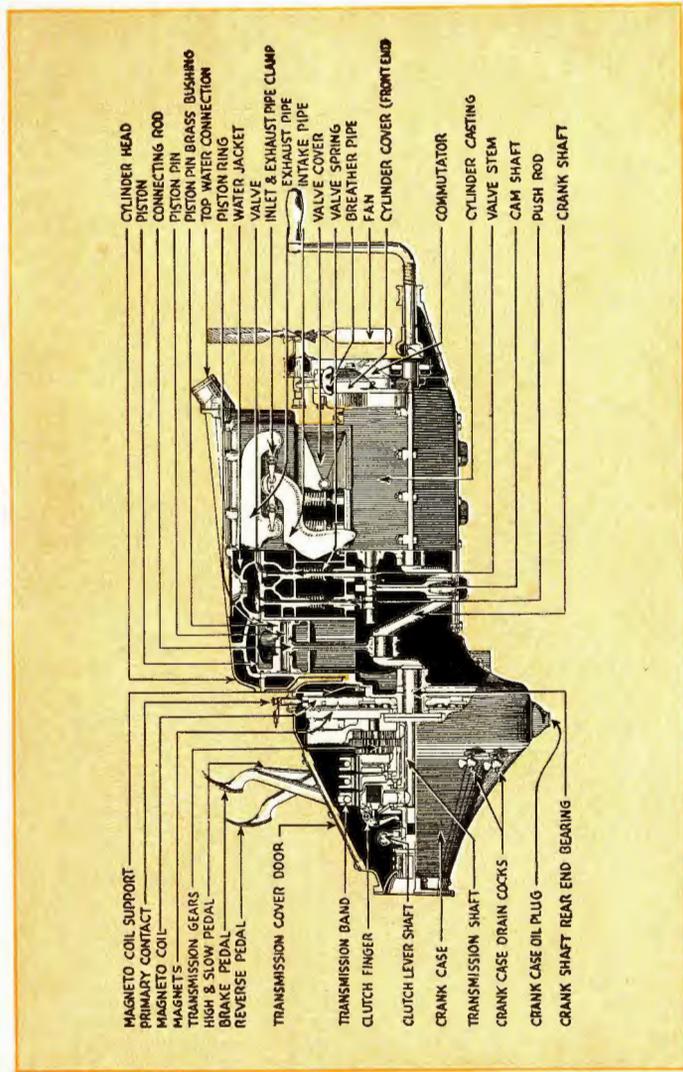
**What are the principal parts of the Ford Engine?**

The Ford motive power is derived from what is known as an L block, four-cycle and four-cylinder, poppet valve motor (or engine). Its stationary parts are, (1) the cylinders, (2) the crank case. The working parts are, (1) the pistons, (2) the connecting rods, (3) the crank shaft, (4) the fly-wheel, (5) the valves, cam shaft and time gears.

### *Answer No. 25*

**What is meant by the term “Four-Cycle Engine”?**

The word “cycle” as it is applied to a gas motor refers to a series of events which are repeated in regular order—and applies to the ideal type of automobile motor. In the Ford motor, four operations are required to complete the series. These operations are, (1) suction, (2) compression, (3) explosion, (4) exhaust (see Cut No. 6). These are repeated in regular order in each of the four cylinders. The piston moves downward during the explosion and intake strokes; it moves upward during the compression and again during the exhaust. The piston receives an impulse (i. e., force of an explosion) once in every two revolutions.



Ford engine—side view. (Cut No. 5)

### Answer No. 26

#### What are functions of the Pistons?

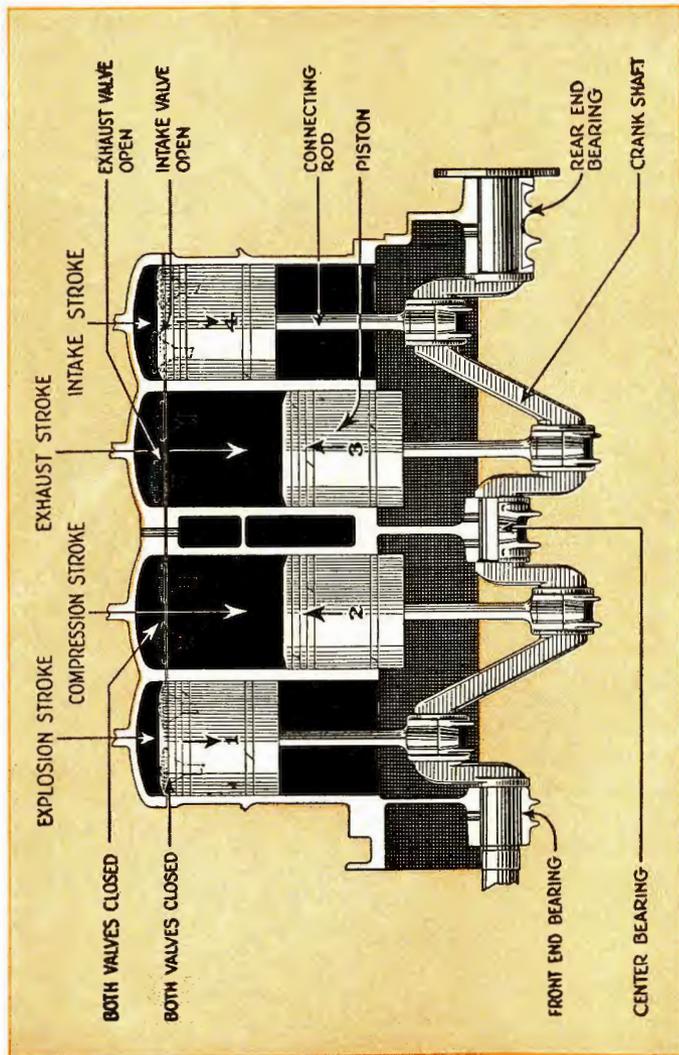
On the downward stroke the suction of the piston draws the fresh gas from the carburetor, through the inlet pipe and valve, into the cylinder. The upward movement of the piston compresses the gas into a very small space, between the top of the piston and the depression in the cylinder head, known as the "combustion chamber." (The compressed gases exert a pressure of approximately 60 pounds per square inch.) At this point the electric spark, generated by the magneto, explodes the gases—driving the piston downward—thus producing the power which turns the crank shaft. On the next stroke upward the piston drives the exploded gas out through the exhaust valve and pipe to the muffler. The accompanying cut shows clearly the relative positions of the pistons and valves during the different strokes.

### Answer No. 27

#### Why are Piston Rings necessary?

Three spring-like rings are fitted into the grooves around the head of each piston. Their purpose is to prevent any part of the gas charge under compression from escaping past the pistons—and thus lessening the force of the explosion. Without these rings it would be impossible to fit the pistons snug enough in the cylinders to prevent the gas from escaping, without causing undue friction of the piston against the cylinder walls. The expansion of the piston ring reduces this friction to a minimum, and still prevents any loss of power through a leakage of gas.

These rings are sufficiently elastic to allow of their being sprung over the piston in case it should be necessary to replace one. As the friction is practically all on the piston rings, renewing the piston casting on account of wear is seldom necessary.



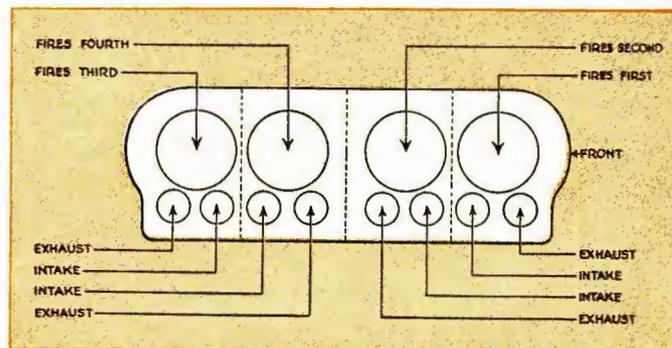
Side view of the Ford engine, showing the different strokes of the pistons.  
The order of firing is 1, 2, 4, 3. (Cut No. 6)

### Answer No. 28

**Connecting Rod—how removed?** It is a Vanadium steel rod, connecting piston and crank shaft. Should the babbit bearing become worn, or burned out through lack of oil, a knocking in the engine will result—in which case the entire connecting rod should be replaced. To make this replacement, (1) drain oil from crank case; (2) take off cylinder head; (3) remove detachable plate on bottom of crank case; (4) disconnect connecting rod from crank shaft; (5) take piston and rod out through top of cylinder.

### Answer No. 29

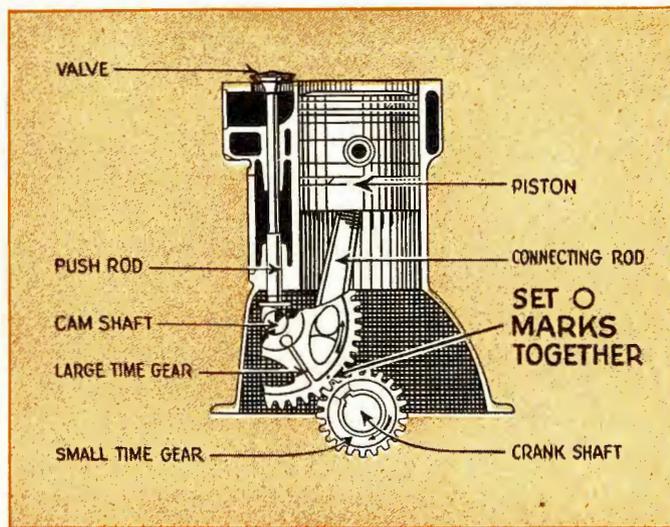
**What is the Valve Arrangement?** One intake and one exhaust valve are located in each cylinder. The former admits the fresh gas drawn from the carburetor through the inlet pipe—the latter permits the exploded gas to be driven out through the exhaust pipe. The valves are alternately opened and closed by the cams on the cam shaft striking against push rods which in turn lift the valves from their seats.



Top of cylinder casting—showing order in which the cylinders explode—also the valve arrangement. (Cut No. 7)

*Answer No. 30***How are the Valves timed?**

When the car leaves the factory the valves are accurately timed. The necessity for re-timing seldom occurs, unless the cam shaft or time gear should be removed in overhauling the engine. If the cam shaft is removed for any reason, care must be taken to replace it, so that the tooth of the small time gear, indicated by a zero mark on the small gear, will mesh between the two teeth of the large time gear at the zero mark indicated on the large gear. In assembling the cam shaft to the large time gear, see that the first exhaust cam point is in the opposite direction from the zero mark on the gear. Diagram No. 8 shows the proper setting of the valves.



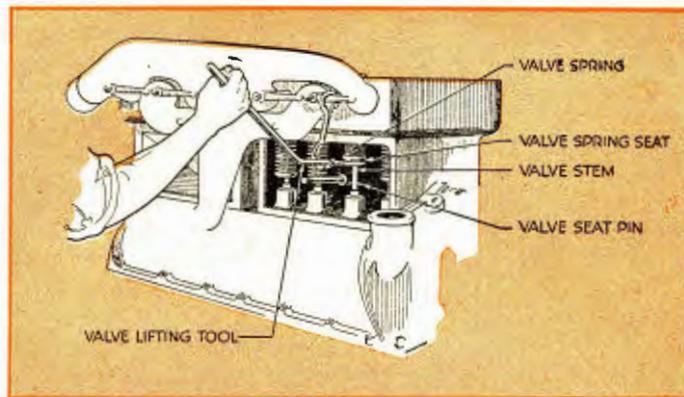
How the Ford timing gears are adjusted to obtain proper setting of the valves. (Cut No. 8)

*Answer No. 31***What about the care of the Valves?**

They seldom get out of order—but they do get dirty, as a result of carbon collecting on the valve seats. These carbon deposits, by preventing proper closing of the valves, permit the gases under compression to escape, resulting in loss of power and uneven running of the motor. If, when turning the engine over slowly, there is a lack of resistance in one or more cylinders, it is probable that the valves need re-grinding. As the “life” of the engine depends largely upon the proper seating of the valves, it is necessary that they be ground occasionally.

*Answer No. 32***How are Valves removed for grinding?**

(1) Drain radiator; (2) remove cylinder head; (3) remove the two valve covers on the right side of engine; (4) raise the valve spring with lifting tool (see Cut No. 9) and pull

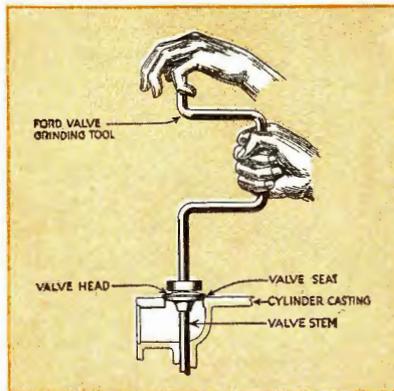


How the valve lifting tool should be used. (Cut No. 9)

out the little pin under the valve seat. The valve may then be lifted out by the head—preparatory to grinding.

### Answer No. 33

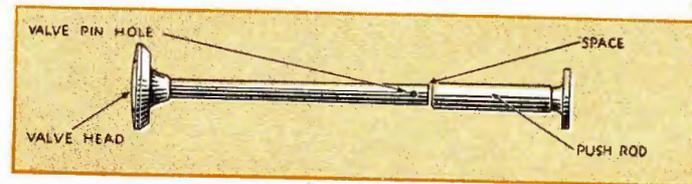
**How are Valves ground?** For this work use a good grinding paste of ground glass and oil— procurable from auto supply houses. A convenient way is to put a small amount in a suitable dish, adding a spoonful



Method of grinding valve. (Cut No. 10)

or two of kerosene and a few drops of lubricating oil to make a thin paste. Place the mixture sparingly on the bevel face of the valve. Put the valve in position on the valve seat, and rotate it back and forth (about a quarter turn) a few times, with a Ford grinding tool. Then lift slightly from the seat, change the position and continue the rotation, and keep on repeating this operation until the bearing surface is smooth and bright. The valve should not be turned through a complete rotation, as this is apt to cause scratches running around the entire circumference of the valve and seat. When the grinding is completed the valve should be removed from the cylinder, thoroughly washed with kerosene, and the valve seat wiped out thoroughly. Extreme care should be taken that no abrasive substance gets into the cylinders or valve guides. This can be avoided if the grinding paste is applied sparingly to the bevel face of the valve.

For this work use a good grinding paste of ground glass and oil— procurable from auto supply houses. A convenient way is to put a small amount in a suitable dish, adding a spoonful or two of kerosene and a few drops of lubricating oil to make a thin paste. Place the mixture sparingly on the bevel face of the valve. Put the valve in position on the valve seat, and rotate it back and forth (about a quarter turn) a few times, with a Ford grinding tool. Then lift slightly from the seat, change the position and continue the rotation, and

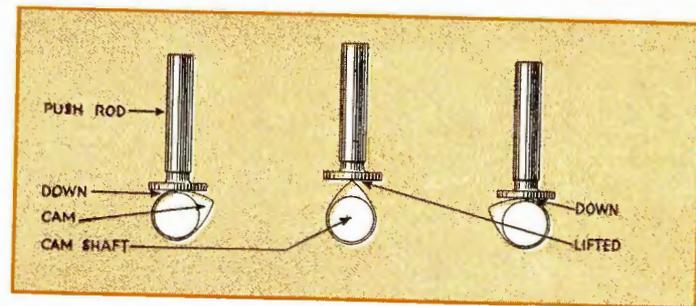


Ford valve and push rod. (Cut No. 11)

If the valve seat is worn badly or seamed, it is best to have it resealed with a valve seating tool. This operation requires considerable skill, and perhaps had better be done by an expert mechanic. Care should be exercised against making too deep a cut, necessitating the retiming of the valve.

