Olivetti Lettera has come to mean portable typewriter – mechanised writing on a personal scale. The Lettera 32 is the latest in a long line of famous Olivetti typewriters, complete, versatile, adaptable to the individual needs of its individual owner. A typewriter for everyone in the home – for business papers and family correspondence, for homework or typing practice. A typewriter to go anywhere, do anything.
A true portable because it is personal and handy because it is easy to take with you whether you are going on foot or by car or bus or train or plane whether you are taking it from one room to the next or from one part of town to another the modern way of writing the machine no home can afford to be without a portable typewriter with all the features of bigger and more expensive machines a typewriter that is strong and reliable a typewriter precision-built to type with perfect clarity and faultless alignment.

1 Shift lock
2 Tabulator setting and clearing lever
3 Margin-release and paragraph-indentation key
4 Personal touch tuning (under detachable top cover)
5 Variable line spacing knob
6 Line space selector
7 Carriage release levers
8 Margin stops
9 Paper supports
10 Line finder
11 Paper release lever
12 Carriage locking lever
13 Detachable top cover
14 Ribbon colour-change and stencil lever
15 Back space key
16 Tabulator key

Very high typing speeds are possible on the Lettera 32 because of the quick and positive action of its typebars and the precision movement of its typebar linkages. The response or «feel» of the typing keys can be adjusted to the typist’s individual taste by means of the 3-position touch tuning control situated on the left-hand side of the machine, under the detachable top cover.

The ribbon is of the standard size fitted to all Olivetti typewriters. It moves between the two ribbon spools and reverses itself at each end automatically. There is a ribbon control lever which allows typing on the top or the bottom half of the ribbon, or with the ribbon temporarily disengaged altogether, so that two-colour ribbons can be used and stencil masters prepared.
A specially selected synthetic resin used in the manufacture of the keytops ensures that the typist will not be irritated by glare or reflection, even in artificial light. The single red key is the tabulator control, used for typing words or figures in columns. Though the space bar is intended primarily for the spacing out of one word from the next, it also has other functions: it operates in two phases, each phase corresponding to a half letter space, and so can be used for typing exact diphthongs, balancing headings and signature blocks, and inserting accidentally omitted letters.

The machine casing is made of die-cast aluminium alloy, and the main structure of steel. A detachable top cover serves both to protect the machine's working parts and to allow ready access for changing the ribbon, regulating the touch tuning control, and cleaning the type. The slight curve in the edge of the top cover which runs along the platen is designed to give full and constant visibility to the line of type.

Though the Lettera 32 has the weight and proportions of a portable typewriter, its strength and robustness are of a quite exceptional kind for this class of machine. The main technical specifications are as follows: weight 9 lbs. 4 1/4 ozs. (4.200 Kg.) - height 3 1/2" (88 mm.) - width 12 7/8" (326 mm.) - depth 12 7/8" (328 mm.) - diameter of the platen 1 1/4" (32 mm.) - line of type: 87 spaces (with Pica type) or 100 spaces (with Elite type) - three interline spacings giving 6, 4 and 3 lines to the inch respectively, and «position 0» to allow free movement away from the typing line followed by exact realignment to it afterwards.

The Lettera 32 does not require any special servicing, but, like all precision machines, it should be looked after with reasonable care. From time to time the type and the platen should be cleaned, and it is a good general rule always to put the dust cover over the typewriter when it is not in use. The Lettera 32 is a robust and sturdy machine, and this attention is all that is necessary to ensure its continued efficient operation over many years. It is supplied with all the usual accessories, and with a strong and attractive carrying case.