

THIS IS A LOW-RESOLUTION BLACK-AND-WHITE FREE VERSION.

Here's how to use your

ROYAL

PORTABLE



The Standard Typewriter in Portable Size!

This instruction book is for use with QUIET DE LUXE and ARROW

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THIS IS A LOW-RESOLUTION BLACK-AND-WHITE FREE VERSION. TO THE OWNER OF ROYAL PORTABLE

As the user of this new and vastly superior Royal Portable, you naturally want to know as much about it as possible to enjoy the full benefit of its outstanding features.

This booklet tells you everything you need to know about the mechanism of your Portable; how to use every feature as it was designed to be used, and how to care for the Portable. Read the booklet through carefully. As you read it, keep the chart of operating

features, which is attached to the back cover, flapped out so that you can instantly identify the features mentioned on each page. Where features on the Quiet De Luxe and Arrow Models differ, the operating differences are carefully explained.

When you are through reading this booklet, don't discard it. Keep it on hand for reference.

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USING THE CASE

Although the cases of the Quiet De Luxe and Arrow model Royal Portables differ somewhat, they are both designed to carry the Portable and the necessary typing supplies. The large clip in the top will hold paper and envelopes during transit.



Fig. 1. Diagram of Case.



Fig. 3. Or, remove the top by holding the Hinge Lock out from the left hinge while sliding off the top to the right.

Use the Portable with, or without the case

Fig. 2. Simply unlock and throw open the cover, then type.



Fig. 4. Or, release the Portable by pushing backward the four Base Clamps which hold the Portable to the bottom of the case, and remove from the case entirely.

With the Portable removed, the case may be used as an ideal overnight bag.

To return the Portable to its case, center the carriage by holding forward either Carriage Release Lever (14 or 32) while moving the carriage by the cylinder knob. When the Carriage Position Indicator (6) points to the white "Y" on the lower cylinder scale, the carriage

is on exact center. It is not necessary to lock the carriage in this position. When the top is closed, the Line Space Lever (29) folds in automatically and the Carriage Protector in the top frees the carriage, thus preventing damage by jolt or jar.

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PAPER HANDLING

Because the Quiet De Luxe has the Automatic Paper Lock and Paper Guide, which are not included on the Arrow model, handling of paper differs slightly in the two Royal models.

To INSERT PAPER into the Quiet De Luxe Model, pull the speedy double-action Paper Lock (3) for-ward by the handle and drop the paper behind the cylinder (15), resting the left edge of the paper against the Paper Guide (2). The paper guide is normally set at 0 on the Paper Table Scale and the Disappearing Card Finger (9) is raised. Now turn either Cylinder Knob (16 or 30) until the paper comes up under the Automatic Paper Lock. Flip back the Automatic Paper Lock with the right thumb, noting how the Paper Lock (3) smoothes the paper with an upward ironing action.

*Inserting
the paper.*



The Paper Lock Rolls (4) should be spaced to divide the paper approximately in thirds.

To ADJUST PAPER, the Royal Portable is equipped with a single wide rear feed roll which acts as a straight edge that feeds the paper in straight. The paper is adjustable after insertion by pulling forward the Paper Lock and the Paper Release Lever (13).

To TAKE PAPER from the Quiet De Luxe, pull for-ward both the Paper Lock (3) and the Paper Release Lever (13) and remove the paper. Or, roll the paper out by turning either cylinder knob (16 or 30).

To WRITE ON CARDS OR ENVELOPES, be sure the Disappearing Card Finger (9) is raised and follow the instructions above.

The same procedure is followed in inserting, adjusting and removing the paper on the Arrow model. The Arrow model, however, does not have the Automatic Paper Lock but has single-action Paper-Bail.

*Using the
Automatic
Paper Lock.*



"MAGIC" MARGIN SETTING

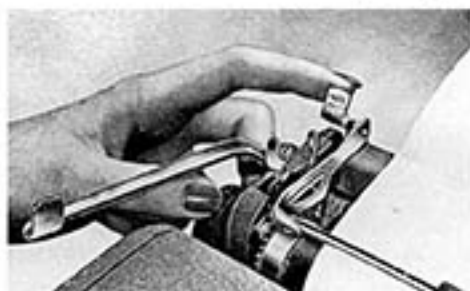
The purpose of the margin is to give an attractive, businesslike appearance to typed work. "Magic" Margin on your Royal Portable helps you set the margin more quickly and easily than ever before possible.