### Answer No. 34

**When the Valves and Push Rods are worn—what?** When the valves or push rods become worn, so as to leave too much play between them, thus reducing the lift of the valves and diminishing the power of the motor, it is best to replace the push rods with new ones. The clearance between the push rod and the valve stem should never be greater than  $\frac{1}{32}$ " nor less than  $\frac{1}{64}$ ". If the clearance is greater, the valve will open late and close



Showing how the revolving cam shaft lifts push rod. (Cut No. 12)

early, resulting in uneven running of the motor. If the clearance is less than  $\frac{1}{16}$ " there is danger of the valve remaining partially open all the time. If replacing the push rod does not give the proper clearance, the valve should also be replaced. We do not recommend drawing out the valve stem, as the operation requires experience and the price of the new part does not warrant the time and expense necessary to properly do the work.

### Answer No. 35

#### What about the Valve Springs?

When the valves fail to seat themselves properly, there is a possibility that the springs may be weak or broken. A weak inlet spring would probably not affect the running of the engine, but weakness in the exhaust valve spring causes a very uneven action, which is difficult to locate. The symptoms are a lag in the engine due to the exhaust valve not closing instantaneously, and as a result a certain percentage of the charge under compression escapes, greatly diminishing the force of the explosion. Weakness in a valve spring can usually be detected by the following method: Remove the plate which encloses them at the side of the cylinder and insert a screw driver between the coils of the spring while the engine is running. If the extra tension thus produced causes the engine to pick up speed, the spring is obviously weak and should be replaced with a new one.

### Answer No. 36

#### What causes "Knocking" in the Engine?

There are several causes, which may be enumerated as follows: (1) carbon knock—which is by far the most common—resulting from carbonizing of cylinders; (2) knock caused by a too advanced spark; (3) connecting rod knock; (4) crank shaft main bearing knock; (5) knock due to loose-fitting piston or broken ring; (6) knock

caused by the piston striking the cylinder head gasket. When the engine knocks from any cause whatsoever, the matter should be promptly investigated by an experienced mechanic and the difficulty corrected.

### Answer No. 37

#### How may the different Knocks be distinguished?

(1) The carbon knock is a clear, hollow sound, most noticeable in climbing sharp grades, particularly when the engine is heated. It is also indicated by a sharp rap immediately on advancing the throttle. (2) Too advanced spark will be indicated by a dull knock in the motor. (3) The connecting rod knock sounds like the distant tapping of steel with a small hammer, and is readily distinguished when the car is allowed to run idly down grade—or upon speeding the car to twenty-five miles an hour, then suddenly closing the throttle, the tapping will be very distinct. (4) The crank shaft main bearing knock can be distinguished, when the car is going uphill, as a dull thud. (5) The loose piston knock is heard only upon suddenly opening the throttle, when the sound produced might be likened to a rattle. The remedies for these knocks are treated under their proper division.

### Answer No. 38

#### How is carbon removed from Combustion Chamber?

First, drain the water off by opening the pet cock at the bottom of the radiator; then disconnect the wires at the top of the motor and also the radiator connection attached to the radiator. Remove the 15 cap screws which hold the cylinder head in place. Take off the cylinder head and, with a putty knife or screw driver, scrape from the cylinder and piston heads the carbonized matter, being careful to prevent the specks of carbon from getting into the cylinders or bolt holes. In replacing the

cylinder head gasket turn the motor over so that No. 1 and No. 4 pistons are at top center; place the gasket in position over the pistons and then put the cylinder head in place. Be sure and draw the cylinder head bolts down evenly (i. e., give each bolt a few turns at a time); do not tighten them on one end before drawing them up at the other.

### *Answer No. 39*

#### *How are Spark Plugs cleaned?*

After removing the plug from the engine the points may be cleaned with an old tooth brush dipped in gasoline. However, in order to do the work thoroughly, the plug should be taken apart by securing the large hexagon steel shell in a vise and loosening the pack nut which holds the porcelain in place. The carbon deposits can then be easily removed from the porcelain and shell with a small knife. Care should be exercised not to scrape off the glazed surface of the porcelain, otherwise it will be apt to carbonize quickly. The porcelain and other parts should finally be washed in gasoline and wiped dry with a cloth.

In assembling the plug care should be taken to see that the pack nut is not tightened too much so as to crack the porcelain, and the distance between the sparking points should be  $\frac{3}{16}$ " , about the thickness of a smooth dime.

Dirty plugs usually result from an excess of oil being carried in the crank case—or from using oil of poor quality.

### *Answer No. 40*

#### *How is the Power Plant removed from Car?*

- (1) Drain the water out of the radiator and disconnect the radiator hose;
- (2) disconnect the radiator stay rod which holds it to the dash;
- (3) take out the two bolts which fasten the radiator to the frame and take radiator off;

(4) disconnect the dash at the two supporting brackets which rest on the frame;

(5) loosen the steering post bracket, fastened to the frame, when the dash and steering gear may be removed as one assembly—the wires first having been disconnected;

(6) take out the bolts holding the front radius rods in the socket underneath the crank case;

(7) remove the four bolts at the universal joint;

(8) remove pans on either side of cylinder casting and turn off gasoline, disconnect feed pipe from carburetor;

(9) disconnect exhaust manifold from exhaust pipe by unscrewing large brass pack nut;

(10) take out the two cap screws which hold the crank case to the front frame;

(11) remove the bolts which hold the crank case arms to the frame at the side. Then pass a rope through the opening between the two middle cylinders and tie in a loose knot. Through the rope pass a "2x4," or a stout iron pipe about ten feet long, and let a man hold each end; let a third man take hold of the starting crank handle, when the whole power plant can be lifted from the car to the work bench for adjustment.

### *Answer No. 41*

#### *Connecting Rod Bearings—how adjusted?*

Connecting rod bearings may be adjusted, without taking out the engine, by the following method: (1) drain off the oil; (2) remove plate on bottom of crank case—exposing connecting rods; (3) take off first connecting rod cap, and draw-file the ends—a very little at a time; (4) replace cap, being careful to see that punch marks correspond, and tighten bolts until it fits shaft snugly; (5) test tightness of bearing by turning engine over by the starting handle. Experienced mechanics usually determine when the bearing is properly fitted by lightly

tapping each side of the cap with a hammer; (6) then loosen the bearing and proceed to fit the other bearings in the same manner; (7) after each bearing has been properly fitted and tested—then tighten the cap bolts and the work is finished.

Remember, there is a possibility of getting the bearings too tight, and under such conditions the babbitt is apt to cut out quickly, unless precaution is taken to run the motor slowly at the start. It is a good plan after adjusting the bearings to jack up the rear wheels and let the motor run slowly for about two hours (keeping it well supplied with water and oil) before taking it out on the road. Whenever possible these bearings should be fitted by an expert Ford mechanic.

Worn connecting rods may be returned, prepaid, to the nearest agent or branch house for exchange at a price of 75 cents each to cover the cost of rebabbiting. It is not advisable for any owner or repair shop to attempt the rebabbiting of connecting rods or main bearings, for without a special jig in which to form the bearings, satisfactory results will not be obtained. The constant tapping of a loose connecting rod on the crank shaft will eventually produce crystallization of the steel—result, broken crank shaft and possibly other parts of the engine damaged.

### *Answer No. 42*

#### **Crank Shaft Main Bearings—how adjusted?**

Should the stationary bearings in which the crank shaft revolves become worn (evidenced by a pounding in the motor) and need replacing or adjusting, proceed as follows:

(1) After the engine has been taken out of the car, remove crank case, transmission cover, cylinder head, pistons, connecting rods, transmission and magneto coils. Take off the three babbitted caps and clean the bearing surfaces with gasoline. Apply Persian blue or red lead to the

crank shaft bearing surfaces, which will enable you, in fitting the caps, to determine whether a perfect bearing surface is obtained.

(2) Place the rear cap in position and tighten it up as much as possible without stripping the bolt threads. When the bearing has been properly fitted, the crank shaft will permit moving with one hand. If the crank shaft cannot be turned with one hand, the contact between the bearing surfaces is evidently too close, and the cap requires shimming up, one or two brass liners usually being sufficient. In case the crank shaft moves too easily with one hand, the shims should be removed and the steel surface of the cap filed off, permitting it to set closer.

(3) After removing the cap, observe whether the blue or red "spottings" indicate a full bearing the length of the cap. If "spottings" do not show a true bearing, the babbitt should be scraped and the cap refitted until the proper results are obtained.

(4) Lay the rear cap aside and proceed to adjust the center bearing in the same manner. Repeat the operation with the front bearing, with the other two bearings laid aside.

(5) When the proper adjustment of each bearing has been obtained, clean the babbitt surface carefully and place a little lubricating oil on the bearings, also on the crank shaft; then draw the caps up as closely as possible—the necessary shims, of course, being in place. Do not be afraid of getting the cap bolts too tight, as the shim under the cap and the oil between the bearing surfaces will prevent the metal being drawn into too close contact. If oil is not put on the bearing surfaces, the babbitt is apt to cut out when the motor is started up before the oil in the crank case can get into the bearing.

In replacing the crank case and transmission cover on the motor, it is advisable to use a new set of felt gaskets to prevent oil leaks.

*Answer No. 43*

**How is the power of a Motor computed?** The now generally accepted formula for computing the horsepower of a motor is as follows: Multiply the square of the diameter of the cylinder by the number of cylinders that the motor has and divide the product by  $2\frac{1}{2}$ .

$$\frac{3\frac{3}{4} \times 3\frac{3}{4} \times 4}{2\frac{1}{2}} = 22\frac{1}{2}$$

As the Ford motor has four cylinders of  $3\frac{3}{4}$  inch diameter, according to the above formula the engine is entitled to a rating of  $22\frac{1}{2}$  horsepower.

*The Ford Cooling System**Answer No. 44*

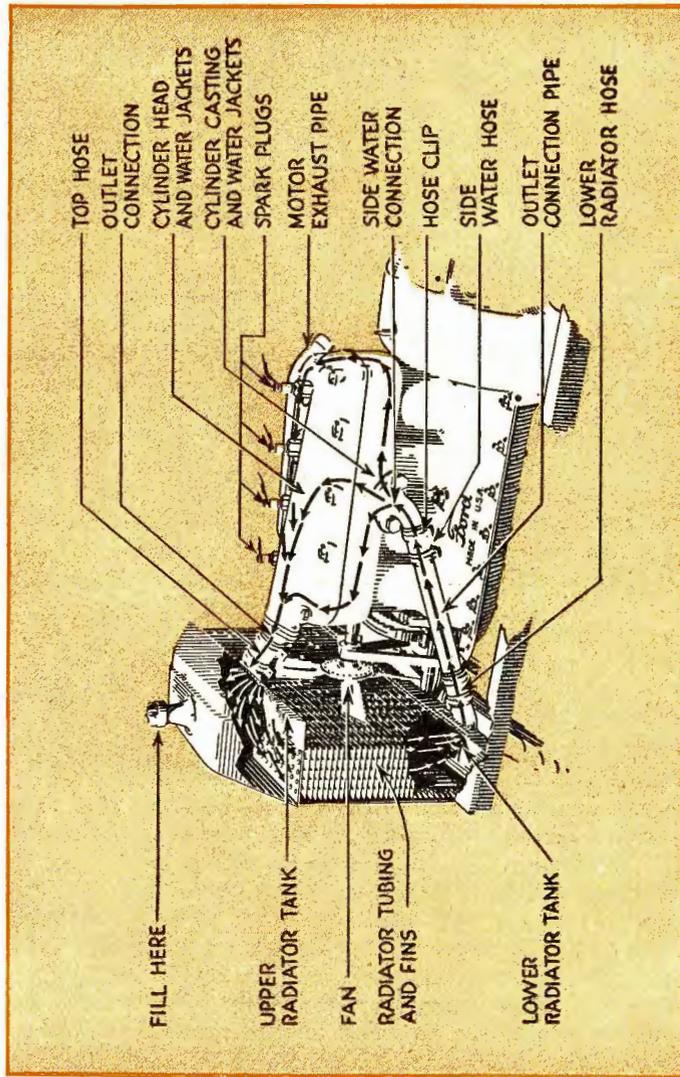
**What is the purpose of the Cooling System?**

The heat generated by the constant explosions in the engine would soon overheat and ruin the engine, were it not cooled by some artificial means. The Ford engine is cooled by the circulation of water in jackets around the cylinders. The heat is extracted from the water by its passage through the thin metal tubing of the radiator—to which are attached scientifically worked out fins, which assist in the rapid radiation of the heat. The fan, just back of the radiator, sucks the air around the tubing—through which the air is also driven by the forward movement of the car. The belt should be inspected frequently and tightened when necessary—not too tight, however—by means of the adjusting screw in the fan bracket. Take up the slack till the fan starts to bind when turned by hand.

*Answer No. 45*

**How does the Water circulate?**

The cooling apparatus of the Ford car is known as the Thermo-syphon system. It acts on the principle that hot water seeks a higher level than cold water—consequently when the water reaches a certain heat, approximately 180 degrees Fahrenheit, circulation commences and the water flows from the lower radiator outlet pipe up through the water jackets, into the upper radiator water tank, and down through the tubes to the lower tank, to repeat the process. The water supply in the radiator should always be kept above the level of the upper hose connection—otherwise there can be no syphon action. No pump or mechanical device is necessary to keep the circulation constant. In fact, they only complicate the machinery of the car.



The Ford cooling system has no pump or other complicated mechanism. (Cut No. 13)

### Answer No. 46

**How often should water be put in the Radiator?** Whenever it needs it. The radiator at all times ought to be kept full—or trouble is sure to follow (see Answer No. 7). It is a good plan to make it a habit to fill the radiator always upon taking the car from the garage—and whenever a stop is made for oil or gasoline. The importance of keeping the radiator filled can not be impressed too often upon the new driver.

### Answer No. 47

**What are the causes of Overheating?** The engine may be overheated by, (1) carbonized cylinders; (2) too much driving on low speed; (3) spark retarded too far, causing late ignition; (4) defective ignition system (see chapter on Ignition); (5) not enough or poor grade oil; (6) racing motor; (7) clogged muffler; (8) improper carburetor adjustment; (9) fan not working properly on account of broken or slipping belt; (10) improper circulation of water due to clogged radiator tubes.

### Answer No. 48

**What should be done when the Radiator overheats?** Keep the radiator full. Don't get alarmed if it boils occasionally—especially in driving through mud and deep sand or up long hills in extremely warm weather. Remember that the engine develops the greatest efficiency when the water is heated nearly to the boiling point. But if there is persistent overheating when the motor is working under ordinary conditions—find the cause of the trouble and remedy it. The chances are that the difficulty lies in improper driving or carbonized cylinders. Perhaps twisting the fan blades at a greater angle to produce more suction may bring desired results. By

reference to the proper division of this book each of the causes which contribute to an overheated radiator is treated and remedies suggested.

No trouble can result from the filling of a heated radiator with cold water—providing the water system is not entirely empty—in which case the motor should be allowed to cool before the cold water is introduced.

### *Answer No. 49*

**How about cleaning the Radiator?**

The entire circulating system should be thoroughly flushed out occasionally. To do this properly, the radiator inlet and outlet hose should be disconnected, and the radiator flushed out by allowing the water to enter the filler neck at ordinary pressure, from whence it will flow down through the tubes and out at the drain cock and hose. The water jackets can be flushed out in the same manner. Simply allow the water to enter into the cylinder head connection and to flow through the water jackets and out at the side inlet connection.

### *Answer No. 50*

**Will the Radiator freeze in winter?**

As the circulation does not commence until the water becomes heated, it is advisable to use an anti-freezing solution in the circulating system in the winter, otherwise at low temperature the water is apt to freeze before it commences to circulate. In case any of the radiator tubes happen to be plugged or jammed they are bound to freeze and burst open if the driver undertakes to get along without using a non-freezing solution.

