guide for the care and use of your new ROYAL CARAVAN
On the following pages, you'll find how easy it is to use your new ROYAL PORTABLE

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“Royal,” “Magic,” “Touch Control,” “Roytype,” are Trademarks of the Royal McBee Corporation.
THIS TOUCH TYPING CHART ILLUSTRATES THE PROPER POSITIONING AND USE OF THE FINGERS FOR typing...

it's easy to take care of your ROYAL® PORTABLE

- From time to time, dust the outside and accessible parts with a brush or dry cloth.
- Clean the type regularly with a recommended type cleaner such as Roytype Cleaner and a short-bristle brush.
- Do not erase directly over the printing point. Move the carriage to either side, then erase. This will minimize erasure grit from falling into machine. An excessive amount of erasure grit could cause the type bars to stick.
- Keep your portable covered when not in use.
- Replace ribbon at regular intervals with a new Roytype portable typewriter ribbon. This will assure clean, sharp typing at all times.
- Always center the carriage and push down the line space lever before closing the carrying case.
truly an office typewriter in portable size

LIST OF FEATURES
1. Left Shift Key
2. Shift Lock Key
3. "Touch Control"
4. Back Space Key
5. "Magic" Column Clear
6. Line Space Lever
7. Variable Line Spacer
8. Left Cylinder Knob
9. Left Carriage Release Lever
10. Line Space Selector
11. Line Finder
12. Left Margin Control
14. Cylinder Scale
15. Printing Point Paper Holder
16. Paper Table
17. Right Margin Control
18. Paper Release Lever
19. Cylinder
21. Right Carriage Release Lever
22. Right Cylinder Knob
23. Carriage Position Indicator
24. "Magic" Column Set
25. Column Key
26. Ribbon Color Selector
27. Margin Release Key
28. Right Shift Key
29. Standard Keyboard
30. Space Bar

Get acquainted with all these advanced features that have been designed to make typing on your new Royal easier than on any other portable.
Every member of your family will enjoy using your new portable... it was designed that way... designed to be a part of your home... and one of your most prized possessions.

**ROYAL RELIABILITY**

At Royal reliability is paramount. That is why rigorous testing, quality assurance controls, and performance analysis are mandatory at Royal before any new typewriter is placed on the market. YOUR ROYAL IS RUGGED, TOO — featuring all-metal structural design, roller trip escape- ment, steel frame, tempered type bars, safety grille, plus many more endurance tested features... truly built for lasting service.

We would like to take this opportunity to thank you for choosing Royal... and to assure you of our continuing interest in your typing enjoyment and satisfaction.

**OUTSTANDING FEATURES**

You will find it easier to type on your new Royal because it includes these exclusive features: "Magic" Column Set, "Touch Control" — new fingertip control panel, simplified paper handling system and it is also the quietest Royal portable typewriter ever built.

**FINGERTIP CONTROL PANEL**

Specially designed for the easiest operation ever. You can select the ribbon color; set, control and clear columns; adjust the touch of the keys; space; shift; release margins; and back space... all directly from the keyboard and every control is at your fingertips.

**SIMPLIFIED PAPER HANDLING**

Royal Advanced Engineering has made possible a thoroughly simplified method of handling paper. You can insert the paper, set margins where you want them... make erasures easily... handle multiple copies without smudging or wrinkling paper... actually handle the paper fewer times than required on any other portable.

**STANDARD KEYBOARD**

Your portable has a complete 84 character keyboard... a full size keyboard... just like the famous Royal Office Typewriter... plus the famous Royal Touch... for comfortable, responsive, tire- less hours of typing.
the advantages of your ROYAL PORTABLE begin the moment you insert the paper

HOW TO INSERT PAPER
Insert paper behind cylinder (1) and turn either the left or right cylinder knob (2) until paper feeds around cylinder. If it is necessary to adjust the paper, pull the Paper Release Lever (3) forward, adjust the paper, and push back the Paper Release Lever.

HOW TO REMOVE PAPER
Paper may be removed by pulling the Paper Release Lever forward and lifting the paper out or by turning either cylinder knob and rolling the paper out.

PRINTING POINT PAPER HOLDER
Holds the paper firmly against the cylinder, assuring you of clean, sharp typing impressions and multiple carbon copies. Perfect for typing small envelopes, etc.

THE CYLINDER SCALE
The cylinder scale spans the cylinder. Use it to determine margins, to set columns, and to position the carriage. These points are located by the use of the white indicator below the printing point.
Before proceeding to change the ribbon, remove top plate by lifting straight up, lock keys in shift position and wind ribbon by hand until one spool is full. Note how ribbon is threaded, and the direction it winds on to the spool.

**STEP ONE**
As you reach the end of the ribbon, you will come to a small grommet in the center of the ribbon. Slip ribbon out from the two forked guides on each side of the printing point. Now remove the two spools and discard the old ribbon.

