This is Your Portable
To fully enjoy the precision of Skyriter construction you should know how our engineers intended it to be used. Our aim here is to describe the many operating conveniences built into this remarkably compact yet rugged typewriter.

Typing is easy so the experts say and certainly thousands of Smith-Corona users operate efficiently. You will derive the most pleasure from your Skyriter if you will master the rudiments of touch typing by following the condensed instructions on the touch typing card which came with your machine.

Removing Machine Cover (Fig. 1)
Probably you have already removed the machine carrying lid. The easiest way to do it is shown here. Notice the lid handle is collapsible to conserve storage space. With your index fingers hooked over the handle and your thumbs on the latch buttons, as illustrated, the cover may be released, raised and removed in one operation.

First of all, it is best to push the paper release lever back to release position each time you finish using your typewriter. This releases the tension on the paper feed rolls. These small diameter rubber rolls will become flattened if they are under constant tension. For this reason your Skyriter has probably been delivered with the paper release lever on release. Snap it forward to writing tension position. The paper release lever is shown in Fig. 2.

Paper Ball (Fig. 2)
The purpose of the paper ball is threefold. It holds the paper against the platen roller to assure sharp type impressions, it provides a full length scale for setting and retaining uniform side margins and it furnishes an accurate means for inserting paper just where you want it.

This third function of the paper ball is especially handy for inserting labels and post cards so they will be centered.

Swing the bail up and back out of the way for erasing. When erasing form the habit of moving the carriage to the extreme end so erasings will fall OUT OF not INTO the machine.

Suggestion: when you erase, if you don’t have an erasing shield, turn the paper back so the top of the line in which erasing is done, comes beneath the bail. In this way the bail provides a good straight edge for erasing and at the same time protects the line above.

Inserting Paper (Fig. 3)
Hold the paper with both hands and drop it squarely down onto the feed roll behind the platen roller.

While still holding the paper with one hand turn one of the platen knobs clockwise. If the paper is inserted straight the accurate paper feeding mechanism will usually carry it through without help and bring it up straight in front. A little hand pressure may be exerted to assist paper to feed through if it seems best, especially heavy loads like kraft paper or several copies.

As soon as the paper shows in front of the platen roller, hold the paper bail up high enough to allow the paper to feed under it. Now drop the bail back down. Continue to turn the paper in until it is properly located for the date, first ruled line (if ruled paper or printed form is used) or to wherever you wish to start the first line of writing.

Should it be necessary to straighten the paper after insertion, you will find the paper release lever at the right hand end of the carriage. Push it back to release position where it will stay so you can use both hands for straightening the paper. Don’t forget to snap the paper release lever forward again to normal tension position when you are ready. Sometimes it is advantageous to have the paper release lever on release when putting in a heavy load—multiple carbon copies, thick paper or envelopes.

Carriage Release (Fig. 4)
There are times, for instance to page margins, when you will want to move the carriage to the right or left without the nuisance of spacing a notch at a time with the space bar or backspace key. To move the carriage to the right simply push it along.

For convenience there is a carriage release lever on the right hand end of the carriage. Just hold this release lever forward while you move the carriage to the left where you want it. This is not a two handed operation. Use your finger on the release lever and hook your thumb over the platen knob as demonstrated in Figure 4. In this way the extremely responsive carriage will not get away from you.

Here is a trick for feeding multiple carbon copies so the top edges all come up even. Fold a narrow strip of paper as long as your sheets are wide,
Marginal Control (Fig. 5)

Businesslike side margins are assured by the positive, fully visible marginal stops that are so easy to set.

After inserting paper, estimate the margins you want in relation to the paper bail scale. If the paper you generally use is not more than 8½ inches wide, we suggest, for uniformity, it be inserted with the left edge opposite "O" on the paper bail. Perhaps you will decide on "15" for the left and "70" on the bail scale for the right hand margin.

Move the carriage so the 15 mark on the bail is above the opening in the type guide, push down on the left margin stop and slide it to the right as far as possible. Next move the carriage so 70 on the bail is over the type guide opening and slide the right hand marginal stop to the left as far as it will go. Your margins are now fixed and without any guess work the typed lines will always begin and end at exactly the same point.

After establishing the side margins you have decided to use for the bulk of your work, leave the marginal stops alone, always insert paper with the left edge opposite the same point on the paper bail (say zero) and thus it will not be necessary to reset the stops each time. If there is an occasional job you want to Skyrite with a wider left margin and still not disturb your usual marginal setup, simply insert the paper farther to the left in relation to the bail scale. Reduce the left margin by inserting the paper farther to the right.

Marginal Release (Fig. 6)

There are times when you may want to write into the margins to finish or hyphenate a word at the right hand end of the line or make notes in the left margin.