To SET YOUR MARGIN, hold the "Magic" Margin Lever (1) forward and move the carriage so that the Carriage Position Indicator (6) below the printing point indicates exactly where you want your left margin. Then release the Lever—the margin is set.

For the convenience of those who desire a right margin, one is provided under the Paper Table (11).

To PERMIT TYPING IN EITHER THE LEFT OR RIGHT MARGIN ON A PARTICULAR LINE, simply

*Flip the "Magic"
Margin Lever and
— presto! —the
margin is set!*



press the Margin Release Key (20). When the carriage is returned for another line, the original margin will be automatically resumed.

"TOUCH CONTROL"

"Touch Control" (28) tailors the touch of the keys to your fingers.

The "Touch Control" Scale (28) is located under the Time-Saver Top at the left. Move the indicator to the setting most comfortable to your personal touch. If you have a light touch and desire a light tension, move the indicator to the lower numbers. If you have a firm touch, increase the tension on the keys by moving the indicator to the higher numbers.

*Adjust the "feel"
of the keys to suit you
with the "Touch
Control" Indicator.*



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USING THE KEYBOARD

The keyboard of your Royal Portable has new Finger-Flow Keys (25) designed to cradle your fingertips. Each key is shaped to fit the contour of the tip of your finger. The new shape of the keys gives you greater finger comfort and helps you type with increased speed.

To TYPE A CAPITAL LETTER, press either Shift Key (21 or 23) and hold it down while you use the letter key. Either Shift Key puts into effect Shift Freedom, an original Royal feature which eliminates the noise and eyestrain of a bobbing carriage by lowering the type for capital letters instead of raising the carriage. To type a number of capital letters consecutively,

press the Shift Lock Key (24). To return to lower case or small letters, press either Shift Key. Where two characters appear on one key, the upper character is printed when either Shift Key is held down. Note that the large Shift Keys make your typing more accurate by giving your fingers a greater striking surface.

To SPACE BETWEEN WORDS, press the Speed Spacer (22). This Space Bar, newly designed on your Royal Portable, fits right into the frame to make your typing faster, easier and more comfortable than you ever thought possible.

To RETURN TO A SPACE FOR A CORRECTION OR FILL-IN, press the Back Space Key (26).

Keyboard and controls like a standard office typewriter! Note the new shape of the keys.



SPACING BETWEEN LINES

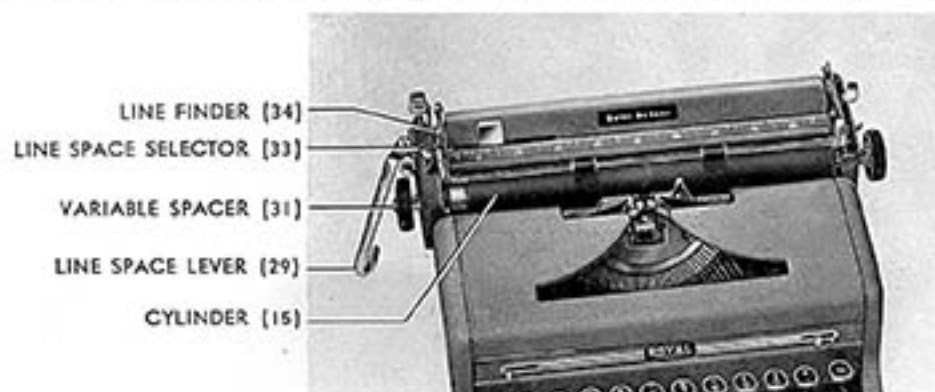
To ADJUST YOUR PORTABLE FOR EITHER A SINGLE OR A DOUBLE SPACE BETWEEN LINES, move the Line Space Selector (33) back for single spacing, forward for double spacing.

To RETURN THE CARRIAGE FOR ANOTHER LINE OF WRITING, push the Line Space Lever (29) to the right. This also turns the paper automatically to the next line.

To CHANGE THE LINE-SPACING TO A FRACTION OF A LINE TEMPORARILY, as in typing a chemical or

mathematical formula, move the Line Finder (34) forward and rotate the cylinder (15) to the desired position. Then, to return to the exact original alignment, move the Line Finder to its rearward position.

To CHANGE THE LINE-SPACING TO A FRACTION OF A LINE AND THEN PROCEED WITH REGULAR SPACING FROM THE NEW POSITION, hold in the Variable Spacer button (31) and rotate the cylinder to the desired position.



