ELECTRIC KEYBOARD MASTERY

your guide to relaxed typing!
ROYAL ELECTRIC TYPING IS RELAXED TYPING

WITH
* EASIER STROKING
* SMOOTHER RHYTHM
* GREATER SPEED
The material in this Guide is designed to help you quickly perfect your electric typing technique. You, too, will find that electric typing is relaxed typing—made easy with the many advanced, effort-saving features built into your New Royal Electric. These special features and controls are clearly shown and their use explained in this Guide. You will soon become familiar with these controls and will learn to use them with ease and skill.

You will acquire electric keyboard mastery by using the drills and instructions in this booklet. As you follow the simple steps and suggestions, your typing will become relaxed. Skill, accuracy and typing speed will increase. More work will be done with less time and effort as you learn to use the automatic controls. Refer to the "How Am I Doing?" check list frequently to assure correct techniques. You will find that electric typing becomes easy and productive, as this Guide shows you how to relax at your Royal Electric Typewriter.

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ROYAL ELECTRIC TYPEWRITER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclusive Royal Electric Features</td>
<td>4, 5, 6, 7</td>
</tr>
<tr>
<td>Operative Parts</td>
<td>29, 30, 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GETTING THE FEEL OF THE ELECTRIC TYPEWRITER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Posture</td>
<td>8</td>
</tr>
<tr>
<td>Techniques—Touch, Carriage Return, Space Bar and Shift Key Stroke</td>
<td>9, 10, 11, 12</td>
</tr>
<tr>
<td>Alphabetic Sentences &amp; Practice Paragraph</td>
<td>12, 13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRIC TYPING ON THE PROFICIENCY LEVEL</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drills, Alphabetic Sentences, and Controlled Speed Writing</td>
<td>14, 15</td>
</tr>
<tr>
<td>Developing Proficiency with Numbers</td>
<td>16</td>
</tr>
<tr>
<td>Alphabetic Sentence, Controlled Speed Writing</td>
<td>17</td>
</tr>
<tr>
<td>Symbols and Punctuation Changes</td>
<td>18, 20</td>
</tr>
<tr>
<td>Alphabetic Sentence, Controlled Speed Writing</td>
<td>19</td>
</tr>
<tr>
<td>Automatic Hyphen and Underscore</td>
<td>21</td>
</tr>
<tr>
<td>Practice Paragraph</td>
<td>22</td>
</tr>
<tr>
<td>Crowding and Spreading</td>
<td>22, 23</td>
</tr>
<tr>
<td>Tabulating on the Electric</td>
<td>24</td>
</tr>
<tr>
<td>Alphabetic Sentence, Controlled Speed Writing</td>
<td>25</td>
</tr>
<tr>
<td>Automatic Forward Spacer</td>
<td>26</td>
</tr>
<tr>
<td>&quot;How am I doing?&quot; Check List</td>
<td>16, 21</td>
</tr>
<tr>
<td>Proficiency Test</td>
<td>27</td>
</tr>
<tr>
<td>Pushing for Speed</td>
<td>28</td>
</tr>
</tbody>
</table>
electric carriage return
A mere flick of the Carriage Return Key with the right little finger will return the carriage quickly and quietly.

copy control
This device regulates the force of the typebar stroke from Light to Medium to Heavy. You can make one or numerous carbon copies with no added typing effort. Set at "L" for single copies, or regular correspondence, at "M" for light manifolding, and at "H" for multiple copies.

touch control
Enables you to regulate key tension to suit your own touch preference. Set Touch Control at "Firm" for a heavier touch—or when making the changeover from manual to electric. Position it at "Light" if your touch is light, or when you have become familiar with the responsive Royal Electric keyboard.

power switch
1. Starts the motor.
2. flashes a red "ON" signal.
3. Automatically shuts off motor when safety-switch cover at top of machine is removed—safeguards fingers.
**magic margin**
To set the left margin, simply pull forward the left margin lever, move the carriage to the desired spot and then release the margin lever. The right margin works the same easy way.

**half forward spacer**
For convenience in error correction. Allows removal or insertion of a letter within same space as misspelled word. It is also used to "justify" right-hand margins.

