

**YOUR
ROYAL
PORTABLE**



DE LUXE ROYAL

MAGIC MARGIN 1
To determine left margin, hold MAGIC Margin lever forward, move carriage to point where margin is desired and release lever. The margin will be automatically set.

RATCHET RELEASE 2
Pull forward to take cylinder out of ratchet, permitting writing on ruled lines. Push back to return to previously selected spacing.

LINE SPACE SELECTOR 3
Move to rear position for single line spacing—move forward for double line spacing.

VARIABLE SPACER 4
Button on cylinder knob (not visible here). Press in and turn knob to permanently change writing line and space from that point.

CARRIAGE RETURN 5
Move to right to return carriage and start new line. Automatically turns the paper up.

CARRIAGE SCALES 6
Use to center carriage, paper, and, if desired, to note writing positions on the paper.

TIMESAVER TOP 7
Raise by grasping here to change ribbon or clean type. Protects mechanism from dust.

RIBBON REVERSE 8
Ribbon travels left when this lever is in left position—right when in right position. Ribbon reverses automatically at its end.

TOUCH CONTROL 9
Move to left for light key tension—to right for heavier tension in desired degree.

BACK SPACE KEY 10
Press to bring writing point one space back.

SHIFT LOCK 11
Press down to secure succession of capitals or upper-indicated characters on non-letter keys. Press either shift key to release this lock.

LEFT SHIFT KEY 12
There is a shift key on each side of the keyboard. For capital letters or upper-indicated characters on non-letter keys, press down, then strike the proper key.

RIBBON CHANGE LEVER 13
Move to left to write on lower half of ribbon, to middle to write on upper half—press down and to right for cutting stencils.

KEYS 14
Strike to print character on paper. Use with shift key for capital or upper case character.

SPACE BAR 15
Press with thumb for spaces between words.

TABULAR KEY 16

CYLINDER 19
To insert paper, drop sheet lightly between cylinder and paper table until it rests evenly upon rubber feed roll behind cylinder, which acts as a straight edge. Rotate cylinder, bringing paper underneath and up in front.

PAPER LOCK 20
Pull forward when inserting paper. When pushed back, irons paper firmly to cylinder. Swings upward for making creases. Rolls are adjustable and should be kept evenly spaced to divide width of paper in thirds.

PAPER GUIDE 21
Vertical straight edge for insertion of paper. Move to left or right according to paper width. Use the left edge as a scale marker.

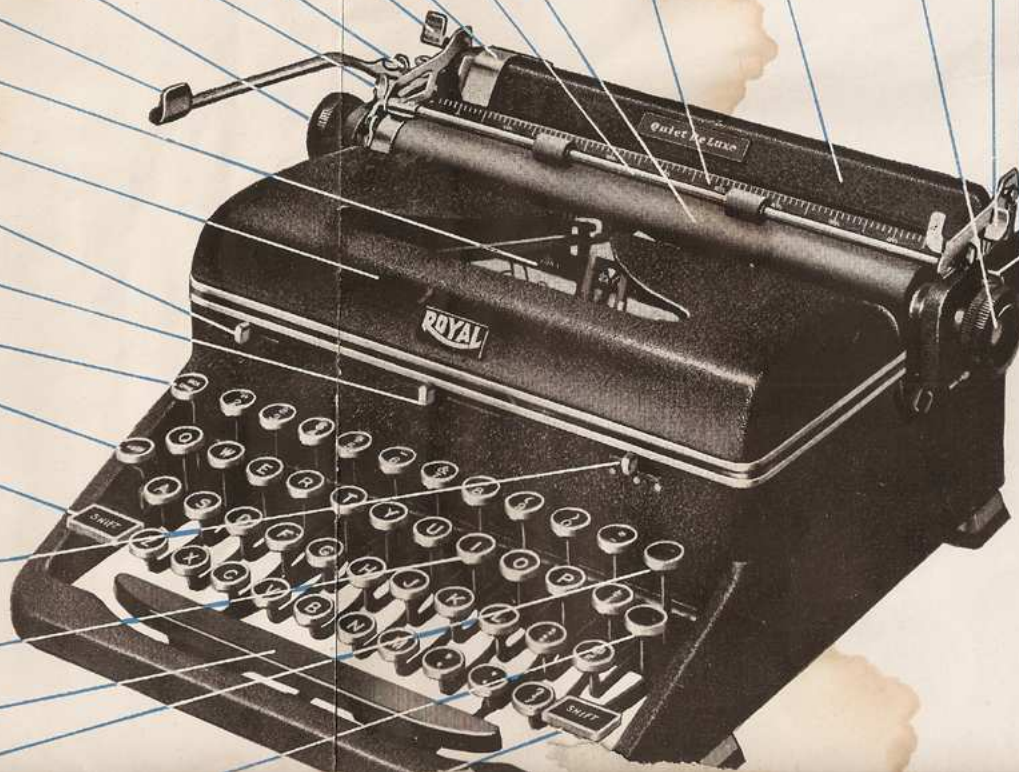
PAPER TABLE 22
Swings back, permitting you to set tabulator stops and—if desired—right margin stop. Most operators feel there is no need to set a margin on the right side. However, if you do wish to determine a right margin, swing the paper table back, press right margin stop down and move to point desired, indicated by the arrow and the paper table scale.