Wood or denatured alcohol can be used to good advantage for a non-freezing solution. The following table gives the freezing point of solutions containing different percentages of alcohol: 20 per cent solution freezes at 15 degrees above zero; 30 per cent solution freezes at 8 degrees below zero; 50 per cent solution freezes at 15 degrees

below zero. A solution composed of 60 per cent water, 10 per cent glycerine and 30 per cent alcohol is ordinarily used. Its freezing point is about 8 degrees below zero.

### *Answer No. 51*

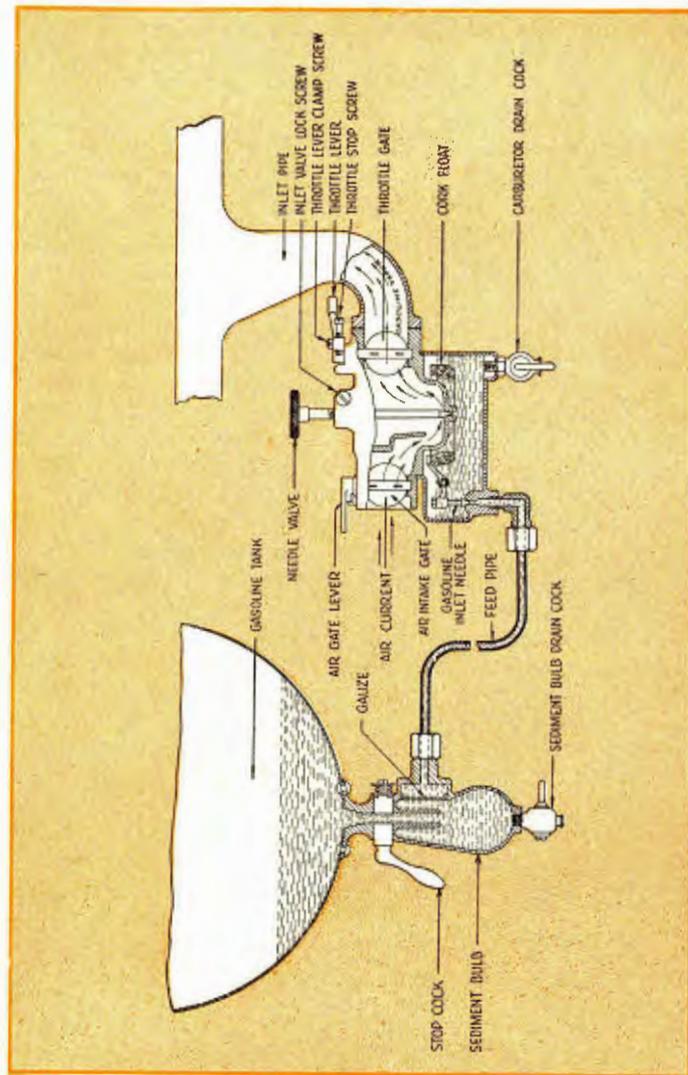
**How may the Circulation System be impaired?**

(1) Leaky radiator; (2) jammed radiator pipes; (3) bad connections between the radiator and cylinder water jackets; (4) lack of water; (5) sediment in circulation system. Do not put corn meal, bran or any other substance into the radiator for the purpose of stopping leaks, as this is bound to hinder the circulation.

### *Answer No. 52*

**How are leaks and jams in the Radiator repaired?**

A small leak may be temporarily repaired by applying brown soap or white lead—but the repair should be made permanent with solder as soon as possible. A jammed radiator tube is a more serious affair. While the stopping of one tube does not seriously interfere with the circulation, it is bound to cause trouble sooner or later—and the tube will freeze in cold weather. Cut the tube an inch above and below the jam and insert a new piece, soldering the connections. If the entire radiator is badly jammed or broken it would probably be advisable to install a new one.



This cut illustrates the principle of Ford carburetor. (Cut No. 14)

## The Gasoline System

### Answer No. 53

**What is the purpose of the Carburetor ?**

It is the device in which the gasoline and air are combined into a vapor or "mixture" in proper proportions to form the "charge," which is sucked into the engine and there exploded by an electric spark. The carburetor is so constructed as to allow for the varying of the proportions of the air and gasoline, to meet conditions. These proportions are usually about one part gasoline to twelve or fourteen parts air—although the proportion varies according to the conditions of the atmosphere, the speed of the car and the quality of the gasoline.

### Answer No. 54

**The Carburetor. How does it work?**

The carburetor is of the automatic float feed type, having but one adjustment—the gasoline needle valve. The cross section diagram of carburetor on opposite page is not a detail drawing but simply shows how the gasoline enters the carburetor, is vaporized by a current of air, and passes through the inlet pipe to the engine in the form of an explosive mixture. The gasoline, entering the bowl of the carburetor, gradually raises the float to a point where the inlet needle lowers into its seat, thus cutting off the flow of gasoline. As the gasoline in the bowl recedes, the float lowers and lifts the needle from its seat and the flow of gasoline is resumed. It is plain to see that a constant level of gasoline is maintained in the carburetor by the automatic action of float and needle. The quantity of gasoline entering into the mixture is governed by the needle valve (see Ans. No. 57). The volume of gas mixture entering

the intake pipe is controlled by opening and closing the throttle, according to the speed desired by the driver.

### Answer No. 55

**Why is Carburetor adjustment placed on dash?** For the convenience of the driver in adjusting the carburetor. After the new car has become thoroughly worked in, a file mark should be made on the face of the finger wheel (see Cut No. 15, Figure "A") to indicate the point at which the engine runs most satisfactorily. In cold weather it will probably be found necessary to turn the finger wheel one-quarter turn to the left (see Cut No. 15, Figure "B"), particularly in starting a cold engine. As gasoline vaporizes readily in warm weather, the driver will find it economical to reduce the quantity of gasoline in the mixture by turning the carburetor adjustment to the right (as far as possible without reducing speed) as indicated by Figure "C." This is particularly true when taking long drives where conditions permit a fair rate of speed being maintained, and accounts for the excellent gasoline mileage obtained by good drivers.

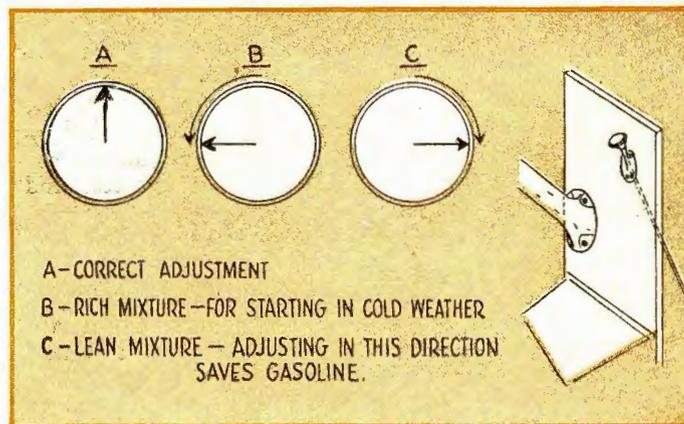
### Answer No. 56

**What is meant by a "lean" and a "rich" Mixture?** A lean mixture has too much air and not enough gasoline. A rich mixture has too much gasoline and not enough air. A rich mixture will not only quickly cover the cylinders, pistons and valves with soot, but will tend to overheat the cylinders, and is likewise wasteful of the fuel. It will often choke the engine and cause mis-firing at slow speeds, although at high speeds the machine will run perfectly. The mixture should be kept as lean as possible without the sacrifice of any of the power of the motor. A lean mixture will often result in back-firing through the carburetor, for the reason that the gas burns slowly in the cylinder, and is still burning when the inlet valve opens

again, which causes the gas in the intake to ignite. A rich mixture is shown by heavy, black exhaust smoke with a disagreeable smell. Proper mixture will cause very little smoke or odor.

### Answer No. 57

**How is the Carburetor adjusted?** The usual method of regulating the carburetor is to start the motor, advancing the throttle lever to about the sixth notch, with the spark retarded to about the fourth notch. The flow of gasoline should now be cut off by screwing the needle valve down (to the right) until the engine begins to mis-fire; then gradually increase the gasoline feed by opening the needle valve until the motor picks up and reaches its highest speed—and until no trace of black smoke comes from the exhaust. Having determined the point where the motor runs at its maximum speed, the needle valve binding screw should be tightened to prevent the adjustment being disturbed. For average running a lean mixture will give better results than a rich one.



Carburetor Dash Adjustment. (Cut No. 15)

*Answer No. 58*

**Why does water clog the Carburetor?** The presence of water in the carburetor or gasoline tank, even in small amounts, will prevent easy starting and the motor will mis-fire and stop. As water is heavier than gasoline it settles to the bottom of the tank and into the sediment bulb along with other foreign matter. As it is difficult nowadays to get gasoline absolutely free from impurities, especially water, it is advisable to frequently drain the sediment bulb under the gasoline tank. During cold weather the water which accumulates in the sediment bulb is likely to freeze and prevent the flow of gasoline through the pipe leading to the carburetor. Should anything of this kind happen it is possible to open the gasoline line by wrapping a cloth around the sediment bulb and keeping it saturated with hot water for a short time. Then the water should be drained off. In event the water gets down into the carburetor and freezes, the same treatment may be applied.

*Answer No. 59*

**What makes the Carburetor leak?** The flow of gasoline entering the carburetor through the feed pipe is automatically regulated by the float needle raising and lowering in its seat. Should any particle of dirt become lodged in the seat, which prevents the needle from closing, the gasoline will overflow in the bowl of the carburetor and leak out upon the ground.

*Answer No. 60*

**When there is dirt in the Carburetor—what?** The spraying nozzle of the carburetor having a very small opening, a minute particle of grit or other foreign matter will clog up the orifice, and result: motor will begin to mis-fire and slow down as soon as it has attained any considerable speed. This is accounted for by the fact that at

high speeds the increased suction will draw the particles of dust, etc., into the nozzle. By opening the valve needle half a turn and giving the throttle lever two or three quick pulls the dirt or sediment will often be drawn through, when the needle may be turned back to its original place. If this does not accomplish the purpose, the carburetor should be drained. Be careful not to screw the needle valve down too tight or you will groove the needle and the valve seat.

*Answer No. 61*

**If Engine runs too fast or chokes with throttle retarded—what?** If the engine runs too fast with throttle fully retarded unscrew the carburetor throttle lever adjusting screw until the engine idles at suitable speed. If the motor chokes and stops when the throttle is fully retarded, the adjusting screw should be screwed in until it strikes the boss, preventing the throttle from closing too far. When proper adjustment has been made, tighten the lock-screw so that the adjustment will not be disturbed.

*Answer No. 62*

**What are the indications of a badly working Carburetor?** Loss of power, mis-firing, after-firing, weak explosions. They are probably caused either by a clogged spraying nozzle, leaky manifold or carburetor gaskets, a bent or grooved adjusting needle, a clogged float, a bad mixture, poor gasoline or watery gasoline.

*Answer No. 63*

**What is the purpose of the Hot Air Pipe?** It takes the hot air from around the exhaust pipe and conducts it to the carburetor—where the heat facilitates the vaporizing of the gasoline. It is usually advisable to remove this pipe in the hot season—but it is an absolutely necessary feature during cold weather.

*Answer No. 64*

**What is the purpose of the Cork Float?** It automatically controls the flow of the gasoline into the carburetor. If it floats too low, starting will be difficult; if too high, the carburetor will flood and leak. A cork float which has become fuel soaked should be removed and replaced by a new one or thoroughly dried and then given a couple of coats of shellac varnish to make it waterproof.

*Answer No. 65*

**Should the Priming Rod be used in cranking when the Motor is warm?** No. The carburetor does not ordinarily require priming when the motor is warm, and cranking with the rod pulled out is apt to "flood" the engine with an over-rich mixture of gas, which does not readily explode. This naturally causes difficulty in starting. If you should accidentally flood the engine, turn the carburetor adjusting needle down (to the right) until it seats; then turn the engine over a few times with the starting crank in order to exhaust the rich gas. As soon as the motor starts, turn back the needle (to the left) and re-adjust the carburetor.

*The Ford Ignition System**Answer No. 66*

**What is the purpose of the Ignition System?** It furnishes the electric spark which explodes the charge in the combustion chamber, thus producing the power which runs the engine. It is important that the charge be correctly ignited at the proper time, in order to obtain satisfactory results in running the car. In the Ford car the ignition system is as simple as it is possible for human invention to make it.

*Answer No. 67*

**What parts constitute the Ignition System?** (1) The magneto, which generates the current; (2) the vibrator type induction coil, which transforms it; (3) the commutator, which makes and breaks and times it; (4) the spark plug, which delivers the spark to the charge in the combustion chamber; (5) the wiring system, which carries the current to and from these different parts.

*Answer No. 68*

**What about the Magneto?** The Ford magneto, which generates the electric current, is the invention of Mr. Henry Ford. It is exceedingly simple and effective in its operation and is a distinct advantage of the Ford car. The magneto is an integral part of the engine, consisting of only two sections, one attached to and rotating with the flywheel, and the other fastened to the cylinder casting. This magneto is another striking example of the Ford way of preventing trouble by completely eliminating the cause. The basic principle in its construction absolutely eliminates all superfluous and complicated parts. The expense and annoyance of batteries are avoided. It has no brushes, no distributor, no moving wires to work loose, no complicated connections.

*Answer No. 69*

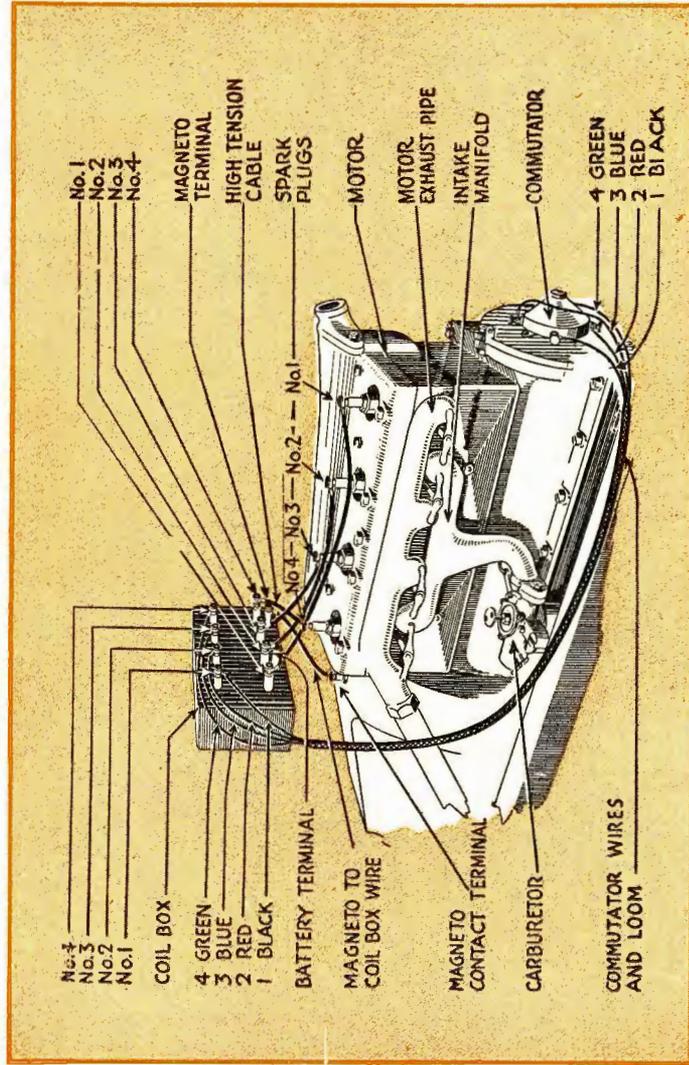
**How does the Magneto generate the current?**

In revolving at the same rate of speed as the motor, the magnets on the fly-wheel passing the stationary coil spools create an alternating low tension electric current in coils\* of wire which are wound around spools fastened to the stationary part of the magneto, and is carried from these coils to the magneto connection (wire) leading to the coil box on the dash.

