Introducing your new ROYALITE

Congratulations, you are now the owner of a new Royalite, a portable typewriter manufactured by Royal, the World’s Largest Manufacturer of Typewriters.

Yours is a precision-built machine from its sturdy frame, built for years of service, to its finely aligned typebars, which, due to careful machining, assure uniform alignment. The light action of the keys and smooth operation of the carriage and all working parts will give you many years of typing pleasure and satisfaction.

The experienced typist will not have to refer to the instructions in order to use the machine. However, it is suggested that this booklet be read carefully in order to become thoroughly familiar with all the operating features so you will get the best possible results from your ROYALITE.

“Royalite” is a Registered Trade Mark of Royalollar Company

Your Whole Family Will Benefit from Your New ROYALITE

For the Student

Will enjoy typing in an improved manner as it helps the reasonably well-trained student, and is especially suitable for the student who must prepare his own work. It is designed to help the student keep his work neat and professional in appearance, ready for distribution.

For Teachers

Helpful in preparing the blackboard lecture and can be used for class assignments, reviews and assignments, as well as for producing copies, educational documents and business letters.

For Home — For Businessmen

Even our most casual home typists, or those who type for pleasure, will find this machine more efficient to operate than before, makes for extra satisfaction, produces cleaner and more professional results.

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The carriage of the typewriter will hold a standard size envelope and can be locked for easy transportation. This is done by moving the carriage to the extreme right, depressing the left end of the thin metal strip (2) and then lifting the right end of the carriage (3) until it is in the locked position. When the carriage is locked, it will not move. To unlock it, depress the thin metal strip (2) and slide the carriage to the extreme left.
Typing

The best method is to strike the keys sharply and quickly, with a light staccato touch.

Spacing

Spaces between successive words are made by depressing the space bar (1).

Back Spacing

When the back spacing key (21) is pressed down the carriage moves one space backwards.

Shifting

Capitals and other characters may be typed by depressing one of the shift keys (2 or 22). The shift key should be kept down while typing the capital letter. If more than one capital is required, the shift lock (3) should be depressed; depressing the left-hand shift key (2) again releases this lock.

Typing on Ruled Paper

To line the cylinder for typing on ruled paper and allow it to turn freely without line spacing, set the line spaces (9) to "X" and push cylinder back as desired.

Several additional characters can be typed after the bell has rung. If you wish to continue typing beyond the margin, depress the release key (4). The same procedure should also be followed if you wish to type in the left of the left-hand margin.

Margin Release

Insert the point of a pencil in one of the grooves of the positioning scale (12), after which a horizontal or vertical line can be drawn by simply screwing the carriage to and fro or by turning the cylinder.
The typewriter is equipped with a detachable top plate. To remove it for type cleaning, simply pull back the edge of the top plate and lift it from the cylinder.

To increase your typing satisfaction, follow these simple rules:

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

Your Royal Portable serial number is located on the frame, behind the right hand ribbon spool. Record it on your bill of sale, instruction book, or in some other safe place.
CHANGING OF RIBBON

1. Remove top plate, back in shell position and wind ribbon on one spool.
2. Release ribbon from empty spool, remove and replace full spool. (Note: Ribbons running ribbon from ribbon carrier 12), notice how it is stretched, and the direction it winds on to the spools.

3. Attach new Royal type Verina 8-yard Cotton Ribbon in empty spool. Place spool in holder. The ribbon should then be inserted in the ribbon guides (B) as shown in the illustration above, after which it should be passed through the ribbon take-ups (A).

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