PAPER TABLE SCALE 23
For determining margin and centering paper. Paper guide edge acts as a marker.

PAPER RELEASE LEVER 24
Pull this in order to release paper for adjustment or to remove it from the typewriter.

CYLINDER KNOBS 25
One on each side of the carriage. Turn to move the paper in and out of the cylinder.

CARRIAGE RELEASE LEVERS 26
One on each side of carriage. Press forward to permit carriage to be moved from side to side freely to select any writing point.



paragraphs, datelines and columns, after setting tabular stops in accordance with separate tabulation instructions given below.

MARGIN RELEASE 17

To type to right of right margin stop, press down when carriage locks, then go on typing. To type to left of MAGIC® Margin stop, hold down and move carriage to desired point.

RIGHT SHIFT KEY 18

There is a shift key on each side of the keyboard. For capital letters or upper-indicated characters on non-letter keys, press down, then strike the proper key.

IMPORTANT

There is a right way and a wrong way to operate a typewriter. By following these suggestions you will get fine, evenly printed, beautifully spaced letters from any typewriter.

- 1 DO hold your hands high so that your fingers move straight up and down. DON'T let your hands droop or rest on the table or frame of the typewriter.
- 2 DO touch the keys lightly and evenly. DON'T use too much effort; it isn't necessary with the modern, easy-writing Royal Portable.
- 3 DO hit and run. DON'T push and hold. Play the typewriter key like a piano rather than an organ.

Know Your Royal Portable

THE above directions show a completely simplified method of learning all about your Royal Portable Typewriter. First, read over the directions for each of the parts, beginning with (1) and following around the machine. Take your machine and operate each one of the parts according to directions so that you can see what it actually does. The machine is constructed so simply and all of the operations shown are so easy to perform that even a novice will have no difficulty in acquiring all there is to know about the Royal Portable in a few minutes' time. The MAGIC Margin

lever is particularly important and will save you time and effort. The proper margin assures a good-looking letter and with MAGIC Margin you can set a margin quickly and easily.

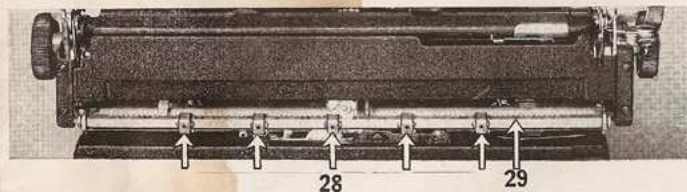
Some simple additional suggestions follow. If you want to make an erasure move the carriage by means of the carriage release lever (26) to one side or the other so that the erasures do not drop right down among the typebars. The dust plates to the right and left will protect the machine from erasure dust. Also in making erasures, raise the paper lock (20) to give you free access to the paper and carbon

copies. When inserting paper in the machine, assemble your paper and carbon sheets; then insert them lightly between the cylinder and long feed roll which acts as a straight edge, and the paper will invariably come up straight and will not require adjustment as it does on the ordinary typewriter, saving you additional operation.