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USING THE SCALES

On both the Quiet De Luxe and Arrow Models, use the Paper Table Scale (12) to position the paper when inserting it into the carriage and to set the Right Margin Stop. On the Quiet De Luxe, use the Paper Table Scale to position the Paper Guide (2). The Arrow Model has no Paper Guide.

USE THE SMALL WRITING LINE SCALE (5) on either side of the printing point to align new characters with work or ruled lines already on the page. First, to find the original writing line, push in the Variable Spacer button (31) and rotate the Cylinder (15) until the base of the print on the line is even with the edge of the Writing Line Scale. Then, to center the new characters, pull forward the Paper Release Lever (13) and the Paper Lock or Bail (3) and slide the page horizontally until the scale lines are

directly under the center of previously typed characters. Re-turn the Paper Release Lever and Paper Lock or Bail, and write. The new characters will then appear in perfect alignment.

USE THE CYLINDER SCALES (8) to locate the Carriage at a specific printing point, as in setting "Magic" Margin, finding the center of a page, and centering headings. To find the center of a page, insert the paper with the left edge at 0 on the Paper Table Scale (12). Then read the measurement at the right edge, and divide by two. The resultant number, when located on the Cylinder Scale and brought to the printing point, will indicate center of page.

To CENTER A HEADING, locate the center of the page, as above. Then press the Back Space Key (26) once for each two letters and spaces in the heading.

USE THE TABULAR SCALE on the Quiet De Luxe to set the tab stops.



RAPID RIBBON CHANGE

The Rapid Ribbon Changer (7) on your new Portable enables you to change ribbons more quickly and cleanly than ever. To change the ribbon, depress the Shift Lock Key (24), move the Ribbon Color Change Lever (18) to the red dot, and depress any two central keys at the same time so that the type-bars are locked at the printing point. Now remove the ribbon from the Rapid Ribbon Changer with a simple cozen-lip motion and drop it over the type-bars toward you.

Next, raise the Time-Saver Top (17) and wind the ribbon as far as possible on either spool, turning it with the forefinger. Then slip the ribbon out of the small guides beside each ribbon cup. Lift off both

spools and unhook the ribbon from the empty spool, discarding the old ribbon.

Attach the new ribbon to the empty spool, and place both spools on their hubs. Make sure that the ribbon travels in the course shown by the white arrows in the right illustration below. Now insert the ribbon in the guides beside each cup, making sure the eyelet in the ribbon is on the spool-side of the guide. Draw out enough slack to drop over the erect type bars. Close the top, then insert the ribbon in the Rapid Ribbon Changer (7). Finally, return the Ribbon Color Change Lever to the blue dot, put down the type bars, depress either Shift Key (21 or 23) and take up the ribbon slack by turning either spool.



Three steps illustrating the Royal Portable's easy ribbon change.

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TABULATING

Touch-set tabulation on the Quiet De Luxe Portable is used to move the carriage rapidly to predetermined positions, as in typing lists or tables of figures, and to aid in the rapid positioning of paragraphs and of date-lines on the paper. The tab stops in the back of the Portable are used to mark off the various indentations and to stop the carriage at these points.

To set tab stops, move the carriage to the point where you wish to begin the first column or paragraph. Note the reading on the Cylinder Scale (8) under the printing point, then move the first tab stop until the arrow on the stop indicates a similar reading on the Tabular Scale on which it slides. Re-peat for each column or indentation.

Finally, to tabulate—that is, to move automatically from one column or indentation to the next—merely move the carriage to the desired position by holding down the Tab Key (19) until the carriage stops.

*Setting the tab stops
on the Royal Portable
Quiet De Luxe.*



RIBBON COLOR CHANGE AND REVERSE

The Ribbon Color Change Lever permits you to use both the upper and lower halves of any ribbon. To type using the red or bottom half of a two-color ribbon, move the Ribbon Color Change Lever (18) to the red dot. To use the black or upper half of the ribbon, move the lever to the blue dot.

To make the ribbon inoperative for stencil-cutting, move the Ribbon Color Change Lever (18) to the white dot.

