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A few suggestions  
ON THE USE AND CARE OF YOUR

# ROYAL PORTABLE



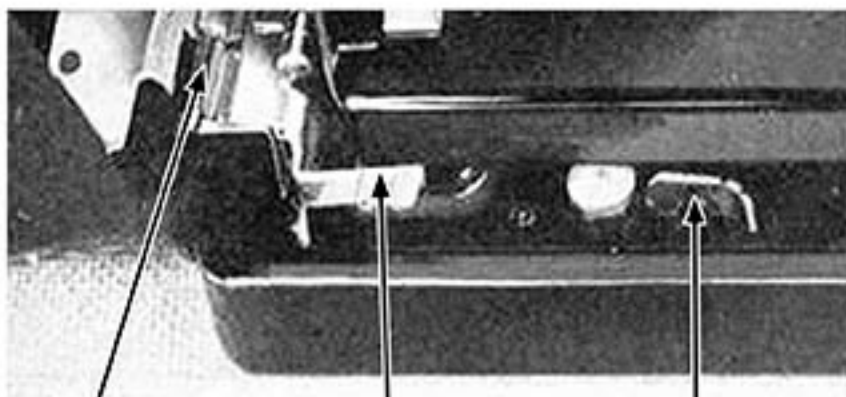
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*Your*  
**ROYAL  
PORTABLE**

### PROPER USE OF DUO CASE

Place case with machine on table so that the smaller section of the case with rubber suction cups is down, then move button on lock in sidewise direction away from hasp. Hasp will spring open permitting top of the cover to be lifted by hand. Machine is then ready to operate in case if so desired. Top of case may be removed by pressing down release B, and sliding case top to the right. To remove machine completely from case, open latches C, under each foot and lift machine straight up. When returning machine to case see that the feet are directly over projecting pins and then close latches. Before closing case center carriage by seeing that the arrow on scale 11 (see inside illustration) is directly under center pointer.