**line meter**
Locate the arrow on left of Paper Lock, and the Line Meter marking on Paper Table. Then (a) Roll paper into typewriter until the word "Set" appears under the arrow. (b) Press and hold Variable Line Space Button, lining up bottom edge of sheet with Line Meter marking. (c) Release Variable Button and roll sheet to desired typing position. The markings on the indicator at the left cylinder end tell you when there are 8, 6, 4, and 2 lines left on the sheet.

**eraser cleaner**
A handy device for cleaning your eraser. Saves time by preventing eraser smudge on typed copy. Slides out from beneath right side of typewriter.
NEW
EFFORT-SAVING ELECTRIC REPEATS...

Feeds paper into machine automatically. Instantly spaces up as many lines as needed—without returning carriage to left margin. Merely touching the bar speeds insertion of paper and envelopes—quickly spaces from top of paper to date line. Use left little finger to depress Vertical Spacer.

Automatic forward spacer
Automatically moves the carriage forward several spaces, or across the entire sheet. Speeds fill-in typing on blank forms. Use right little finger to depress Forward Spacer.

Automatic hyphen and underscore
To get a series, or a whole line of repeat hyphens, simply depress and hold this control. For a series, or a whole line of repeat underscores, lock the Shift, then depress and hold this control.

the FABRIC RIBBON
Royal's Exclusive “Twin-Pak” Ribbon provides the fastest, cleanest, easiest way to change a Fabric Ribbon. Fingers always stay clean because they never touch the ribbon.

the CARBON RIBBON
Carbon Ribbon is now widely used for executive correspondence and reproduction work because of the distinctive, clear-cut typewritten copy it produces. The cleanest, most uniform type impressions can be had every time with Royal's extremely durable Plastic Carbon Ribbon.
1. Open the Twin-Pak ribbon carrier by pressing the two finger pieces together.

2. Lift out and discard both plastic ribbon cartridges.

3. Hold the new ribbon cartridges with the round side toward you, separate and draw them apart about 4 inches so that a short loop of ribbon forms. Drop the loop into the ribbon carrier.

4. Pull the cartridges toward you about 2 inches and then place them in the cartridge holders. Your ribbon change is finished. The first type strike will automatically close the ribbon carrier.

---

FABRIC RIBBON...BOTH AT YOUR COMMAND ON THE NEW ROYAL ELECTRIC!

1. Remove top plate, lower flaps and discard used ribbon. Place a new roll of carbon ribbon on the right side and thread the ribbon as illustrated. Note that the carbon surface should always face away from you.

2. Lift the pressure roller and place the ribbon under it as illustrated.

3. Place the end portion of the ribbon in a slot in the take-up spool. Press the spool in place while slowly twisting clockwise.

4. Open the ribbon carrier by pressing the two finger pieces together and drop in the ribbon. Replace top plate and flaps. Depress the space bar several times to take-up ribbon slack and to properly seat the ribbon in the carrier. The first type strike will automatically close the carrier.
CORRECT POSTURE FOR

ELECTRIC TYPING

Head up, turned slightly to the right—eyes on copy

Sit erect, with small of back against chair backrest—upper part of body leaning slightly forward

Match chair and desk height to get hands, wrists, and forearms to slope at the same slight angle as the electric keyboard

Feet flat on floor, a little apart, one foot several inches in front of the other
GETTING THE FEEL OF THE ELECTRIC TYPEWRITER

Before you do anything, you will want to get acquainted with three most important factors in electric typewriting. You will need to know:

1. How to position your arms, wrists, hands, and fingers. 2. How to tap the keys lightly. 3. How to use the Carriage Return Key.

ARMS, WRISTS, HANDS, AND FINGERS

Arms should hang naturally at the sides. The position of the elbows, forearms, and wrists should be parallel to the very slight slope of the keyboard.

From this position, the fingers curve downward somewhat from the knuckles and appear to be “pointing” at the keys. Keep fingers relaxed in this “pointing” position and hold them suspended just barely above the guide keys.

TOUCH...

Your fingers, from their “pointing” position, will seem to tap the keys rather than strike them. Merely bring the fingers down lightly from their “pointing” position and use the cushions of your fingers to tap the keys.