*Answer No. 70*

**From the Magneto where does the current go?**

As a technical knowledge of electricity is unnecessary for the Ford owner, it is sufficient to say that the current generated by the magneto flows through the primary winding of the coils (in the coil box on the dash) to the commutator (located at the front of the engine just under the oil breather pipe), back through the frame of the motor to the magneto. This completes the primary circuit or path of the magneto current. The high tension current induced



Wiring of the Ford ignition system. (Cut No. 16)

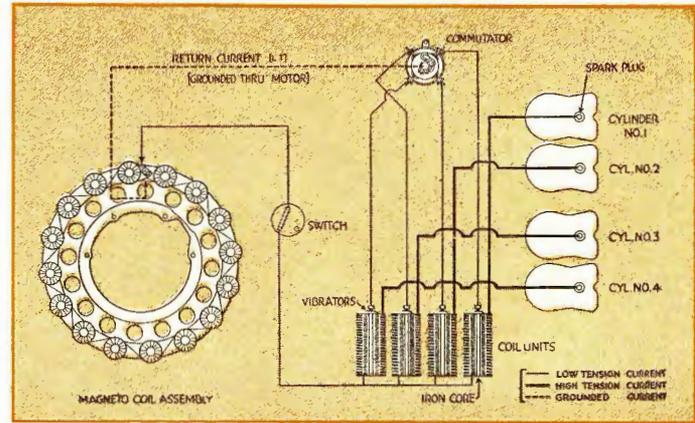


Diagram showing the course of current three ignition circuit (Cut No. 17)

in the secondary winding of the coils is led to the spark plugs in the cylinders as their respective circuits are completed by the commutator.

### *Answer No. 71*

#### *How are the Coil Vibrators adjusted?*

If the platinum contacts should become badly worn, dirty or out of alignment the vibrator will not work properly. In adjusting the vibrators the usual method is to turn the adjusting screw up until the vibrator stops buzzing; then turn the screw down slowly until the two platinum points just come together and the explosion in the cylinder becomes regular; then give the screw an extra quarter turn. In adjusting K-W coils it is important to see that the little flat cushion spring just underneath the vibrator bridge works back and forth every time the platinum points make and break contact. This action can be determined by taking the unit out of the box and holding it up to the light; then press down the vibrator and observe the operation of the cushion spring. It is important to have all the units adjusted alike and with a little experience you will be able to "feel" by the explosion when the point is reached at which the motor develops the maximum speed. Too close contact between the adjusting screw and vibrator will cause the current to "arc" between the platinum points, thus hindering the flow of current, burning away the platinum and often putting the coil out of action. If the platinum points become pitted or worn so that imperfect contact is made, they should be filed flat with a thin watchmaker's file so that the surfaces meet each other squarely.

Warning—Do not buy imitation vibrators sold by many unscrupulous concerns, as the contact points are usually composed of cheap metal, such as German silver, nickel, etc., which will not give satisfactory service.

### *Answer No. 72*

#### *How is a Weak Unit detected?*

With the vibrators properly adjusted, if any particular unit fails or seems to develop only a weak action, change the position of the unit to determine if the fault is actually in the unit. The first symptom of a defective unit is the buzzing of the vibrator with no spark at the plug. A leak in the condenser is often indicated by a "fat" bluish spark, but to make sure this is the cause of the trouble disconnect the wire from the plug that fails and hold it about  $\frac{1}{8}$  of an inch from the spark plug terminal. If the condenser leaks the spark will be irregular at the gap. Remember that a loose wire connection, faulty spark plug, or worn commutator may cause irregularity in the running of the motor. These are points that should be considered before laying the blame on the coil.

### *Answer No. 73*

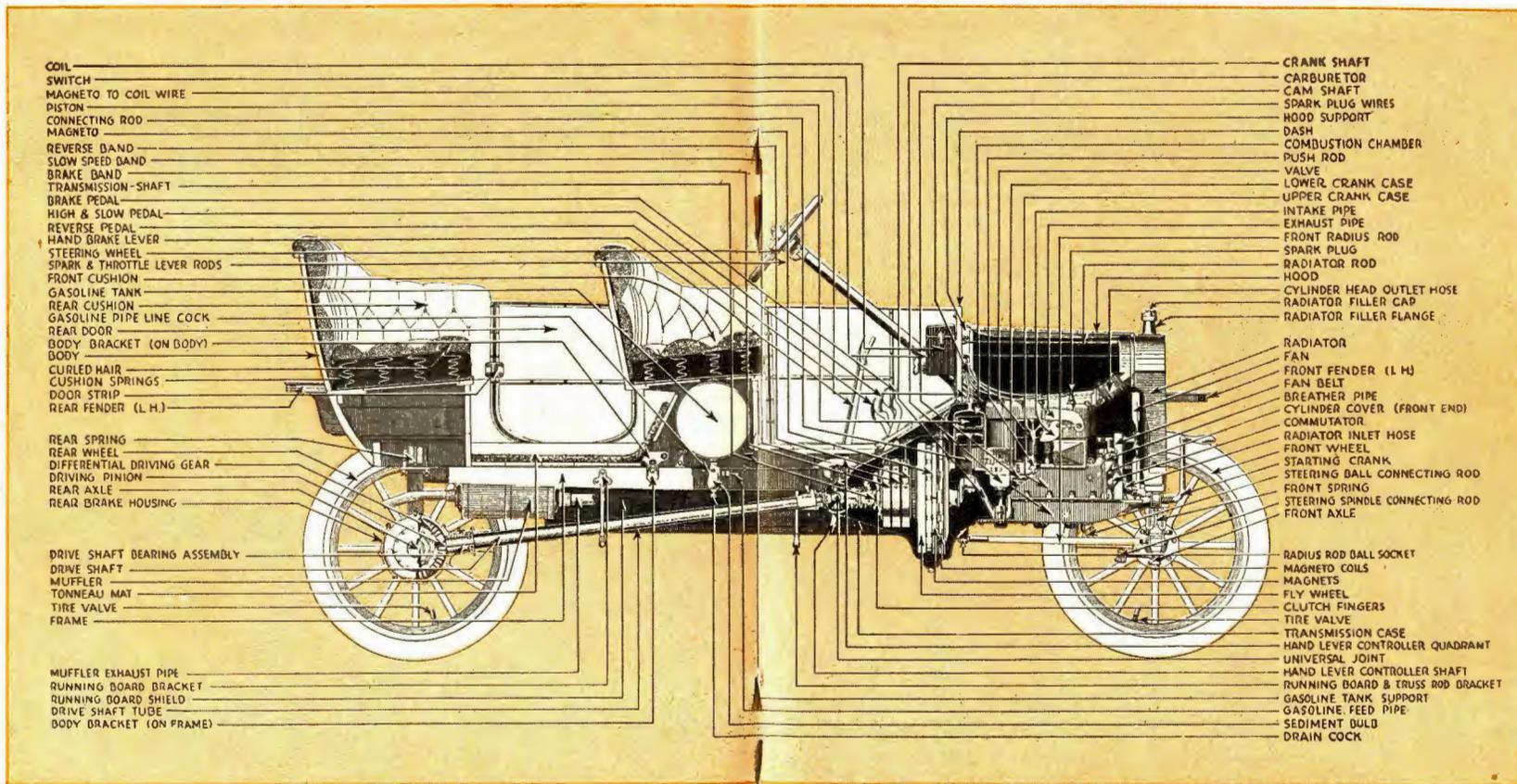
#### *How may short circuit in Commutator Wiring be detected?*

Should the insulation of the primary wires (running from coil to commutator) become worn to such an extent that the copper wire is exposed—the current will leak out (i. e., short circuit) whenever contact with the engine pan or other metal parts is made. A steady buzzing of one of the coil units will indicate a "short" in the wiring. When driving the car the engine will suddenly lag and pound on account of the premature explosion. Be careful not to crank the engine downward against compression when the car is in this condition, as the "short" is apt to cause a vigorous kick back.

### *Answer No. 74*

#### *Does Coil adjustment affect starting?*

Yes, when the vibrators are set too close, more current is required to "make and break" the contact between the platinum points. The remedy is to lighten the adjust-



Sectional view of the Ford car showing the principal parts and their location

There are, after all, as shown, very few parts to the car. It is the elimination of the unnecessary things that makes the Ford simple to understand and operate—that makes it light and strong. (Cut No. 1)

ment until the "points" barely touch. Do not allow the platinum points to become "ragged," otherwise they are apt to stick and cause unnecessary difficulty in starting, and when running are apt to produce a "miss" in the engine by occasionally sticking.

### *Answer No. 75*

**What is the purpose of the Commutator?**

The commutator (or timer) determines the instant at which the spark plugs must fire. It effects the "make and break" in the primary circuit. The grounded wire in the magneto allows the current to flow through the metal parts to the metal roller in the commutator. Therefore, when the commutator roller in revolving touches the four commutator contact points, to each of which is attached a wire connected with a coil unit, an electrical circuit is passed through the entire system of primary wires. This circuit is only momentary, however, as the roller passes over the contact point very rapidly and sets up the circuit in each unit as the roller touches the contact point connected with that unit. The commutator should be kept clean and well oiled at all times.

### *Answer No. 76*

**What about the Spark Plugs?**

One is located at the top of each cylinder and can easily be taken out with the spark plug wrench included with every car, after the wire connection is removed. The high voltage current flows out of the secondary coils in the coil box and on reaching the contact points in each spark plug it is forced to jump a  $\frac{1}{32}$ " gap, thereby forming a spark which ignites the gasoline charge in the cylinders.

The spark plugs should be kept clean (i. e., free from carbon) and should be replaced if they persist in not working properly. There is nothing to be gained by experimenting with different makes of plugs. The make of

plugs with which Ford engines are equipped when they leave the factory are best adapted to the requirements of our motor, notwithstanding the opinion of various garage men to the contrary. All wire connections to spark plugs, coil box and commutator should, of course, at all times be kept in perfect contact.

### *Answer No. 77*

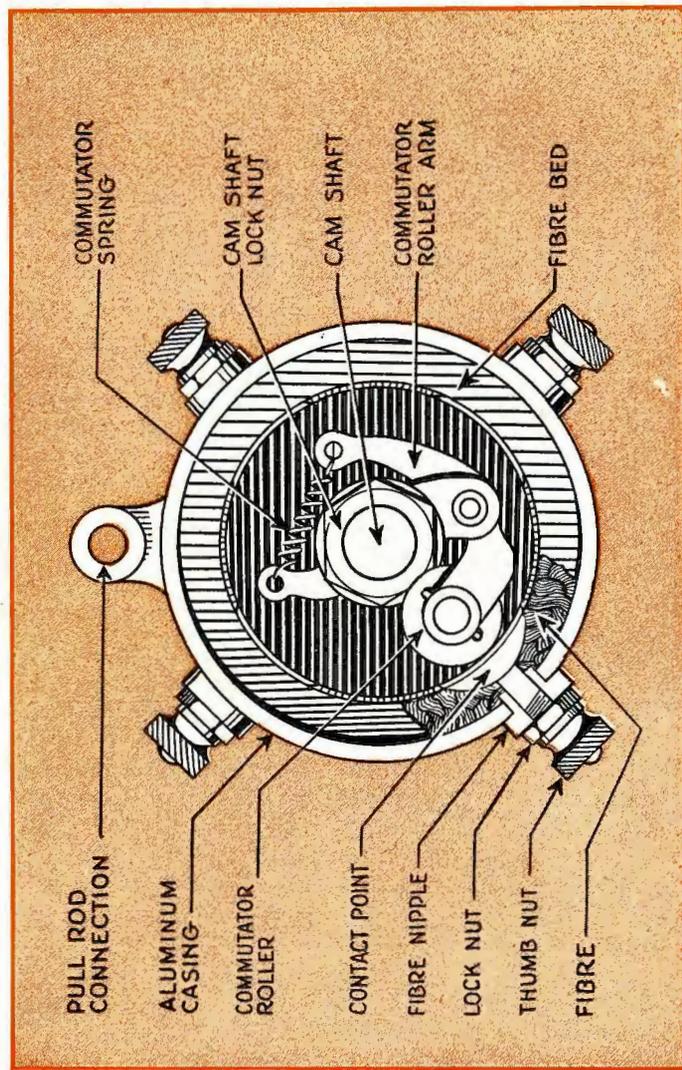
**What are the indications of Ignition trouble?**

The uneven sputter and bang of the exhaust means that one or more cylinders are exploding irregularly or not at all, and that the trouble should be promptly located and overcome. Mis-firing if allowed to continue will in time injure the engine and the entire mechanism. If you would be known as a good driver you will be satisfied only with a soft, steady purr from the exhaust. If anything goes wrong, stop and fix it if possible—don't wait until you get home.

### *Answer No. 78*

**How can one tell which Cylinder is missing?**

This is done by manipulating the vibrators on the spark coils. Open the throttle until the engine is running at a good speed and then hold down the two outside vibrators, No. 1 and No. 4, with the fingers, so they cannot buzz. This cuts out the two corresponding cylinders, No. 1 and No. 4, leaving only No. 2 and No. 3 running. If they explode regularly it is obvious the trouble is in either No. 1 or No. 4. Relieve No. 4 and hold down No. 2 and No. 3 and also No. 1; if No. 4 cylinder explodes evenly it is evident the mis-firing is in No. 1. In this manner all of the cylinders in turn can be tested until the trouble is located. Examine both the spark plug and the vibrator of the missing cylinder.



The Ford commutator. Be sure that it is kept well oiled. (Cut No. 18)

### Answer No. 79

**If the Coil and Plug are right—what?**

The trouble is probably due to an improperly seated valve, worn commutator, or short circuit in the commutator wiring. Weakness in the valves may be easily determined by lifting the starting crank slowly the length of the stroke of each cylinder in turn, a strong or weak compression in any particular valve being easily detected. It sometimes happens that the cylinder head gasket (packing) becomes leaky—permitting the gas under compression to escape, a condition that can be detected by running a little lubricating oil around the edge of the gasket and noticing whether bubbles appear or not.

### Answer No. 80

**Does a worn Commutator ever cause mis-firing?**

Yes. If mis-firing occurs when running at high speed, inspect the commutator. The surface of the circle around which roller "A" (see Cut No. 18) travels should be clean and smooth, so that the roller makes a perfect contact at all points. If the roller fails to make a good contact on any one of the four contact points, its corresponding cylinder will not fire. Clean these surfaces, if dirty. In case the fibre, contact points and roller of the commutator are badly worn, the most satisfactory remedy is to replace them with new parts, or probably the trouble is caused by short-circuited commutator wires. The spring should be strong enough to make a firm contact between the roller points if they are worn or dirty.

### Answer No. 81

**How is the Commutator removed?**

Remove cotter pin from spark rod and detach latter from commutator. Loosen the cap screw which goes through breather pipe on top of time gear cover. This will release the spring which holds the commutator case in place and this part can be readily removed. Unscrew lock nut; withdraw steel brush cap and drive out the retaining

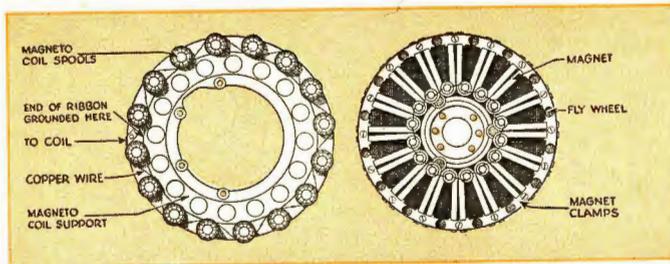
pin. The brush can then be removed from the cam shaft.