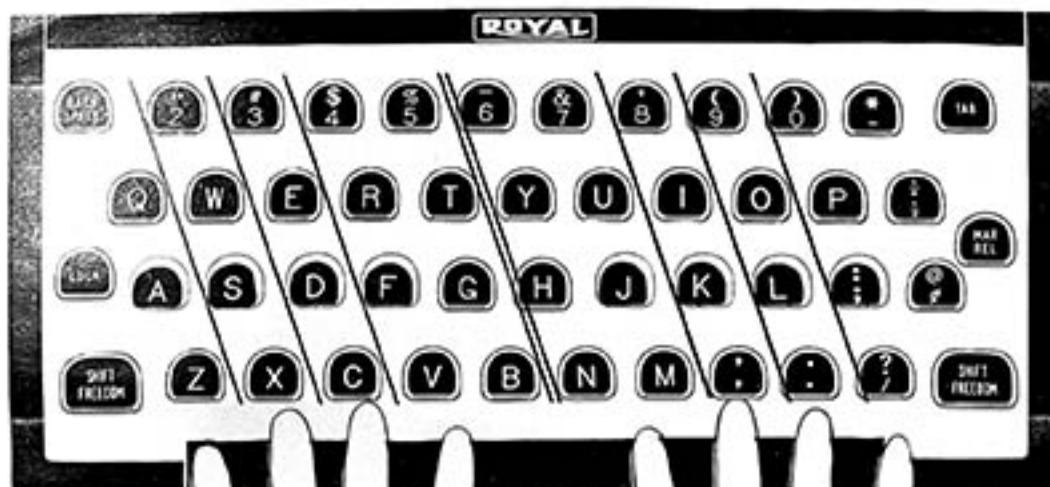
The ribbon reverses itself automatically when the end of the ribbon is reached. However, it may be reversed at any time by moving the Ribbon Reverse Lever (27) to its opposite position. The Ribbon Reverse Lever always points in the direction in which the ribbon is travelling.

In purchasing new ribbons, be sure to get a ribbon made expressly for the Royal Portable.

TYPING THE EASY WAY

The easiest and quickest method of typing is the touch system. Sit erect, feet flat on the floor. Place the fingers on the HOME KEYS: f, d, s, a for the s left hand; j, k, l, and ; for the right hand. From its HOME KEY, a finger may strike any letter indicated for that

finger in the chart below, and then return to its HOME position. Strike the keys crisply with a staccato stroke. Strive for accuracy. Speed in touch typing will follow.



CARE OF YOUR ROYAL PORTABLE

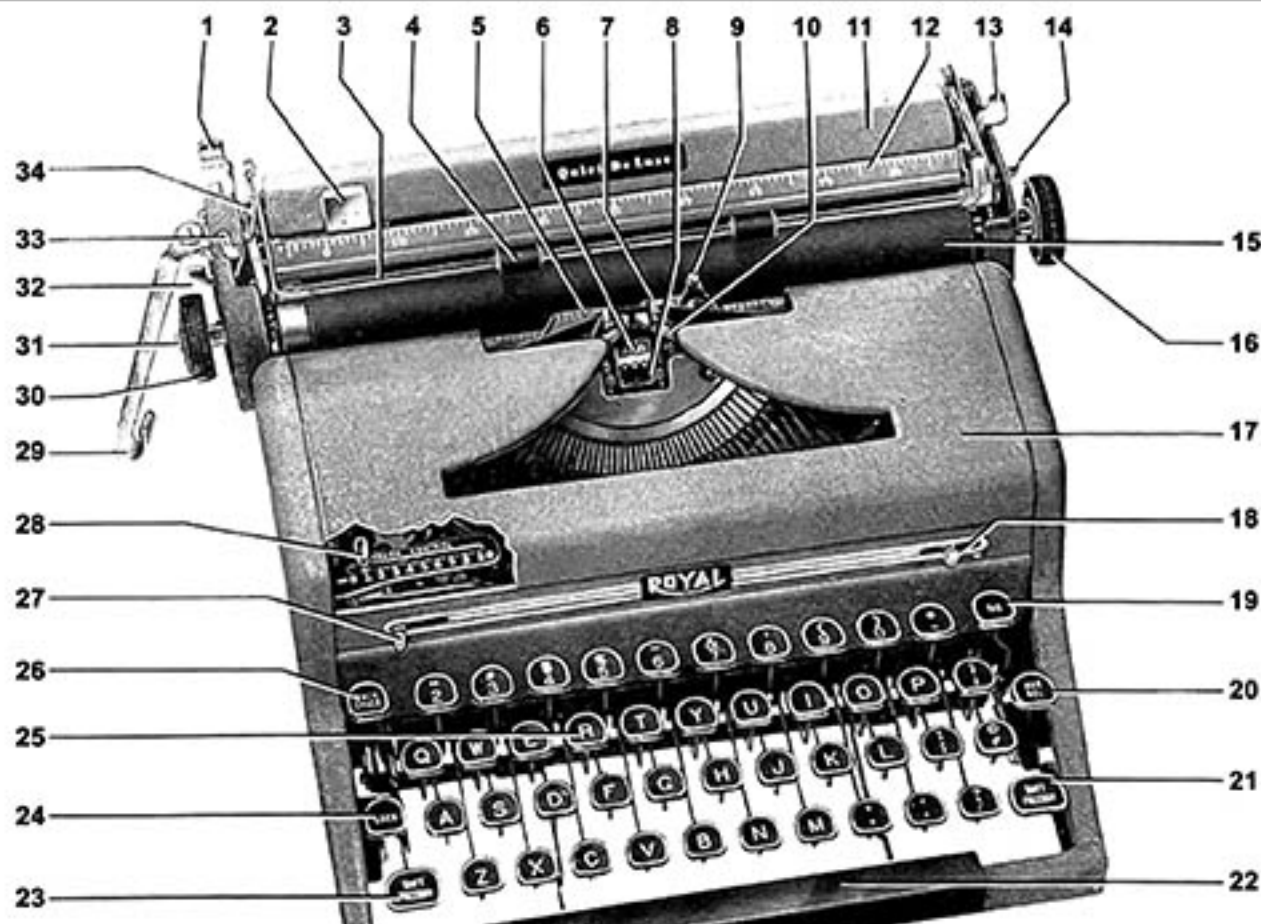
Your Royal Portable is a sturdy typewriter, built to "take it". The functional design of the mask gives complete all-around protection to the precision-built mechanism within. Its Time-Saver Top (17) Dust Protection Shields (10) and Enclosed Carriage Ends insure long-life and durability. To increase your typing satisfaction, follow these simple rules:

- From time to time, dust the outside and accessible parts with a brush or dry cloth.
- Clean the type frequently with the dry bristle brush furnished with your Portable.
- Wipe the carriage rails and other nickel parts, occasionally with a cloth slightly moistened with a very little oil.
- Don't erase directly over the printing point. Move the carriage to either side, then erase.
- Keep your Portable covered when not in use.

ROYAL PORTABLE OPERATING FEATURES

Quiet De Luxe Model Illustrated

- | | | |
|---|---|---|
| 1. "Magic" Margin Lever | 12. Paper Table Scale | 23. Left Shift Key |
| 2. Paper Guide (Quiet De Luxe only) | 13. Paper Release Lever | 24. Shift Lock Key |
| 3. Automatic Paper Lock on Quiet De Luxe) Paper Ball (on Arrow) | 14. Right Carriage Release | 25. Finger-Flow Keys |
| 4. Paper Lock Rolls | 15. Cylinder | 26. Back Space Key |
| 5. Writing Line Scale | 16. Right Cylinder Knob | 27. Ribbon Reverse Lever |
| 6. Carriage Position Indicator | 17. Time-Saver Top | 28. "Touch Control" Scale and Indicator |
| 7. Rapid Ribbon Changer | 18. Ribbon Color Change Lever | 29. Line Space Lever |
| 8. Cylinder Scales | 19. Tabular Key (on Quiet De Luxe only) | 30. Left Cylinder Knob |
| 9. Disappearing Card Finger | 20. Margin Release Key | 31. Variable Spacer |
| 10. Dust Protection Shields | 21. Right Shift Key | 32. Left Carriage Release |
| 11. Paper Table | 22. Speed Spacer | 33. Line Space Selector |
| | | 34. Line Finder |



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You'll be proud of your NEW ROYAL PORTABLE

Its new Finger-Flow Keys, designed to cradle your fingertips, bring typing comfort never before provided by any typewriter! The new-shaped keys make you feel like writing, and quickly help you gain accuracy and speed.

The dramatic beauty of your new Royal Portable will be the envy of all who see it. Designed by Henry Dreyfuss, the famous industrial designer, your Portable will add grace to any room or setting.

The new Speed Spacer on your Royal Portable is built right into the frame, eliminating all obstruction to rapid spacing. And, its wider surface

makes it easy to be accurate.

The Rapid Ribbon Changer helps you change ribbons quickly, cleanly! A simple down-up motion removes or inserts the ribbon in the ribbon-holder. No fuss! No messy fingers!

"Magic" Margin is the quickest and easiest way ever devised to set margins! Just move the carriage to where you want the margin, flick the "Magic" Margin Lever, and presto—the margin is set!

Many other exclusive convenience features are built into your Royal Portable. They make it truly The Standard Typewriter in Portable Size.

ROYAL TYPEWRITER COMPANY, INC.

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