To fill a Boston style "safety pen" simply unscrew the cap pointed up and while leaving the nib/feed within the barrel, squeeze the rubber dropper bulb one full draw of ink and half of another directly into the barrel opening. This will be enough ink to adequately fill the pen while not overfilling (and in case of any overfilling – either extend the nib feed over the bottle opening to catch any excess - or keep a paper towel handy when first extending the nib/feed after filling – just in case there is a little excess ink). Twist clockwise and gently push the rear of the pen forward while holding the pen opening toward the ceiling and once fully extended the pen is ready to write. Twist clockwise and then pull the nib/feed into the barrel then screw the cap back on the pen (ALWAYS WHILE HOLDING THE OPENING TOWARD THE CEILING) when no longer in use. To clean the cap of condensation or any excess ink build up in the threads – simply unscrew the cap/clip counter clockwise and then clean/clear the cap using a q-tip or paper towel. Rinsing the pen between fillings of different inks is as easy as a trip to the faucet - fill with water with pen open toward the ceiling and then drain the water out with a turn toward the sink. Any further details not mentioned here can be seen in the video:

https://www.youtube.com/watch?v=RhGU3QQynBQ