In replacing the brush, care must be exercised to see that it is reinstated so that the exhaust valve on the first cylinder is closed when the brush points upward. This may be ascertained by removing the valve door and observing the operation of No. 1 valve.

### Answer No. 82

#### Does cold weather affect the Commutator?

It is a well known fact that in cold weather even the best grades of lubricating oil are apt to congeal to some extent. If this occurs in the commutator it is very apt to prevent the roller from making perfect contact with the contact points imbedded in the fibre. This, of course, makes difficult starting, as the roller arm spring is not stiff enough to brush away the film of oil which naturally forms with the contact segment. To overcome this, as well as any liability of the contact points to rust, we recommend a mixture of 25% kerosene with the commutator lubricating oil, which will thin it sufficiently to prevent congealing, or freezing, as it is commonly called. You have probably noticed in starting your car in cold weather that perhaps only one or two cylinders will fire for the first minute or so, which indicates that the timer is in the condition described above and as a consequence a perfect contact is not being made on each of the four terminals.



The Ford magneto. The flywheel with magnets revolves with the engine, while magneto coils remain stationary. (Cut No. 19)

### Answer No. 83

#### How is the Magneto removed?

It is necessary to take the power plant out of the car (see Answer No. 40) in order to remove the magneto. Then remove crank case and transmission cover—take out the four cap screws that hold the flywheel to the crank shaft. You will then have access to the magnets and entire magneto mechanism. In taking out these parts—or any parts of the car—the utmost care should be taken to make sure that the parts are so marked that they may be replaced properly.

### Answer No. 84

#### When the Magneto gets out of order—what?

The Ford magneto is made of permanent magnets and there is very little likelihood of their ever losing their strength, unless acted upon by some outside force. For instance, the attachment of a storage battery to the magneto terminal will likely discharge the magnets. If anything like this happens, it is not advisable to try to recharge them, but rather install a complete set of new magnets. The new magnets will be sent from the nearest agent or branch house, and will be located on a board in identically the same manner as they should be when installed on the flywheel. Great care should be taken in assembling the magnets and lining up the magneto so that the faces of the magnets are separated from the surface of the coil spool just  $\frac{1}{32}$  of an inch. To take out the old magnets, simply remove the cap screw and bronze screw which holds each in place. The magneto is often blamed when the trouble is a weak current caused by waste or other foreign matter accumulating under the contact spring, which is held in place by the binding post on top of the crank case cover.

Remove the three screws which hold the binding post in place, remove binding post and spring and replace after foreign substance has been removed.

*Answer No. 85*

**Is it ever advisable to operate the car lights from the Magneto?**

No! Mr. Ford is opposed to the use on Ford cars of electric lights operated from the magneto, for the following reasons: The Ford magneto is a peculiarly Ford device, the one purpose of which is to furnish the spark which explodes the gas in the engine cylinders. For this purpose its power is sufficient to deliver an ample spark under all conditions—even when the car is put to severe tests. While the magneto furnishes an excess of power when the car is running under ordinary conditions, this excess power is needed when it is being operated under extraordinary conditions. When the engine is running slowly under a heavy pull all the power the magneto furnishes is needed by the engine.

It is therefore never advisable to use electric lights in connection with the Ford magneto. The Ford Motor Company will not be responsible for repairs and adjustments entailed by such use.

## The Ford Transmission

*Answer No. 86*

**What is the function of the Transmission?**

It is that part of the mechanism of an automobile which lies between the engine shaft and the propeller shaft and by which one is enabled to move at different speeds from the other. It is the speed gear of the car. It sends the car forward at low and high speeds and by it the car is reversed.

*Answer No. 87*

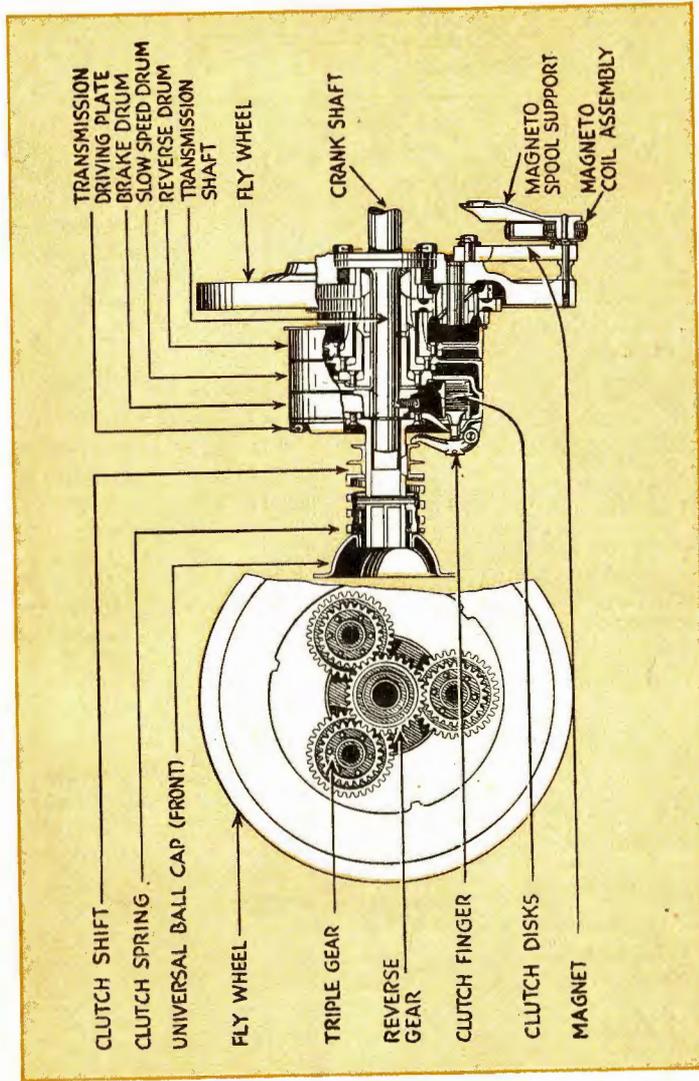
**What is meant by the term "Planetary Transmission"?**

One in which the groups of gears always remain in mesh and revolve around a main axis. The different sets of gears are brought into action by stopping the revolution of the parts which support the gears. By means of bands (similar to brake bands) the rotation of the different parts is stopped. The planetary transmission is the simplest and most direct means of speed control—and is a distinct advantage of the Ford car.

*Answer No. 88*

**What is the purpose of the Clutch?**

If the crank shaft of the engine ran without break straight through to the differential—and through it applied its power direct to the rear wheels—the car would start forward immediately upon the starting of the engine (were it possible to get it started under such conditions). To overcome this difficulty the shaft is divided and by means of the clutch the part of the shaft to which the running engine is delivering its power is enabled to take hold of the unmoving part gradually and start the car without jolt or jar. The forward part of the shaft is referred to as the crank shaft, the rear part as the drive shaft.



The Ford transmission—showing location of different parts, also gears on the flywheel. (Cut No. 20)

### Answer No. 89

**What are the requirements of a good Clutch?**

(1) Gradual engagement, (2) quick disengagement, (3) large friction surfaces, (4) accessibility, (5) and simple construction. All of these requirements are met in the simple and effective multiple disc clutch of the Ford car. In the method of Ford construction the clutch becomes a part of the transmission assembly and the two are handled as a mechanical unit.

### Answer No. 90

**How is the Clutch controlled?**

By the left pedal at the driver's feet (see Answer No. 13). If the clutch pedal, when pushed forward into slow speed, has a tendency to stick and not to come back readily into high, tighten up the slow speed band as directed in Answer No. 94. Should the machine have an inclination to creep forward when cranking, it indicates that the clutch lever screw which bears on the clutch lever cam has worn, and requires an extra turn to hold the clutch in neutral position. When the clutch is released by pulling back the hand lever the pedal should move forward a distance of  $1\frac{3}{4}$ " in passing from high speed to neutral.

See that the hub brake shoe and connections are in proper order so that the brake will act sufficiently to prevent the car creeping very far ahead. Also be sure the slow speed band does not bind on account of being adjusted too tight. Don't use too heavy a grade of oil in cold weather, as it will have a tendency to congeal between the clutch discs and prevent proper action of the clutch.

### Answer No. 91

**How is the Clutch adjusted?**

Remove the plate on the transmission cover under the floor boards at the driver's feet. Take out the cotter key on the first clutch finger and give the set screw one-half to one complete turn

to the right with a screw driver. Do the same to the other finger set screws. But be sure to give each the same number of turns and don't forget to replace the cotter key. And after a considerable period of service the wear in the clutch may be taken up by installing another pair of clutch discs, rather than by turning the adjusting screws in too far.

**CAUTION:** Let us warn you against placing any small tools or objects over or in the transmission case without a good wire or cord attached to them. It is almost impossible to recover them without taking off the transmission cover.

### *Answer No. 92*

#### **How is the Transmission assembled?**

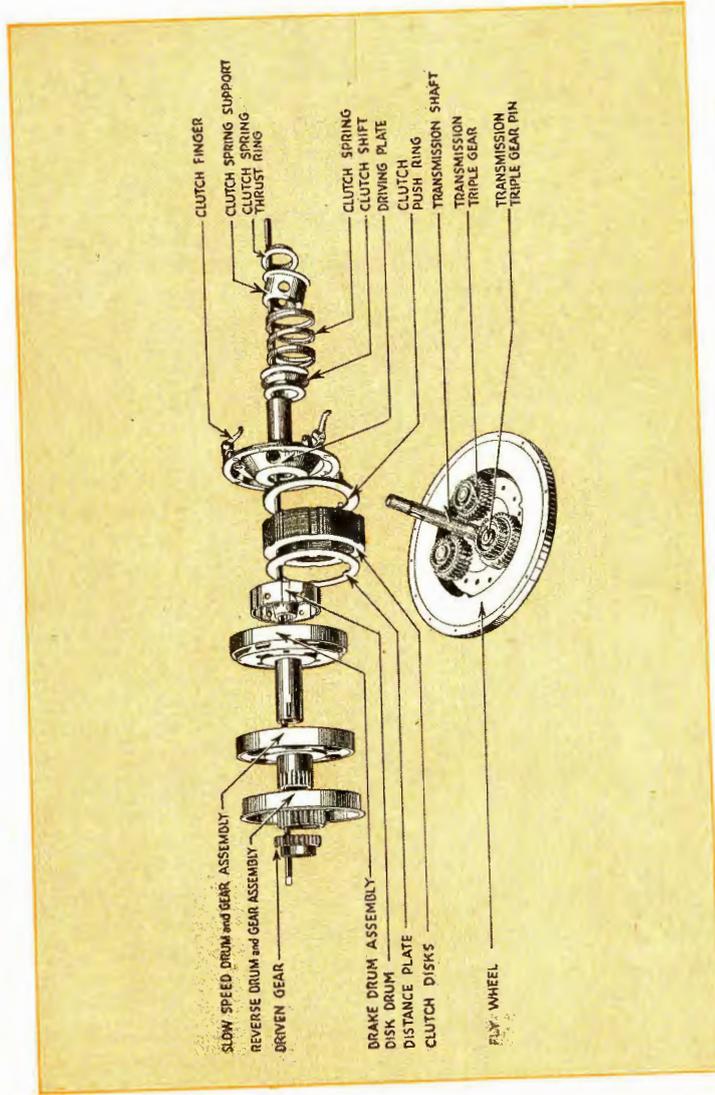
With the transmission shaft in place (see No. 3331 in repair parts catalogue), turn the flywheel face downward so that the shaft will be in a vertical position (see Cut No. 21). Then assemble the following parts in a separate group, proceeding as follows: Place brake drum (3311) on table with the hub in a vertical position; place the slow speed plate (3306) over hub with gear uppermost; then place reverse plate (3301) over the slow speed plate so that the reverse gear surrounds the slow speed gear; fit the two keys (3318) in hub just above slow speed gear; put the driven gear (3317) in position with teeth downward so they will come next to slow speed gear. Next take the three triple gears (3313) and mesh them with the driven gear, according to punch marks on the teeth, the reverse gear, or smallest of the triple assembly, being downward. After making sure that the triple gears are properly meshed, tie them in place by passing a cord around the outside of the three gears. Then invert this assembled group over the transmission shaft, and place in position so that flywheel pins will pass through the triple gear. This will bring the brake drum (3311) on top, in position to hold the clutch plates, etc. The next step is to fit the clutch drum key (3333) in the transmission shaft. Press the clutch drum (3332) over shaft, and put set screw

(3334) in place to hold the drum. Put distance plate (3330) over the clutch drum, then the small thrust plates (3328), alternating with the large plates (3329) until the entire set of plates are in position, making sure that the large thrust (3329) is on top. If the small plate is on the top and you throw your motor from high speed into low, the small plate is liable to fall over the clutch drum and you will be unable to throw motor back into high. Then put the clutch push ring (3336) over the clutch drum, with the three pins projecting upward, and lastly bolt the driving plate (3321) in position so that the adjusting screws of the clutch fingers will bear against the clutch push ring pins. Before proceeding further, it would be a good plan to test the transmission by moving the plates with the hands. The clutch parts may be assembled on the driving plate hub as follows: Slip the clutch shift (3344) over the hub so that the small end rests on the ends of the clutch fingers. Next put on the clutch spring (3340), placing the clutch support (3341) inside, so that the flange will rest on the upper coil of the spring. Next place clutch spring thrust ring (3343) with notched end down and press in place—inserting the pin (3342) in the driving plate hub through the holes in the side of the spring support. The easiest method of compressing the point necessary to insert the pin is to release the tension of the clutch fingers by means of the adjusting screws. When tightening up the clutch again, the spring should be compressed to within a space of two or two and one-sixteenth inches to insure against the clutch spring slipping. Care should be exercised to see that the screws are adjusted so the spring is compressed evenly all around. The numbers here used refer to the numbers of the respective parts in the Ford Parts Price List.

### *Answer No. 93*

#### **How is the Transmission removed?**

Take out the power plant as directed in Answer No. 40. Then remove crank case and transmission cover. Take off the four cap screws that hold the flywheel to the crank



The Ford transmission assembly. For numbers of parts, see Parts Price List. (Cut No. 21)

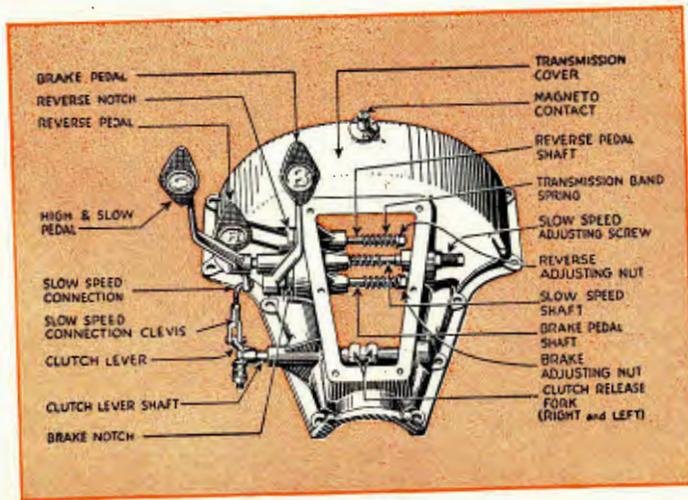
shaft with the special Ford flywheel cap screw wrench. The entire transmission may then be easily removed from the cylinder assembly.