*with MOTOR OFF, feel the following familiar drills...*

a;sldkfjgh ghfdksla; a;sldkfjgh ghfdksla;
CARRIAGE RETURN

To get a new line of writing, a mere flick of the Carriage Return Key with the right little finger — without looking up from your copy — returns the carriage automatically.

with MOTOR OFF, practice this TAP-RETURN-RELAX technique for returning the carriage to a new line of writing:

1. TAP the Carriage Return Key with extended right little finger
2. RETURN finger immediately to semicolon key
3. RELAX just above home row keys for a split second before beginning the next line of writing
4. TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . .

now you are ready for electric typing, with MOTOR ON:

1. Lift POWER SWITCH to start the motor. Notice the red “ON” signal.
2. Set COPY CONTROL at “L”, which is the proper setting for single copies and up to three or four carbon copies.
3. Insert a sheet of paper, using the AUTOMATIC VERTICAL SPACER to space up several spaces from the top of the sheet of paper.

CARRIAGE RETURN . . .

Practice the word “electric”, returning the carriage after stroking each letter:

electric

TAP
RETURN
RELAX
DEVELOPING CORRECT ELECTRIC TOUCH

SPACE BAR
Tap the space bar with the right thumb just as you tap the alphabetic keys.

_type each line below, spacing once between each letter:_

electric
typewriting
is
relaxing

Now that you have become acquainted with the proper techniques for tapping the keys, returning the carriage, and using the space bar, type each line below once, typing only as fast as you can type ACCURATELY.

box qt. zip yes vat cow jug men far kid the lad
oz. cab yet ohm qua fix par yet cab sow jag kit
edge hill born wear oily than acre hull bowl
seat upon torn tact jump coal read limp disk
rate pump dial tear lump sick test loin burn

TAP
RETURN
RELAX

TAP
RETURN
RELAX
DEVELOPING CORRECT ELECTRIC TOUCH

SHIFT KEY STROKE
1. Extend little finger for Shift Key stroke
2. Depress Shift Key BUT KEEP OTHER FINGERS IN “POINTING” POSITION, suspended just barely above guide keys
3. Do not linger on the Shift Key after tapping the letter key

Practice the following drill without lingering on the Shift Key:

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

ALPHABETIC SENTENCES
Type each alphabetic sentence at least twice ACCURATELY:

If very delinquent in making tax payments, all financial help will be jeopardized.

With his very wide knowledge of the subject, the citizen quietly explained the modified tax laws.

More expensive and unorganized work will unquestionably receive disapproval from the judge.
NOW YOU ARE READY TO BEGIN WORKING
WITH MANUSCRIPT COPY

Try to type the following material smoothly and ACCURATELY. To
indent for paragraphs on the electric, extend the right little finger
and TAP the Tabulator Key just as you tap the other keys on the
electric.

Use the right methods in writing on this electric.
Direct your eyes to the text, not to the keys. Use your
lightest touch to stroke the keys. Use the right little
finger to return the electric to the next writing line.
Extend the finger, touch the return key, then return the
finger to the semicolon key. Do not let it linger on the
return key. Rest briefly before striking the next key
while the electric is being returned. Let the electric
do the work for you.
ELECTRIC TYPING ON THE PROFICIENCY LEVEL

Now that you have the feel of the electric typewriter and have done some typing on it, your next step is to develop proficiency in its use.

_Type the following alphabetic drill in this manner:_

1. Tap the first letter—to make sure of its location—then PAUSE FOR A SPLIT SECOND
2. Repeat the letter three times, tapping very rapidly

aaaa bbbb cccc dddd eeee ffff gggg hhhh iiii jjjj kkkk llll mmmm
nnnn oooo pppp qqqq rrrr ssst tttt uuuu vvvv wwww xxxx yyy y zzzz

DEVELOPING CONTROLLED SPEED

To help you develop controlled speed (speed with accuracy) on the electric typewriter, this booklet provides alphabetic sentences for practice, and word-counted copy to check your progress.

SUGGESTED METHOD OF PRACTICE

1. Type the alphabetic sentence preceding the copy twice. Strive for accuracy in each writing.
2. Take a one-minute timing on the writing, typing only as fast as you can type accurately.
3. Proofread your copy. If there are errors, type the word containing the error and the word immediately preceding and following it correctly five times.

4. Repeat the timing.

ALPHABETIC SENTENCE

The bookkeeper objected to investigating every delinquent account, whatever its size, because of much expense.