A —  
Locked sliding  
hinge

B — Cover  
release lever

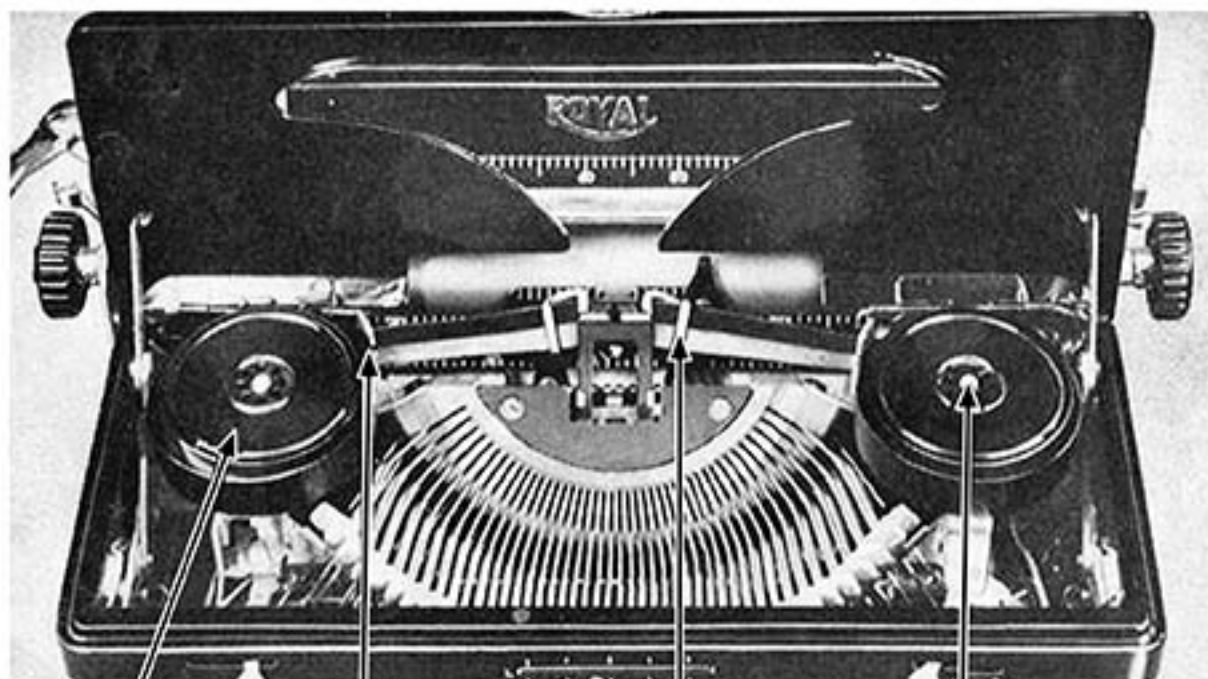
C — One of  
four fastening  
latches

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CHANGING RIBBONS**

To change ribbon, lift cover plate, then wind ribbon completely on one spool and remove from vibrator F, by one up and down motion. Lift out spool. Pull out about a foot of the ribbon from the new spool, and book on hub of empty spool. Drop empty spool on left hand spindle G, and full spool on right spindle G—insert loose length of ribbon into gates E, on each side, then grasp center section of ribbon with fingers, press down between vibrator and cylinder, up over vibrator and then under prongs of vibrator as shown by arrow. Wind on empty spool until ribbon is taut, close down front plate and then machine is ready to operate. Ribbon automatically reverses when it is wound on one spool or the other, but may be reversed by hand with lever No. 21.

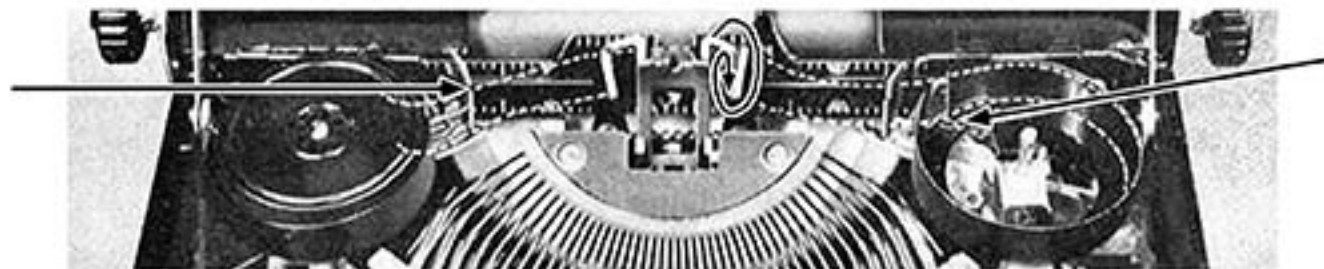


**D — Ribbon spool**

**E — Ribbon gates one on each side**

**F — Ribbon vibrator**

**G — Ribbon spool spindle**



Left arrow indicates ribbon gates, right arrow shows pointer in spool housing which indicates direction of ribbon. Dotted line shows position of ribbon and curved line shows down and up motion by which ribbon is inserted in vibrator.

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# KNOW YOUR ROYAL PORTABLE

**1 COMBINATION CARRIAGE RETURN** — Push to right to return the carriage and start new line.

**2 LINE SPACE SELECTOR** — This lever in rear position gives single line spacing—forward position, double spacing.

**3 RATCHET RELEASE** — This lever pulled forward takes cylinder out of ratchet, permits writing on ruled lines. Pushed back, returns cylinder to previously selected spacing.

**4 PAPER TABLE SCALE** — for determining margins and centering paper.

**5 PAPER TABLE** — Swings back permitting you to set stops for margins. Left margin stop determines left margin — right margin stop determines right. Press margin stop down and move to point desired, indicated by arrow and paper table scale.

**6 PAPER BAIL** — Holds paper and cards securely. Rolls are adjustable and should be kept evenly spaced towards center of sheet not at edges. Bail swings back and serves as paper holder for long sheets.

**7 CYLINDER** — To insert paper drop sheet lightly between cylinder and paper table until it rests evenly on the rubber feed roll behind cylinder and which acts as a straight edge rotating cylinder bringing paper through.

**8 PAPER RELEASE LEVER** — Pulling this releases paper for adjustment or removal, also automatically raises paper bail.

**9 CARRIAGE RELEASE LEVER** — One on each side of carriage. Pressed forward, permits carriage to be moved freely to select any writing point.

**10 KNOB** — On each side of carriage, to turn paper in and out of cylinder.

**11 CARRIAGE SCALES** — For centering carriage and position of paper

**12 BACK SPACE KEY** — Press to bring writing point one space back.

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

**14 RIGHT SHIFT KEY** — Use same as left shift key.

**15 SPACE BAR** — Press with thumb for spaces between words.

**16 KEYS** — Where only one letter is shown, capital letter prints when using shift key. Otherwise upper indicated character.

**17 SHIFT KEY** — One on each side—For capital letters and upper case characters press down, then strike the proper key.

**18 SHIFT LOCK** — Press down to secure succession of capital letters or upper key characters. Press either shift key to release this lock.

**19 MARGIN RELEASE FOR BOTH MARGINS** — To write to right of right margin stop press down when carriage locks then go on writing. To left of left stop hold down and move carriage to desired point.