### Answer No. 94

**How are the Bands adjusted?** The slow speed band may be tightened by loosening the lock nut at the right side of the transmission cover, and turning the adjusting screw (see Cut No. 22) to the right. To tighten the brake and reverse bands remove the transmission case cover door and turn the adjusting nuts on the shafts to the right. See that the bands do not drag on the drums when disengaged, as they exert a brake effect, and tend to overheat the motor. However, the foot brake should be adjusted so that a sudden pressure will stop the car immediately, or slide the rear wheels in case of emergency. The bands, when worn to such an extent that they will not take hold properly, should be relined, so that they will engage smoothly without causing a jerky movement of the car. The lining is inexpensive and may be had at any of the 6000 Ford service stations at small cost.

### Answer No. 95

**How are the Bands removed?** Take off the door on top of the transmission cover, and run the clutch band adjusting nuts (see Cut No. 22) to the extreme ends of the brake and pedal shafts; then remove the slow speed band adjusting screw (A); loosen bolts holding transmission cover; take hold of slow speed pedal and lift off the cover assembly. Slip bands forward, sliding the one nearest the flywheel over the first of the triple gears, turn the band over until opening is down, then slide toward the universal joint, when it may easily be lifted out. To do this requires the spreading apart of the bands at the ears, and is



The transmission cover and control (Cut No. 22)

more easily accomplished if the three sets of triple gears are so placed that one set is about ten degrees to the right of the center at top. To replace, reverse this procedure, and when fitting the transmission cover see that the clutch release ring rests in the rear groove of the clutch shaft.

## The Rear Axle Assembly

### Answer No. 96

**What parts are included in the Rear Axle Assembly?** The universal joint and housing, drive shaft and housing, the differential assembly, rear axle housings, axle shafts, hub brake shoe assemblies and the rear axle radius rods.

### Answer No. 97

**What is the purpose of the Universal Joint?** The universal joint is the connecting link between the transmission and rear axle drive shaft. The flexibility of this coupling allows the drive shaft to run at the angle required by the relative position of differential and transmission. The ball housing surrounding the joint permits the twisting and turning of the axle as the wheels travel over uneven surfaces.

### Answer No. 98

**How is the Universal Joint disconnected from the Drive Shaft?** Remove two plugs from top and bottom of ball casting, turn shaft until pin comes opposite hole, drive out pin. Remove four bolts holding ball housing to drive shaft tube and drive the universal joint and housing away.

### Answer No. 99

**What is the Differential and what is its purpose?** It is a system of gears located at the juncture of the propelling shaft and the rear axle—and by it the rear wheels are permitted to revolve at different speeds, while at the same time each receives an equal division of the power. Without the differential, the car would have difficulty in turning a corner or making a curve, for as the power is delivered to the rear wheels, both would (without

the differential) move at the same speed—whereas a turn demands that one wheel travel faster than the other. The differential permits each wheel to travel independently.

*Answer No. 100*

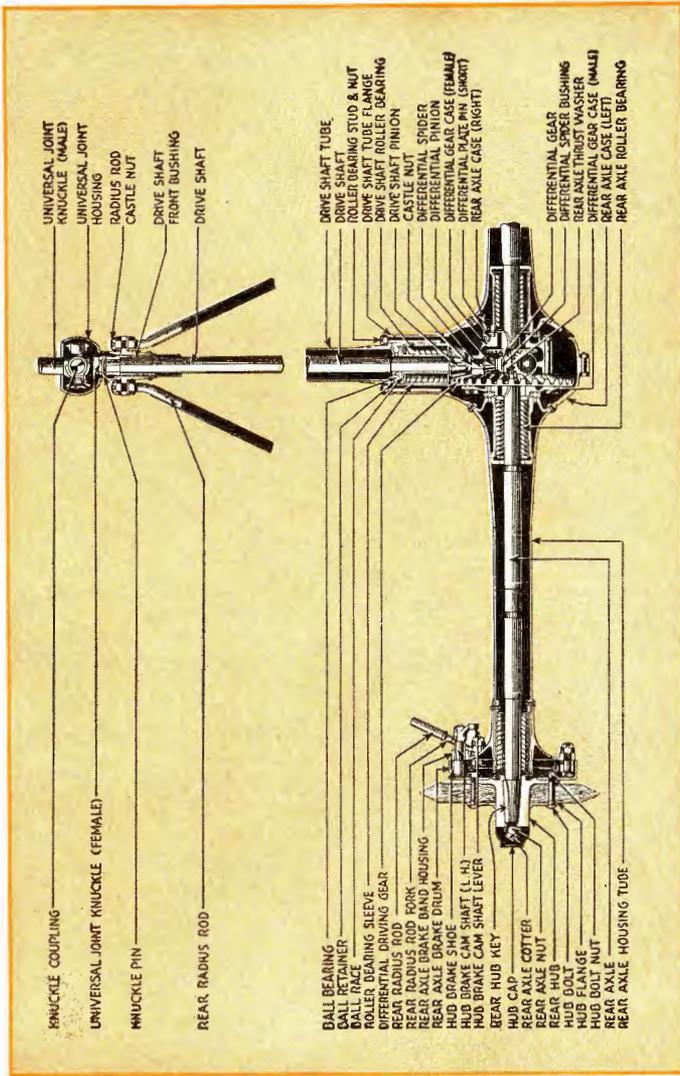
**How is the Rear Axle removed?** Jack up car and remove rear wheels as instructed in Ans. No. 114. Take out the four bolts connecting the universal bolt cap to the transmission case and cover. Disconnect brake rods. Remove nuts holding spring perches to rear axle housing flanges. Raise frame at the rear end, and the axle can be easily withdrawn.

*Answer No. 101*

**How are Rear Axle and Differential disassembled?** Disconnect drive shaft tube, by removing nuts in front ends of radius rods and the nuts on studs holding drive shaft tube to rear axle housing. Remove bolts which hold the two halves of differential housing together. If necessary to disassemble differential a very slight mechanical knowledge will permit one to immediately discern how to do it, once it is exposed to view. Care must be exercised to get every pin, bolt and key-lock back in its exact position when reassembling. Be careful to see that the large 40-tooth gear is meshed on the drive pinion on left side when facing car from the rear. If this is placed on the right side of the drive pinion, the car will reverse when high or low gear is engaged and go forward when reverse is engaged. We believe that this point should be emphasized.

*Answer No. 102*

**How are the Differential Gears removed?** The compensating gears are attached to the inner ends of the rear axle shaft. They work upon the spider gears when turning a corner, so that the axle shafts revolve independently, but when the car is moving in a straight line the



Principal parts of the Ford rear axle assembly. (Cut No. 23)

spider gears and compensating gears and axle shafts move as an integral part. If you will examine the rear axle shafts you will notice that the gears are keyed on, and held in position by a ring which is in two halves and fits in a groove in the rear axle shaft. To remove the compensating gears, force them down on the shaft, that is, away from the end to which they are secured, drive out the two halves of ring in the grooves in shaft with screw driver or chisel, then force the gears off the end of the shafts.

### *Answer No. 103*

**How is Rear Axle Shaft removed?** Disconnect rear axle as directed in Answer No. 100, then unbolt the drive shaft assembly where it joins the rear axle housing at the differential. Disconnect the two radius rods at the outer ends of the housing. Take out the bolts which hold the two halves of the rear axle housing together at the center. Take the inner differential casing apart and draw the axle shaft through the housing at the center.

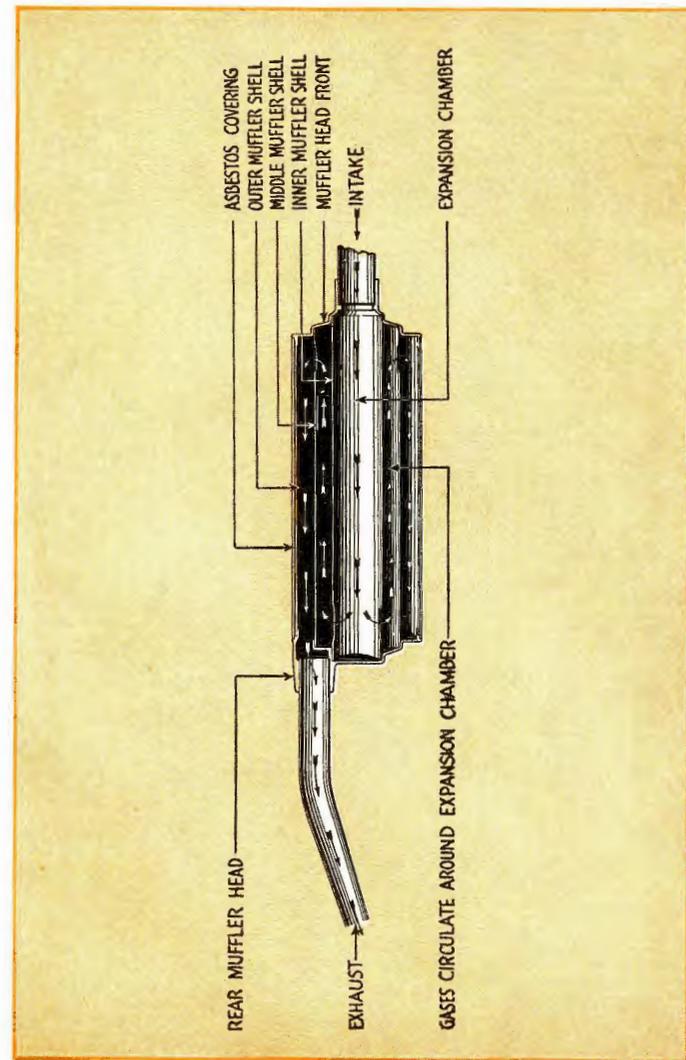
After replacing the axle shaft be sure that the rear wheels are firmly wedged on at the outer end of the axle shaft and the key in proper position. When the car has been driven thirty days or so, make it a point to remove the hub cap and set up the lock nut to overcome any play that might have developed. It is extremely important that the rear wheels are kept tight, otherwise the constant rocking back and forth against the keyway may in time cause serious trouble.

If the rear axle or wheel is sprung by skidding against a curb or other accident, it is false economy to drive the car, as tires, gears and all other parts will suffer. If the axle shaft is bent, it can, with proper facilities, be straightened, but it is best to replace it.

### *Answer No. 104*

**How is the Drive Shaft Pinion removed?**

The end of the drive shaft, to which the pinion is attached, is tapered to fit the tapered hole in the pinion, which is keyed onto the shaft, and then secured by a cotter-pinned "castle" nut. Remove the castle nut, and drive the pinion off.



The Ford muffler. (Cut No. 24)

## The Ford Muffler

### Answer No. 105

**What is the purpose of Muffler?**

The exhaust as it comes from the engine through the exhaust pipe would create a constant and distracting noise were it not for the muffler. From the comparatively small pipe, the exhaust is liberated into the larger chambers of the muffler, where the force of the exhaust is lessened by expansion and discharged out of the muffler with practically no noise. (See Cut No. 24.) The Ford muffler construction is such that there is very little back pressure of the escaping gases, consequently there is nothing to be gained by putting a cut-out in the exhaust pipe between the engine and the muffler.

### Answer No. 106

**How is the Muffler kept in order?**

It should be cleaned occasionally. Remove it (see Answer No. 107) and take off nuts on ends of rods which hold it together—and disassemble.

In reassembling muffler, be careful not to get the holes in the inner shells on the same side or end.

### Answer No. 107

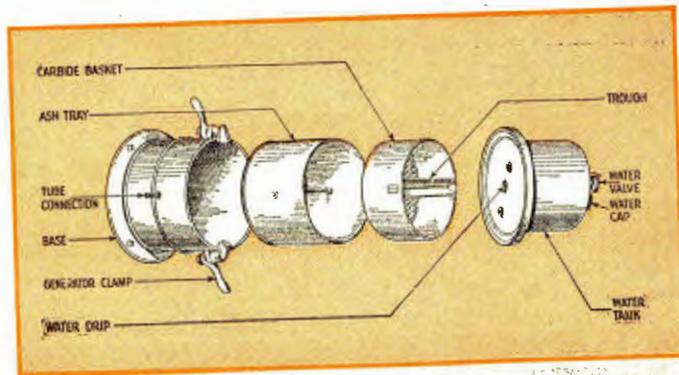
**How is the Muffler disconnected?**

To disconnect the muffler it is not necessary to disconnect the exhaust pipe from the motor (although it is a good plan and a simple matter, necessitating only unscrewing the union). To disconnect muffler from frame, unscrew union at forward end of pipe, drop it down so it will clear the frame and slip it back off the tube. If the muffler from any cause becomes materially damaged it will probably be cheaper to replace it with a new one than to attempt to repair it.

## The Ford Lighting System

### Answer No. 108

**What about the Lighting System?** The Ford lighting system is made up of three oil lamps and two acetylene gas (reflector) lamps. Care should be taken that they are kept supplied and in order at all times—or one may experience difficulties with officials charged with enforcing lighting ordinances. The acetylene lamps are supplied with gas from the generator, which is located on the left footboard of the car. Fill the basket of the generator three-quarters full of carbide and the fountain with water. Turn the valve which lets the water drip on the carbide. The gas will be formed almost instantly, when the reflector lights may be lighted. Should the water valve get clogged, remove it and clear the obstruction by blowing through it. Should the light flicker there is water in the pipe line. Disconnect from lamps and blow the water out. (See Cut No. 25.)



Parts of the Ford light generator. (Cut No. 25)

## The Running Gear

### Answer No. 109

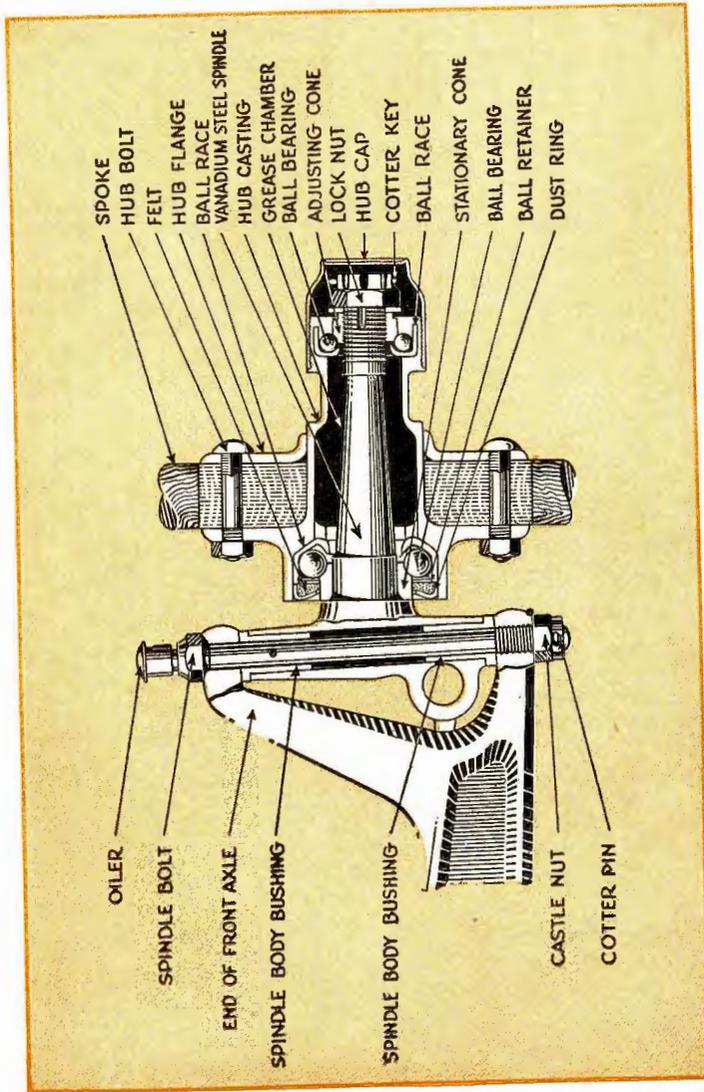
**What is meant by the Running Gear?** "Running gear" is a more or less loose term as applied in the Ford car, and must refer to those parts of the chassis which are not treated of elsewhere in this book, i. e., the wheels, springs, frame, front axle, etc. In a general way it corresponds to those parts which are referred to as the "running gear" in a wagon or carriage.