Keep your machine clean. Wipe it occasionally with a dry cloth. Lift the front plate and use the type brush supplied with the machine to clean the type. A little care in keeping the machine clean will give you finer typewriter performance.

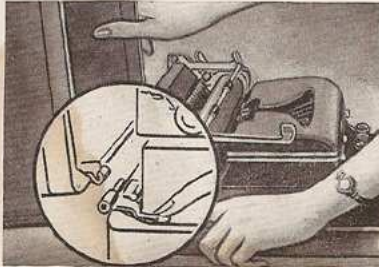
TABULATION provides for the instant movement of the carriage to predetermined paragraphing, date line, or column positions without the use of the space bar. On the Royal Portable, it operates quite simply. For instance, suppose your paper guide (21) is set at the zero point on the paper table scale, (23). MAGIC Margin for the beginning of your line is at 10, and you decide that you want a paragraph indentation of ten spaces which would be 20 on the scale. Simply throw back the paper table (22), and the tabulator rack with its five tabulator stops (28), is visible by looking directly down. Reach down and press the first tabulator stop (28), towards the rack on which it slides and move it so that its left hand side, as indicated by the arrow, stops at No. 20 on the scale (29), which corresponds exactly with the No. 20 on your paper table scale. Remove the finger from the stop, and it is positively set. Insert your paper, and when you are ready to indent for the paragraph, move your carriage to

the right until it stops at the margin; then press down on tabulator key (No. 16), and carriage will automatically move to the point predetermined, that is, 20. Setting the date line and the salutation is accomplished in the same manner. Place the second tabulator stop at the point where you want your second column. You can readily determine this by moving the carriage so that the paper is in the position where the second column is to start, noting the number which then appears on the carriage scale underneath the little arrow in the center and setting the second tabulator stop to that number. Be sure there are no tabulator stops in between the places where you want your carriage to stop. (Note that the stops are attached to the tabulator rack and cannot be lost.)



After you have determined your columns and set your stops at the positions you have decided upon, one movement of the tabulator key (16), finds the first column. Two movements, holding down the key, of course, until the carriage stops each time, finds the second column, etc. Always move your carriage to the right so that it stops at the margin before you press down the tabulator key to move the carriage to the first column position. This applies only for the first tabulator point.

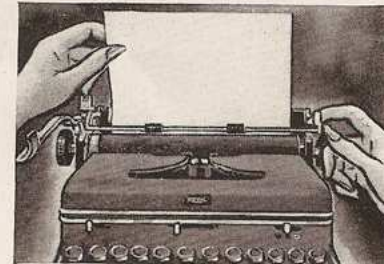
AND (in case you don't know) HOW TO GET STARTED



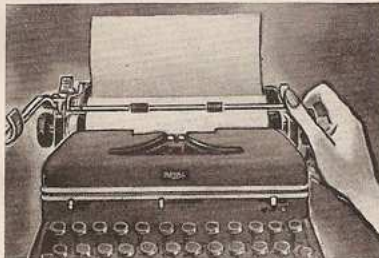
Unlock and throw open the top of the case. You can use your Royal Portable in the case if you wish. Simply press down the small lever and remove the top of the case by sliding it out to the right.



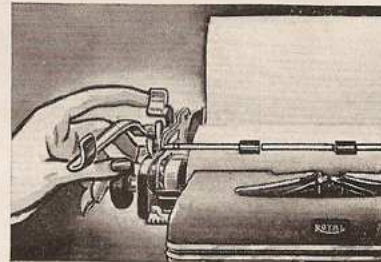
If you prefer to remove your Royal Portable completely from the case, press the two clip handles in the case on each side of the machine front and back, and then lift the machine right out of the case.



You now insert the paper. Pull the paper lock forward by means of the little finger-piece. Drop your paper lightly behind the cylinder and turn the knob to bring it up behind the two front rubber rolls.



Simply flip back the automatic paper lock by means of the finger-piece at the right. This will roll the paper tightly against the cylinder, smoothly ironing out any bulges in it — and you are ready to go ahead and set the margin.