**STEP TWO**
To insert the new ribbon, hook the ribbon end in the empty spool and wind onto spool until the grommet is out of the way. Hold one spool in each hand; draw apart and place spools in ribbon cups.

**STEP THREE**
Place ribbon through forked guide slot on each side of the printing point; slip ribbon in the ribbon guides (next to each spool). That’s it — you’re ready to type.

**AUTOMATIC RIBBON REVERSE**
The ribbon reverses itself automatically after the full length of the ribbon has been used on either spool. If you want to reverse the ribbon by hand, simply remove the top plate and move either ribbon guide (next to each spool) in the opposite direction.
accurate line spacing

1. LINE SPACE LEVER
Your portable is equipped with a retractable line space lever. Lift it up when you wish to type, push it down before inserting the portable into the carrying case.

Line spacing is accomplished by a single stroke of the line space lever. It is also used to return the carriage to the left-hand margin. A sweep of the hand against the line space lever will simultaneously turn the cylinder to the next line spacing and return the carriage.

2. VARIABLE LINE Spacer
To make a permanent change in the line spacing, press in the Variable Line Space button while turning the cylinder knob to the new setting. Release the button and the spacing is permanently changed.

3. Line Finder
To change line spacing temporarily without losing your original line spacing, pull the Line Finder forward and turn the cylinder to reach the new line setting. When typing is completed, push back the Line Finder which will automatically adjust the cylinder to your original spacing. Excellent for writing such symbols as H₂O, 86°, A² + B², etc.

4. LINE SPACE SELECTOR
Just set the line space selector at the desired number and each stroke of the Line Space Lever will automatically turn the cylinder the correct number of spaces between lines. Should you wish the greater flexibility of spacing half-way between one and two lines, simply set the selector at the line between one and two. This greater flexibility would allow you to type on various kinds of ruled paper.
HOW TO SET MARGINS
To set the left margin, depress the left carriage release lever (1) and position the carriage where you want your writing line to begin. Release the lever and slide the left margin control (2) from left to right until it stops. Your left margin is set.

To set the right margin, depress the right carriage release lever (3) and position the carriage where you want your writing line to end. Release the lever and slide the right margin control (4) from right to left until it stops. That’s it — your margins are set. To change margins at any time, just repeat the above procedure.

EXTRA MARGIN FEATURES
Margin Warning Bell. Your portable is equipped with a warning bell which will ring as you approach the right margin. If you move on to the next line as soon as possible after the warning bell rings, you will obtain the most perfect margin.

When you reach the right hand margin stop, the built-in Line Lock will take effect and prevent you from typing one character over another. If you wish to type beyond the margin stop, depress the Margin Release Key on the keyboard.
2. BACK SPACING
The carriage may be moved back one space at a time by depressing the Back Space Key.

3. SHIFT LOCK
Press down Shift Lock Key to lock all characters on keyboard in upper case or capital letter position. To release lock, depress either right or left shift key.

4. SHIFT KEY
To type capital letters or upper case characters, hold down either right or left Shift Key and use letter key desired.

5. SPEED SPACE BAR
Each touch of the Space Bar moves the carriage ahead one space.

6. MARGIN RELEASE
To type past either right or left margins, move the carriage to the margin and depress the Margin Release Key.

7. RIBBON COLOR SELECTOR
Fingertip Choice of Black or Red Ribbon. Move the ribbon color selector (7) to black dot to use black ribbon, red dot to use red ribbon. To type stencils, move ribbon selector to white dot.

8. COLUMN KEY
Moves carriage from one column setting to another (see "Magic® Column Set").

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**magic® column set automatically sets columns**

**HOW TO SET COLUMNS**
Simply move the carriage to where you want a column to start and push the "Magic" Column Set button. Use the same procedure to set as many columns as you wish to set across the page.

Once your columns are set, the carriage will automatically move from one column setting to another by simply pressing the Column Key (8) down and holding it down until the carriage stops automatically.

**HOW TO CLEAR COLUMNS**
To clear all columns at one time, hold in the Column Clear button and move the carriage to the extreme right and extreme left. To clear individual columns, use the Column Key to reach the column to be cleared and push the Column Clear button.

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**AUTOMATICALLY SETS COLUMNS**

<table>
<thead>
<tr>
<th>CITY HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>History</td>
</tr>
</tbody>
</table>
new fingertip control panel

1. TOUCH CONTROL®

"Touch Control" automatically adjusts the sensitivity of the keys to your individual touch preference. Move the "Touch Control" lever to "L" if you prefer a light touch, "M" if you prefer a medium or firmer touch and "H" for a heavy touch. Practice will help you determine the "Touch Control" setting that's exactly right for you.