### Answer No. 110

**What care should the Running Gear have?** In the first place it, at all times, should have proper lubrication (see chapter on Lubrication). Once in every thirty days the front and rear axles should be carefully gone over to see that every moving part, such as the bushings in spring connections, spring hangers, steering knuckles and hub bearings, are thoroughly lubricated, and that all nuts and connections are secured with cotter pins in place. The spring clips, which attach the front spring to the frame, should be inspected frequently to see that everything is in perfect order.

### Answer No. 111

**How is the Front Axle removed?** Jack up front end of car so wheels can be removed, disconnect steering gear, disconnect radius rods at ball joint and remove two cotter-pinned bolts from shackle on each side, so detaching front spring. To disconnect radius rods from axle, remove cotter-pinned nuts. To remove entirely, take the two bolts out of the ball joint and remove lower half of cap.



The Ford front axle assembly. (Cut No. 26)

### Answer No. 112

*In case of accident, how is the Front Axle straightened?*

Should the axle or spindle become bent extreme care must be used to straighten the parts accurately. Do not heat the forgings, as this will distemper the steel, but straighten them cold. If convenient it would be better to return such parts to the factory, where they may be properly straightened in jigs designed for that purpose. It is very essential that the wheels line up properly (see Answer No. 115). The eye is not sufficiently accurate to determine whether the parts have been properly straightened, and excessive wear of the front tires will occur if everything is not in perfect alignment.

### Answer No. 113

*What about the Wheels?*

The wheels should be jacked up periodically and tested, not only for smoothness of running, but for side play as well. If in spinning a front wheel a sharp click occurs now and then and the wheel is momentarily checked, it is probable that there is a clipped or split ball in the bearing which should be removed, otherwise it may necessitate the removal of the entire bearing. A wheel in perfect adjustment should, after spinning, come to rest with the tire valve directly below the hub. Undue wear of the hub bearings, such as cones, balls and races, is usually caused by lack of lubrication and excessive friction, due to the adjusting cone being screwed up too tight. It is a good plan to clean the bearings frequently and keep the hub well filled with grease.

### Answer No. 114

*How are the Wheels removed?*

Front wheels: Take off hub cap, remove cotter pin and unscrew castle nut and spindle washer. The adjustable bearing cone can then be taken out and the wheel removed. Care should be taken to see that the cones and lock nuts are replaced on the same spindle from which they were removed, otherwise

there is a liability of stripping the threads which are left on the left spindle and right on the opposite as you stand facing the car. Back wheels: They should not be removed unless absolutely necessary—in which case proceed as above, then with a wheel puller remove the wheel from the tapered shaft to which it is locked with a key. In replacing rear wheels be sure that nut on axle shaft is as tight as possible and cotter pin in place. The hub caps of the rear wheels should be removed occasionally and the lock nuts which hold the hub in place tightened up. If these nuts are allowed to work loose, the resulting play on the hub key may eventually twist off the axle shaft.

### Answer No. 115

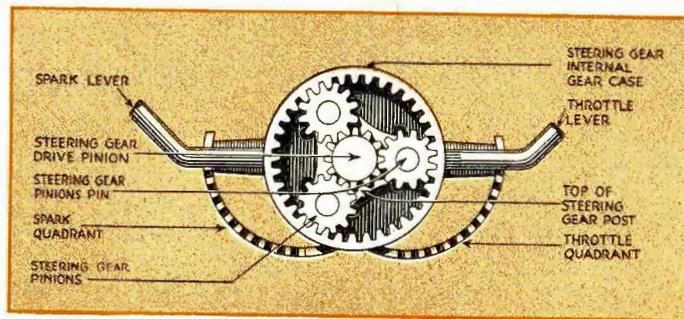
**How does the setting of the Front Wheels differ from that of the Rear Wheels?**

It will be observed that the front wheels are "dished"; that is, the spokes are given a slight outward flare to enable them to meet side stresses with less rigid resistance—while the spokes of the rear wheels are straight. The front wheels are also placed at an angle—that is to say, the distance between the tops of the front wheels is about three inches greater than between the bottoms. This is to give perfect steering qualities and to save wear on the tires when turning corners. The front wheels should not, however, "toe-in" at the front—at least not more than a quarter of an inch. Lines drawn along the outside of the wheels when the latter are straight in a forward position should be parallel. All wheels should always be kept in proper alignment, otherwise steering will be difficult and tire wear greatly increased. Adjustment can be made by turning the yoke at the left end of the spindle connecting rod, to draw the wheels into a parallel position.

### Answer No. 116

**What care do the Springs need?**

The Ford three-point spring suspension system is as near ideal as it is possible to make it. It not only insures maximum comfort to



The Ford steering gear assembly. (Cut No. 27)

passengers and protection to the car mechanism, but it is as simple as it is strong. If the springs are somewhat stiff when the car is new, take a screw driver and drive the leaves apart near the end just enough to force a little lubricating oil or graphite between them. It is a good plan to frequently inspect the clips which hold the springs to the frame and see that they are kept tight. If the spring clips are allowed to work loose the entire strain is put on the tie bolt which extends through the center of the spring, and in time causes bolt to break.

### Answer No. 117

**What about the Steering Apparatus?**

It is exceedingly simple and will need little care—except, of course, proper lubrication. The post gears which are arranged in the "sun and planet" form are located at the top of the post just below the hub of the wheel. By loosening the set screw and unscrewing the brass cap—after having removed the steering wheel—they may readily be inspected and replenished with grease. To remove the steering wheel, unscrew the brass nut on top of the post and drive the wheel off the shaft with a block of wood and hammer.

*Answer No. 118*

**How is Steering Gear tightened?** Should the steering gear become loose, that is, so that a slight movement of the wheel does not produce immediate results, it may be tightened in the following manner: Disconnect the two halves of the ball sockets which surround the ball arm at the lower end of the steering post and file off the surface until they fit snugly around the ball. If the ball is badly worn it is best to replace it with a new one. Also tighten the ball caps at the other end of the steering gear connecting rod in the same manner. If the bolts in the steering spindle arms appear to be loose, the brass bushings should be replaced with new ones. Excessive play in the front axle may be detected by grasping one of the front wheels by the spokes and jerking the front axle back and forth. After the car has been in service two or three years excessive play in the steering gear may make necessary the renewal of the little pinions, as well as the brass internal gear just underneath the steering wheel spider.

It is also advisable to inspect the front spring hangers occasionally to determine whether or not new bushings are necessary to overcome any excessive vibration.

*The Ford Lubricating System**Answer No. 119*

**How does the Ford Lubricating System differ from others?** It is simplified—and there are fewer places to oil. Practically all of the parts of the engine and transmission are oiled by the Ford splash system, from the one big oil reservoir in the crank case. Cut No. 28 shows the principal points of lubrication, and specifies when replenishment should be made, according to mileage. This chart should be studied carefully and often. It is a good plan to frequently supply all oil cups with the same oil used in the engine (any good light grade lubricating oil will answer) and the dope cups with good grease. Be sure to see that the commutator is kept freely supplied with oil at all times.

*Answer No. 120*

**What is the best way to fill the "Dope" Cups?** When it is advisable to fill dope cup covers screw them down, refill with grease and repeat the operation two or three times. Always open oil cups by turning to right, as this keeps tightening rather than loosening them. Occasionally remove front wheels and supply dope to wearing surface. A drop of oil now and then in crank handle bearing is necessary, also on fan belt, pulleys and shaft. The axles, drive shaft and universal joint are well supplied with lubricant when the car leaves the factory, but it is well to examine and oil them frequently.

*Answer No. 121*

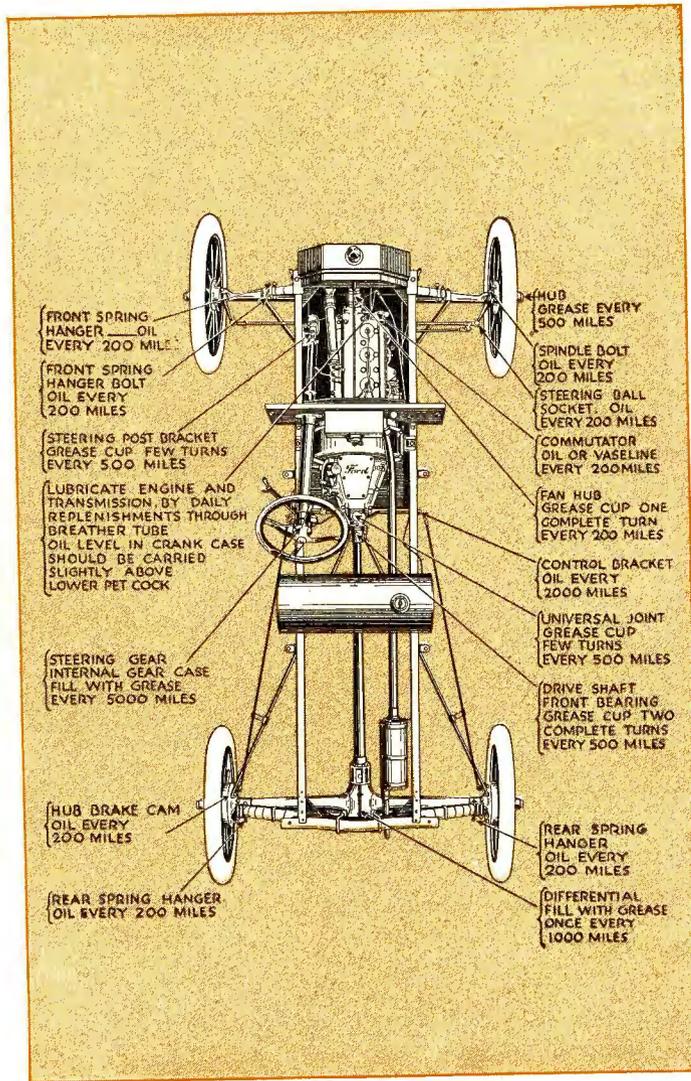
**What about buying Lubricating Oils in quantities?** All grades of lubricating oils should be bought in steel drums and not in wooden barrels—as wooden barrels are coated on the inside with glue, which may affiliate with the oil and cause the working parts to become gummed and no end of trouble result.

*Answer No. 122*

**What kind of Oil should be used?** We recommend only light, high-grade gas engine oil for use in the Model T motor. A light grade of oil is preferred, as it will naturally reach the bearing surfaces with greater ease, and, consequently, less heat will develop on account of friction. The oil should, however, have sufficient body so that the pressure between the two bearing surfaces will not force the oil out and allow the metal to come in actual contact. Heavy and inferior oils have a tendency to carbonize quickly, also "gum up" the piston rings, valve stems and bearings. In cold weather a light grade of oil is absolutely essential for the proper lubrication of the car. Most agents carry a special oil for cold weather. Graphite should not be used as a lubricant in the engine or transmission, as it will have a tendency to short-circuit the magneto.

*Answer No. 123*

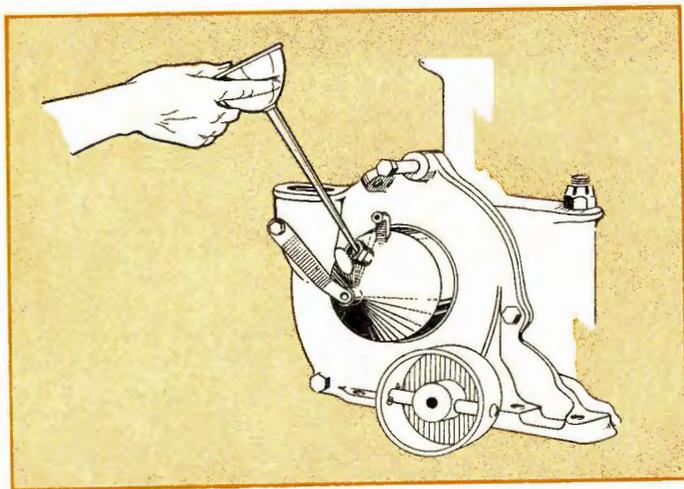
**How often should Oil be drained from Crank Case?** It is advisable to clean out the crank case by draining off the dirty oil when the new car has been driven four or five hundred miles; thereafter it will only be necessary to repeat this operation about every two thousand miles. Remove plug underneath the flywheel casing and drain off the oil. Replace the plug and pour in a gallon of kerosene oil through the breather pipe. Turn the engine over by hand fifteen or twenty times so that the splash from the kerosene oil will thoroughly cleanse the engine. Remove crank case plug and drain off kerosene oil. In order to get all the kerosene out of the depressions in the crank case the car should be run up a little incline, about the height of the ordinary street curbing. Refill with fresh oil.



The Ford lubricating chart. (Cut No. 28)

*Answer No. 124*

**How often should Commutator be oiled?** Keeping the commutator well oiled is a matter of far greater importance than many drivers believe, and is necessary in order to have a smooth operating engine. Don't be afraid to put a little oil into the commutator every other day—at least every 200 miles. Remember that the commutator roller revolves very rapidly, and without sufficient lubrication the parts soon become badly worn. When in this condition perfect contact between the roller and the four contact points is impossible, and as a result the engine is apt to mis-fire when running at a good rate of speed.



Oiling the Ford commutator. (Cut No. 29)

**Care of the Tires***Answer No. 125***How are Ford Tires removed?**

First, jack up the wheel clear of the road. The valve cap should be unscrewed, the lock nut removed and the valve stem pushed into the tire until its head is flush with the rim. This done, loosen up the head of the shoe in the clinch of the rim by working and pushing with the hands, then insert one of the tire irons or levers under the beads. The tire iron should be pushed in just enough to get a good hold on the underside of the bead, but not so far as to "pinch" the inner tube between the rim and the tool. A second iron should be inserted in the same fashion some seven or eight inches from the first, and a third tool the same distance from the second. As a clincher tire must be pried over the clinch, three or four levers will come in handy in a case of a "one-man job," and the knee of the driver can be used to good advantage to hold down one lever while the other two are being manipulated in working the shoe clear of the rim. After freeing a length of the bead from the clinch, the entire outer edge of the casing may be readily detached with the hands, and the damaged inner tube removed and "patched" or a spare tube inserted. Always use plenty of soapstone in replacing an inner tube.

*Answer No. 126***How are Casings repaired?**

Should the casing be cut so there is danger of the inner tube being blown through it, a temporary repair can be made by cementing a canvas patch on the inside of the casing. Before applying the patch the part of the casing affected should be cleaned with gasoline and when dry, rubber cement applied to both casing and patch. This will answer as an emergency repair—but the casing should be vulcanized at the first opportunity.

To prolong the life of the tire casings, any small cuts in the tread should be filled with patching cement and a specially prepared "plastic" sold by the tire companies.

*Answer No. 127***How may Tire Expense be reduced?**

Tire cost constitutes one of the most important items in the running expenses of an automobile. To get the most service at the least expense, the tires should be inspected frequently and all small cuts or holes properly sealed or repaired—thus preventing dirt and water working in between the rubber tread and the fabric, causing blisters or sand boils.

Tires should never be run partially deflated, as the side walls are unduly bent and the fabric is subject to stresses which cause what is known as rim cutting. The chances of getting a puncture will be greatly reduced by keeping your tires properly inflated, as a hard tire exposes much less surface to the road than a soft tire, and also deflects sharp objects that would penetrate a soft tire.