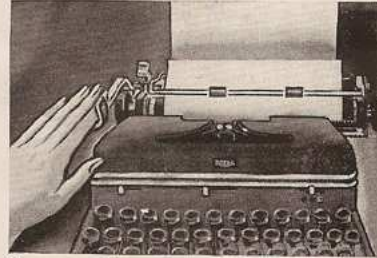
To set the margin, hold the MAGIC* Margin lever forward and move the carriage so that the little arrow below the point where the type strikes is exactly where you want your left margin. (If you are moving the carriage to the left, press carriage release lever simultaneously.)



You are now ready to write. Tap the key for whatever character you wish printed and the letter or character will appear at the printing point. If you wish to type by touch, the typing chart material will show you the fingers to use for each key.



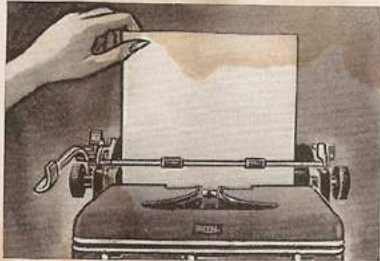
If you want to write a capital letter, press either the right or left shift key and hold it down while you touch the letter key. To space between words, press the black bar. Where there are two characters on one key, the upper character is written when the shift key is down.



To return the carriage for another line of writing, push the carriage return lever to the right. This also automatically turns the paper to the next line when the carriage is returned. If you want to double-space instead of single-space, or to write on ruled lines, see instructions inside.



As you become used to typing, you may want to make the key tension heavier or lighter. Royal's exclusive Touch Control* will do this for you. Move the Touch Control lever to the left for light—to the right for heavy. Note what position suits you best and keep the lever there.



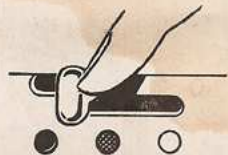
To remove the paper when you are finished writing, simply pull it forward and out of the machine. This also pulls the paper lock forward and it is automatically in position for you to insert another sheet without again touching it.



There are many other controls and conveniences on your Royal Portable which will greatly facilitate your typing. By reading the detailed instructions inside this sheet, you can learn the use of these and enjoy all the easy-writing comfort your Royal holds for you.

*Trade Mark Reg. U. S. Pat. Off.

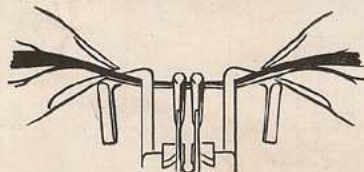
★ ONE-MINUTE RIBBON CHANGE ★



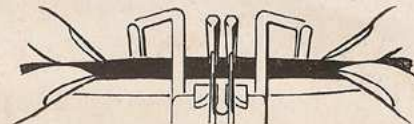
First, wind as much of the ribbon as possible on one spool. Then, with the top cover closed, move ribbon change lever to left, above red dot.



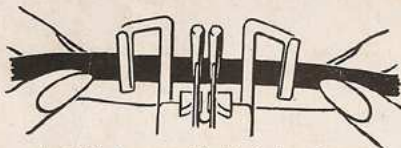
Raise two keys so that they lock together at printing point. This lifts ribbon vibrator and permits easier ribbon handling.



Now take hold of the ribbon and lift it up and out of the little hooks.



Then drop the ribbon towards you down and in front of the little hooks.



And lift it up and behind the vibrator.



Your ribbon is now free.



This diagram illustrates the proper position of the ribbon in the Royal Portable. Notice particularly the direction the ribbon takes around the ribbon spools, as this is important. The arrows indicate this direction around each spool.

Now that the ribbon is free from the vibrators, raise the top cover of the Royal Portable and take the ribbon out of the little gates at the entrance of each ribbon spool. Lift out both ribbon spools. Detach the ribbon from the empty spool. Pull out about a foot of the new ribbon from the new spool and

hook it on the hub of the empty spool. Drop the empty spool on one spindle and the full new spool on the other. Insert loose length of ribbon into the gates and close the top cover of the Royal Portable. Now put the ribbon back into the vibrator, simply reversing the operations shown above.

Use Roystone Ribbons and Carbon Paper for best results.

ROYAL TYPEWRITER COMPANY, INC., 2 PARK AVENUE, NEW YORK, U. S. A.