CONTROLLED SPEED WRITING

It is easy to understand why the office typist wants a new electric. The typewritten work looks much neater and much more professional. Not only this, but many more clear, readable carbon copies can be prepared merely by regulating the copy control wheel for the number of carbons required. The typewriter, with minimum effort, will give you clear, readable copies whether it be the first or the last copy. Everything has become quite simple on the electric typewriter.
Try to type these number combinations as quickly as you type the words:

we 23 or 94 to 59 ye 63 up 70 ow 92 it 85 re 43
our 974 top 590 two 529 yet 635 tie 583 try 546
1 3 5 7 9 2 4 6 8 0 0 8 6 4 2 1 3 5 7 9
12 34 56 78 90 1912 1934 1956 1978 1990
By 1975 it is expected that the number of items
will be increased from 408 to 632.

PRACTICE If \( xy = 72 \) and \( x = 9, y = 8 \).

If \( x + y = 50 \) and \( x = 26, y = 24 \).
ALPHABETIC SENTENCE...

Attempting to keep the investigation quiet, the judge was extremely baffled by publicized reports.

CONTROLLED SPEED WRITING...

Merely extending to the row of figures the fingers used in typing many common words, the typist can develop controlled speed in typing figures. For example, the following words and figure combinations use the same fingers: we 23 or 94 it 85 up 70 ye 63. Extending the fingers of many words of three, four, and five letters will give even more figure combinations: you 697, wit 285 your 6974 type 5603 write 24853 upper 70034.

Tap the number keys just as lightly as you tap the letter keys. The touch has nothing to do with the even impression since this is completely automatic just as is the return of the carriage.
There are just a few key changes on the electric typewriter. With little practice, they can be mastered easily.

**Type each sentence below twice, striving for accuracy in each writing.**

' is to right of ;
" is shift of '

Frank's grades are three A's and two B's.

O'Neil's "Quiet by Night" was widely read. "Oh, for cryin' out loud!"

* is shift of 8

This symbol * is called an asterisk. The symbol * usually refers to a footnote.
ALPHABETIC SENTENCE

With the object of systematizing work, thus reducing expenses, the unique plan was developed.

CONTROLLED SPEED WRITING...

If there is any clue to typewriting quickly and without making mistakes, it is to type without any sense of hurrying at all. This is the secret of the experts, so their motto is, "Type as fast as you can without making mistakes." Control your typing so that you too are able to type quickly without errors. Get off to the right start with correct posture: back straight; feet flat on the floor, one slightly in front of the other. Position your arms, wrists, hands, and fingers correctly. Tap the keys lightly; tap them rather than strike them. Don't let your eyes go beyond the word your fingers are typing.
Selling 90 shares @ $18 each.
Quote 36 dozen @ $5; 72 dozen @ $4.
Reduce the price to 19¢.
Quote 78¢ each for 35 sets; 42¢ for 60.

ALPHABETIC SENTENCE
The clerk required just a very few minutes to examine the books for the puzzling errors.

CONTROLLED SPEED WRITING
An excellent thing about the electric typewriter is the fact that it does much of the work. The typist can now depend upon the machine to a much greater extent than ever before. However, to be able to type without making mistakes, you must learn to type and read at the same time. When you read for enjoyment or for study, your eye spans more than one word at a time—often a complete sentence if it is short; but when you type, your eyes should span only the word that the fingers are typing. Do not read beyond that point.
AUTOMATIC HYPHEN AND UNDERSCORE

REPEAT HYPHEN

For repeat hyphens (-----), simply depress and hold the Automatic Hyphen and Underscore Control.

Type the following:

President ------------------------- J. C. Walters
Vice President --------------------- Alice Shaffer
Secretary --------------------------- John Peterson
Treasurer -------------------------- May McDermott

REPEAT UNDERSCORE

For repeat underscore (______), lock the shift key, then depress and hold the Automatic Hyphen and Underscore Control.

Type each sentence twice, using Automatic Underscore Control:

You should read The Tale of Two Soldiers.
Over the Horizon is an excellent choice.
It is absolutely imperative that it be done.
PRACTICE PARAGRAPH

This paragraph includes all the symbol and punctuation mark changes on the electric typewriter. Type the paragraph at least twice, striving for complete accuracy.