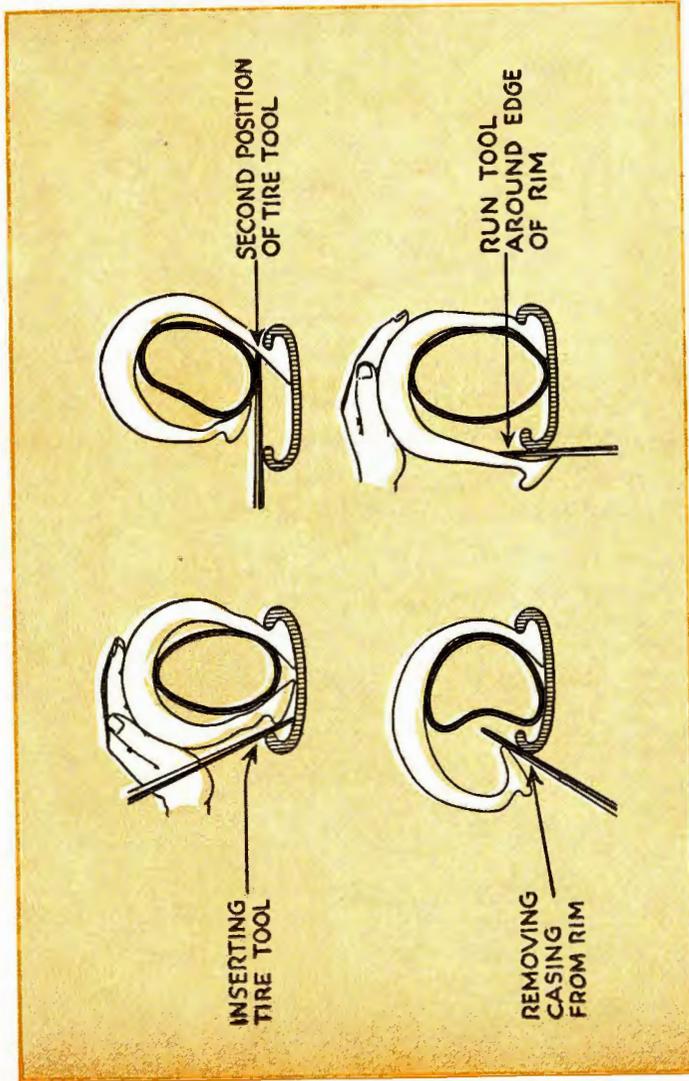
Running a tire flat, even for a short distance, is sure to be costly. Better run on the rim, very slowly and carefully, rather than on a flat tire.

Remember that fast driving and skidding shorten the life of the tires. Avoid locking the wheels with the brakes—no tire will stand the strain of being dragged over the pavement in this fashion.

Avoid running in street car tracks, in ruts, or bumping the side of the tire against the curbing.

The wheel rims should be painted each season and kept free from rust.

When a car is idle for any appreciable length of time, it should be jacked up to take the load off the tires. If the car is laid up for many months, it is best to remove the tires, and wrap up the outer casings and inner tubes separately, and store them in a dark room not exposed to extreme temperatures. Remove oil or grease from the tires with gasoline. Remember that heat, light and oil are three natural enemies of rubber.



Method of removing Ford clincher tires. (Cut No. 30)

*Answer No. 128*

**How is a puncture in the Inner Tube repaired?**

After locating the puncture, carefully clean the rubber around the leak with benzine or gasoline. Then rough the surface with sandpaper from your tire repair kit to give a hold for the cement. Apply the cement to both patch and tube, allowing it to dry for about five minutes, repeating the application twice with like intervals between for drying. When the cement is dry and sticky press the patch against the tube firmly and thoroughly to remove all air bubbles beneath it and insure proper adherence to the surface—then spread some soapstone or talc powder over the repair so as to prevent the tube sticking to the casing. Before the tube is put back into the casing plenty of talc powder should be sprinkled into the latter. A cement patch is not usually permanent and the tube should be vulcanized as soon as possible. In replacing the tire on the rim be very careful not to pinch the tube.

*Answer No. 129*

**How important is Proper Tire Inflation?**

More tires give out from insufficient inflation than anything else. Air costs nothing; tires are expensive. Remember it is the air in the tube that carries the load and cushions the road. The front tires should carry a pressure of fifty to fifty-five pounds and the rear tires sixty to sixty-five. In hot weather the pressure should be about five pounds less than in cold weather—on account of the expansion of heated air. To determine the pressure accurately a reliable air pressure gauge should be used. In the absence of a gauge a good rule to follow is the maintenance of sufficient pressure to prevent your tires from bulging out under the weight of the car. Tires should never be run partially deflated, as the side walls are unduly bent and the fabric is subject to stresses which cause what is known as rim cutting.

*Answer No. 130*

**Should any other than Pneumatic Tires be used?**

Positively no! The pneumatic tire provides the ideal medium for absorbing vibration, which would otherwise affect the mechanism of the car. When a shock or blow is received by the tire at any point, the air in the tube allows the pressure to be evenly distributed all the way around. We cannot guarantee Ford cars equipped with anything but pneumatic tires.

*Answer No. 131*

**How long do Tires wear?**

That depends upon the driver and the roads. We have known drivers to run their tires without repair more than eight thousand miles—while others do not drive them half as far. The rear tires usually wear faster than the front on account of carrying the heavier load, and by the action of the brakes in making sudden stops. In case the front tires wear faster than the rear, it is possible that the front wheels are out of alignment. The tires with which Ford cars are equipped are guaranteed by the makers against defects—and all claims should be taken up direct with the tire manufacturers.

*Answer No. 132*

**What about the size of the Tires?**

The three-inch tire of the Ford Model T offers 2.33 cu. in. of tire to the pound of car. Some of the heavy cars offer only 1.8 cu. in. of tire. Of all the cars tested the Ford puts the largest surface on the ground per pound of car. This means that Ford owners are least subject to tire annoyance.

*Answer No. 133***How should  
idle Inner Tubes  
be folded and  
cared for?**

First, remove the valve plunger so it is possible to expel all the air from the tube, replace the plunger and then lay the tube flat on the floor or ground with the valve in the middle pointing upward and equidistant from the two folded ends. To do this it is necessary to turn the tube with that side outward that lies next the rim when in use. Fold the ends upon themselves with the outermost parts brought up to the valve and then laid flat. A second fold is then made by picking up the two outer folds and bringing them together and at the same time lifting the tube from the ground. The tube will then lie in four flat folds, with the valve projecting upward between them at the bottom. A stout rubber band snapped over the outside will hold the tube in proper shape.

## Points on Maintenance

*Answer No. 134*

**What is the proper way to wash the Car?** Always use cold or lukewarm water—never hot water. If a hose is used, don't turn on the water at full force, as this drives the dirt into the varnish and injures the finish. After the surplus mud and grime have been washed off, take a sponge and clean the body and running gear with a tepid solution of water and ivory or linseed oil soap. Then rinse off with cold water; then rub dry and polish the body with a chamois skin. A body or furniture polish of good quality may be used to add lustre to the car. Grease on the running gear may be removed with a gasoline-soaked sponge or rag. The brass work may be polished with any good metal polish. It should be a point of pride with every Ford owner to keep his car clean—always. By so doing he will lengthen its life and retard its depreciation.

*Answer No. 135*

**What care does Top need?** When putting the top down be careful in folding to see that the fabric is not pinched between the bow spacers, as they will chafe a hole through the top very quickly. Always slip the hood over the top when folded to keep out dust and dirt. Applying a good top dressing will greatly improve the appearance of an old top.

*Answer No. 136*

**How can the glass of the Windshield be kept free from moisture?** Glycerine and alcohol mixed in equal quantities is a most handy liquid for preventing rain from accumulating on the windshield of a car. A small amount rubbed on the windshield will cause the rain to run off as rapidly as it strikes the glass. Owners will find this remedy of great value when driving through a rain storm.

*Answer No. 137*

**What are the Rules of the Road?** Keep to the right. In passing a car going in your direction, go to the left. Always be prepared to meet emergencies. Don't cut diagonally across the street. Hug the curb in making the "short turn" at the corner. Always go around the center of the street intersection in making "the long turn." Extending the arm to the right or left will indicate to the driver behind the direction in which you expect to turn. Observe the traffic regulations. And always be courteous—it costs nothing and helps a lot.

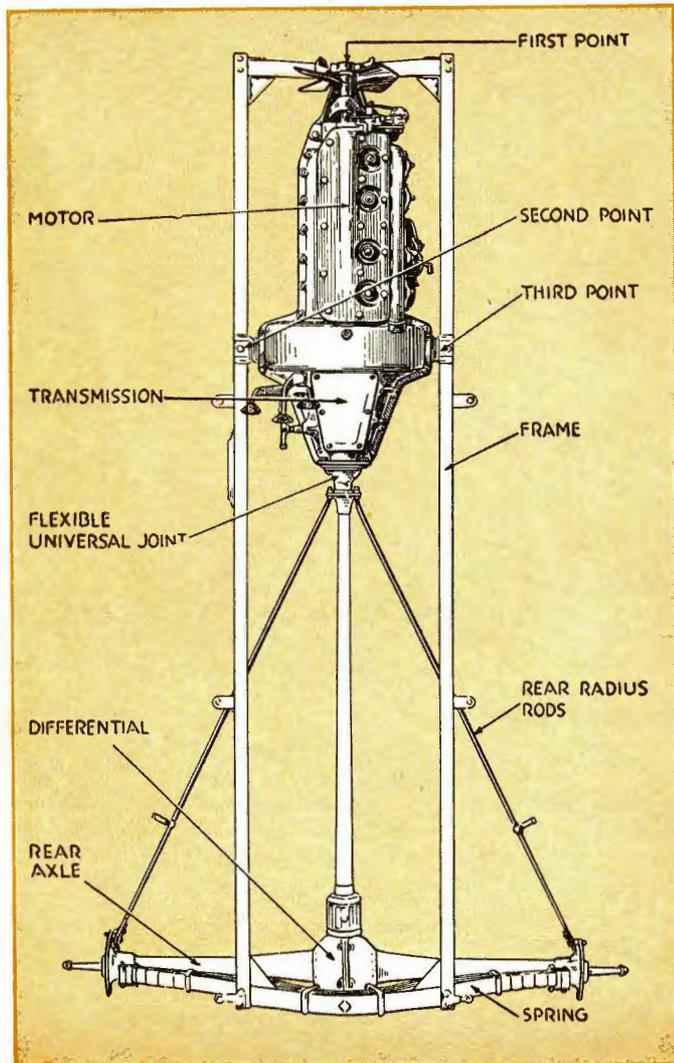
*Answer No. 138*

**How is Skidding best prevented?** Keep off slippery pavements whenever possible. Drive slowly when on them. In wet and snowy weather use chains on rear wheels, and if the mud or snow is very bad, on all wheels. Apply the chains loosely so they will move about and distribute the wear over the entire surface of the casing. Non-skidding tires may help some. When your car starts to skid don't put your foot on the brake pedal, but close the throttle and turn the steering wheel in the direction in which the rear wheels are sliding. This will tend to neutralize the lateral movement of the car.

If, in the absence of chains, the car becomes mired, or the road is so slippery that the wheels cannot secure sufficient hold to move the car, relief may be obtained by winding a rope around the rear wheel, in between the spokes.

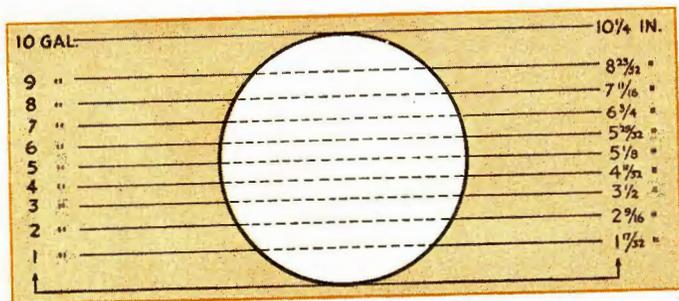
*Answer No. 139*

**What should be done when the Car is stored?** Drain the water from the radiator, and then put in about a quart of denatured alcohol to prevent freezing of any water that may possibly remain. Remove cylinder head and clean out any carbon deposits in combustion chamber. Draw off all the gasoline. Drain the dirty oil from the



Showing one of the many Ford three point suspensions—also how the engine strengthens the frame. (Cut No. 31)

crank case and cleanse the engine with kerosene as directed in Answer No. 123. Refill the crank case with fresh oil and revolve the engine enough to cover the different parts with oil. Remove the tires and store them away as directed in chapter on Care of Tires. Wash up the car, and if possible cover the body with a sheet of muslin to protect the finish. Lamps and other polished parts should be cleaned and wrapped and then packed away.



Gasoline measure for 10-gallon tank. (Cut No. 32)

### Answer No. 140

**How is the amount of Gasoline in the tank ascertained?** Diagram No. 32 will show you how to determine the amount of gasoline in your tank. The best measuring medium is a piece of soft pine graduated according to the figures in the diagram and polished with powdered graphite, to give it a metallic-like coating. Those who equip their car with one of these gauges will find they are fully repaid for the trouble taken.

### Answer No. 141

**What is the best way to Drive Down Hill?** In driving down long, steep hills the speed of the car may be checked by allowing the engine to run against compression, rather than by using the transmission brake.

Throw off the switch and close the throttle. If this does not slow your car down sufficiently, throw the clutch into low speed. Upon reaching the bottom of the incline, throw on the switch again and open the throttle. If throttle is left open while descending the hill the fresh gas is apt to work back through the exhaust pipe and cause an explosion in the muffler when the switch is thrown on. Using the engine as a brake should not be undertaken until the driver becomes thoroughly familiar with the car.

### Answer No. 142

**What about Licenses, Taxes, etc.?** The man from whom you buy your car will give you the necessary information regarding these things. Laws vary in the different states, cities and countries. At the very start it will be well for you to familiarize yourself with the automobile laws and regulations of the community in which you live—and abide by them.

Through-country licenses granted in one State are honored for tourists only in other States.

## Summary of Engine Trou

### ENGINE FAILS TO START

1. Gas mixture too lean.
2. Water in gasoline.
3. Vibrators adjusted too close.
4. Water or congealed oil in commutator.
5. Magneto contact point (in trans. cover) obstructed with foreign matter.
6. Gasoline supply shut off.
7. Carburetor frozen (in zero weather).
8. Water frozen in gasoline tank sediment bulb.
9. Coil switch off.

### ENGINE LACKS POWER—RUNS IRREGULARLY

#### At Low Speeds.

1. Poor compression—account leaky valves.
2. Gas mixture too rich or too lean.
3. Spark plugs dirty.
4. Coil vibrator improperly adjusted.
5. Air leak in intake manifold.
6. Weak exhaust valve spring.
7. Too great clearance between valve stem and push rod.
8. Too close gap between spark plug points.

#### At High Speeds.

1. Commutator contact imperfect.
2. Weak valve spring.
3. Too much gap in spark plug.
4. Imperfect gas mixture.
5. Platinum points dirty or burned.

## bles and Their Causes

### ENGINE STOPS SUDDENLY

1. Gasoline tank empty.
2. Water in gasoline.
3. Flooded carburetor.
4. Dirt in carburetor or feed pipe.
5. Magneto wire loose at either terminal.
6. Magneto contact point obstructed.
7. Overheated—account lack of oil or water.
8. Gas mixture too lean.

### ENGINE OVERHEATS

1. Lack of water.
2. Lack of oil.
3. Fan belt torn, loose or slipping.
4. Carbon deposit in combustion chamber.
5. Spark retarded too far.
6. Gas mixture too rich.
7. Water circulation retarded by sediment in radiator.
8. Dirty spark plugs.

### ENGINE KNOCKS

1. Carbon deposit on piston heads.
2. Loose connecting rod bearing.
3. Loose crank shaft bearing.
4. Spark advanced too far.
5. Engine overheated.

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