**20 TOUCH CONTROL** — Move to left for light touch—to right for heavier touch in desired degree.

**21 RIBBON REVERSE** — Ribbon travels left when this lever is in left position—right when in right position.

**22 TOP COVER** — Raise by grasping here to change ribbon or clean type.

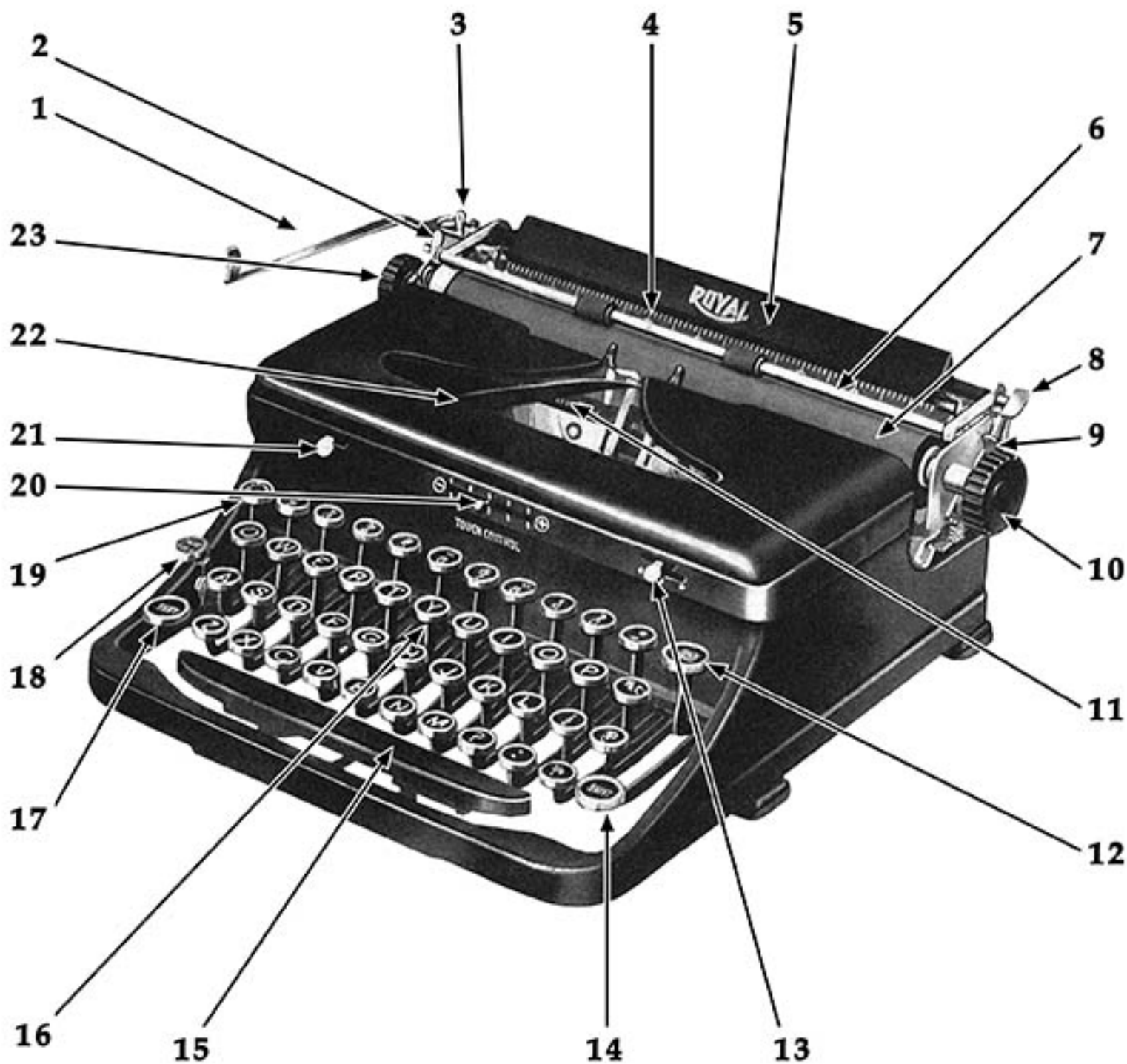
**23 VARIABLE SPACER** — Button on cylinder knob—press in and turn knob to permanently change writing line and space from that point.

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Directions on previous pages 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 to the right 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 Touch Control lever is particularly important and is added to give you the greatest comfort out of the use of your typewriter. Move it a little to the left and a little to the right until you find the position in which your own touch operates the machine with the greatest ease, and results in the best work.

Some simple additional suggestions follow. If you want to make an erasure move the carriage by means of the carriage release lever (9) 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 bail (6), to give you free access to the paper and carbon copies. When inserting paper in the machine, assemble your paper and carbon copies; 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 over the life of your machine.

**ROYAL TYPEWRITER COMPANY, INC.**

2 PARK AVENUE, NEW YORK, U.S.A.

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