The announcement read: "In each of the past 37 years, your company's dividend record has been unbroken.* Next year we shall add an 'extra' of 69¢ a share of non-voting stock. This 'extra' will be voted at the meeting which is to take place on March 18 in Room 204, Ajax Hotel."

*Including dividends of non-voting stock @ 5%.

"Crowding" and "Spreading" with the HALF FORWARD SPACER

The Half Forward Spacer truly simplifies correcting errors which require the "crowding" or "spreading" of letters or spaces.

The guesswork is all gone....
<table>
<thead>
<tr>
<th>ERROR</th>
<th>TO ADD A LETTER</th>
<th>TO REMOVE A LETTER</th>
<th>TO ADD A SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRECTION</td>
<td>It will be done.</td>
<td>It will be done.</td>
<td>It will be done.</td>
</tr>
<tr>
<td>PROCEDURE</td>
<td>It will be done.</td>
<td>It will be done.</td>
<td>It will be done.</td>
</tr>
<tr>
<td>Erase &quot;will&quot; and move carriage to &quot;t&quot;</td>
<td>Erase &quot;willw&quot; and move carriage to &quot;t&quot;</td>
<td>Erase &quot;be&quot; and move carriage to &quot;i&quot;</td>
<td></td>
</tr>
<tr>
<td>Strike space bar once</td>
<td>Strike space bar twice</td>
<td>Strike space bar once</td>
<td></td>
</tr>
<tr>
<td>Hold down half-space key while striking &quot;w&quot;</td>
<td>Hold down half-space key while striking &quot;w&quot;</td>
<td>Hold down half-space key while striking &quot;b&quot;</td>
<td></td>
</tr>
<tr>
<td>Release half-space key; hold down while striking &quot;i&quot;</td>
<td>Release half-space key; hold down while striking &quot;i&quot;</td>
<td>Release half-space key; hold down while striking &quot;e&quot;</td>
<td></td>
</tr>
<tr>
<td>Repeat procedure until entire word is typed</td>
<td>Repeat procedure until entire word is typed</td>
<td>Note that you could have re-typed &quot;will,&quot; but it is easier to correct the shortest word</td>
<td></td>
</tr>
</tbody>
</table>

**PRACTICE:**

- We met at six. **Change to meet.**
- Maybe thirty will go. **Change to forty.**
- There were seven here. **Change to nine.**
- Ten were too many. **Change to are.**
- He is to ill. **Change to too.**
- There maybe five. **Change to may be.**
**TABULATING ON THE ELECTRIC**

Set left margin at 25 with a Tabulator Stop at 40 and one at 55. To facilitate carriage movement when setting tabs, use the Automatic Forward Spacer to get from one position on the scale to the next.

To clear all tab stops, move carriage to extreme left. Depress and hold Tab Clear—touch Carriage Return Key.

**TABULATOR KEY**

Extend the right little finger and TAP the Tabulator Key just as you tap the other keys on the electric.

Type the following tabulation, striving for complete accuracy.

Do not take your eyes from copy as you extend your right little finger to the tabulator key.

<table>
<thead>
<tr>
<th>between</th>
<th>columns</th>
<th>kindly</th>
</tr>
</thead>
<tbody>
<tr>
<td>silky</td>
<td>equip</td>
<td>unique</td>
</tr>
<tr>
<td>grain</td>
<td>quick</td>
<td>taxed</td>
</tr>
<tr>
<td>rough</td>
<td>knob</td>
<td>verbal</td>
</tr>
<tr>
<td>enjoy</td>
<td>affix</td>
<td>never</td>
</tr>
<tr>
<td>allow</td>
<td>legal</td>
<td>subject</td>
</tr>
<tr>
<td>seldom</td>
<td>walk</td>
<td>young</td>
</tr>
<tr>
<td>wallop</td>
<td>favors</td>
<td>polio</td>
</tr>
<tr>
<td>alumni</td>
<td>civic</td>
<td>analyze</td>
</tr>
<tr>
<td>public</td>
<td>idiotic</td>
<td>extra</td>
</tr>
</tbody>
</table>
ALPHABETIC SENTENCE
Perplexing questions on this puzzling subject were resolved after a few weekly meetings.

CONTROLLED SPEED WRITING

To move the carriage forward several spaces, do so by depressing the automatic forward spacer, using the right little finger. This device is especially helpful when filling in blanks on income tax returns, insurance forms, payroll records, and application blanks; also, to move the carriage to one side before making an erasure to prevent the eraser crumbs from falling into the type basket. It is also helpful when setting tab stops for a tabulation.

To space up several spaces without returning the carriage to the original margin, touch the automatic vertical spacer with the left little finger. This control speeds vertical spacing, such as inserting paper and envelopes, spacing from top of paper to date line, and moving from complimentary close to name and title in a letter.
Assume you are filling in blanks on a credit application form. Type the handwritten fill-in data below.

Your copy does not have to be spaced exactly as shown here. Merely type the fill-ins, using the Automatic Forward Spacer to get rapidly from one fill-in to the next.

Name: John Henry Andrews
Address: 123 State Street

Belleville, Illinois

How long a resident of this city? 10 years
Is your home mortgaged? Yes
For how much? $10,000

(Street)
(County)
PROFICIENCY TEST

Strive for complete accuracy in typing the following material:

The carbon ribbon is a very long strip of extremely durable plastic film. Unlike the fabric ribbon, however, which is used over and over until worn out, the carbon ribbon is used only once. Therefore, each successive character typed on the carbon ribbon strikes an unused spot. Each impression is jet black and sharp edged, giving a print-like look. Every bit of typing is a crisp evenness; there are no ragged or blurred impressions.

For duplication work, copy has the clarity of printing. Fill-ins match the body of the letter so perfectly the receiver can scarcely tell it is not a personal letter. Corrections can be made so neatly that they can be hardly detected.

The carbon ribbon produces the distinctive, clean-cut typing that gives authority and importance to work—the mark of an executive. That is why more and more business firms are using machines that are equipped with the carbon ribbon.

A typewriter equipped with both the carbon ribbon and the fabric ribbon serves a dual purpose: the carbon ribbon for executive work, the fabric ribbon for routine work.
"PUSHING" FOR SPEED

The following copy has been developed to help you type at your fastest speed with accuracy. Here are two proven techniques to use in "pushing" for speed.

1. Repeat each sentence five times in the paragraphs below, typing as fast as you can without error.

2. Use each paragraph for 30-second and 60-second timings, pushing for a higher rate of speed each time, attempting to keep errors at a minimum. It is suggested that you keep a progress record of your rates.

To build your rate up to a new high most of the copy that you use should be easy to type and easy to read; the copy should be made up of short words that are easy to stroke for short and easy words are words that you can tap at a high rate. Do not think of each key in the word as you tap it but type each of the short and easy words as though it were just one unit for this is what you must do when you try to raise your rate to a new high.

Some words may be hard to type even though they are short words for they may be made up of key reaches that are not easy to finger at a high rate and you should try to stroke such words at a pace slow enough to type without error. With such words you should think of each key in the word as you type it and while this may slow down your rate it can be made up on the words with easy key reaches that you can type as one unit at a high rate.
TWIN-PAK FABRIC RIBBON

1. ERASURE SHIELDS
2. RIBBON DRIVE SELECTOR (set for Fabric Ribbon)
3. RIBBON WIND CONTROL
4. FABRIC RIBBON REVERSE CONTROL
5. RIBBON CARRIER
6. WRITING LINE SCALE
7. TWIN-PAK RIBBON CARTRIDGE
8. "TOUCH CONTROL" INDICATOR

CARBON RIBBON

9. LEFT RIBBON GUIDE
10. RIBBON DRIVE SELECTOR (set for Carbon Ribbon)
11. USED RIBBON INDICATOR
12. USED RIBBON SPOOL
13. RIGHT RIBBON GUIDE
14. CARBON RIBBON
15. FABRIC RIBBON HOLDER (empty when Carbon Ribbon is used)
16. NEW RIBBON SPOOL
LEFT CARBON RIBBON SPOOL

17 USED CARBON RIBBON
18 PRESSURE ROLLERS
19 TAKE-UP SPOOL
20 LEFT HINGED SIDE PLATE

RIGHT CARBON RIBBON SPOOL

21 NEW CARBON RIBBON
22 RIBBON GUIDE
23 RIGHT HINGED SIDE PLATE