A touch on the margin release key, so ready-at-hand in the keyboard, permits typing into the right margin as far as you like to the extreme end of the line.

To go into the left margin, hold down the margin release key while taking one stroke on the backspace key. After backspacing one space you can let up on the release key and still push the carriage to the right to locate where desired in the left margin.

Page End Gage

This unique feature provides typists with a device for holding accurate, uniform bottom margins, page after page.

Notice the red and green numerals and dash markings stamped in the Page End Gage Cylinder. All you need remember is: the green markings are used in connection with paper lengths and the red markings for predetermined bottom margins desired.

If you use the standard eleven inch long business letter paper, first turn the platen so the top of the green numeral 11 is aligned under the word SET stamped in the paper bail. For ten inch, nine inch or eight inch paper length, turn the platen so the tops of the green numerals 10, 9, or 8 align under the word SET.

Now insert the paper in the usual manner. Be careful that it is inserted squarely so it will feed in straight.

Suppose you have decided on a one inch bottom margin. As the bottom of the paper approaches glance occasionally at the red markings. When the top of the red numeral 1 aligns under END stamped in the paper bail, the paper is one inch from the bottom. When the red 2 aligns under END you are two inches from the bottom of the paper.

For paper a half inch longer than eight, nine or ten inches, turn the platen to the green dash beyond the green numeral nearest to the length of the paper being used. Example: for eight and a half inch paper turn the platen so the top of the green numeral 8 aligns under SET and then turn the platen to the green dash beyond 8. That is the dash between 8 and 9. If the paper is nine and a half inches long, turn to 9 and then to the next green dash which is between 9 and 10. Likewise, for ten and a half inch paper, turn to 10 then to the dash between 10 and 11.

The Skyriter Page End Gage also gauges bottom margins in half inches. The first red dash before the red 2 coming up to align under the word END stamped in the paper bail signals the two and a half inch bottom margin. The red dash between the red 2 and 1 is a one and a half inch margin while the dash coming up after the red 1 is a half inch margin.

The accuracy of your Skyriter Page End Gage depends on how carefully you insert the paper. Before starting to turn the paper in, be SURE the top edge is inserted squarely and firmly down in the "Funnel" created by the paper table and platen. If it is necessary to later straighten the paper, do it with reasonable care. Move the lowest corner of the paper up level with the opposite corner. Hold the paper against the platen with your finger when you move the paper release lever again to tension position.
Backspacing (Fig. 6)

Each time you depress the feather-weight backspace key the carriage moves one space back to the right. When for any reason—omissions, errors, faint typing, etc.—you must move back one or a few spaces you will find it easier with the backspacer than to push the carriage over the required few spaces by guess work.

Dual Linelock

The linelock locks immediately after typing in the space on which you have set the right hand margin stop. If you have set the stop opposite 70 on the paper ball the last space you can type will be 70. The reliable line-pattern prevents a key going down to print unless you depress the margin release key.

The Skyriter linelock is dual action because, even if you release it (say at 70) it will automatically lock again at the extreme end of the writing line. This is to prevent unsightly type strikes on top of each other which might accidentally occur when typing in haste.

Capital Letters (Fig. 7)

When you want a capital letter hold down either the left or right hand shift key and tap the desired letter key. Some keys have more than one letter. Any of the upper or secondary characters print when either shift key is down. Should you want to type capitals consecutively, press the shift lock key until it catches. The carriage will then stay up in capital position until you release the shift lock by pressing down on the left hand shift key.

Shift Lock Key

Manual Ribbon Reverse Lever

You are sure to be pleased with the effort-free action of the capital shifting mechanism. Notice that the carriage automatically locks down in the small letter position. To test this, try to raise the carriage to capitals by lifting up on one of the platen knobs. Thus the carriage cannot rebound to cause erratic type alignment. Yet the instant you touch one of the shift keys the carriage is unlocked to speedily raise for capitals without hesitation.

Space Bar (Fig. 7)

Each time the space bar is depressed an empty space is created in the typing line. Do not forget the all important stroke on the space bar for the space so necessary between each word.

Manual Ribbon Reverse (Fig. 7)

The manual ribbon reverse is located at the right hand side of the keyboard. Since the levers and reverse of the ribbon, back and forth from left to right, is entirely automatic, you will probably seldom use the manual until it is time to replace the ribbon.

Touch Selector (Fig. 8)

You will want to become familiar with the touch selector. So swing the cover plate up to fully raised position where it will stay.

Shut your eyes, tap a letter key rhythmically and at the same time move the touch selector down from L (low tension) on the selector dial to H (high tension). Feel how noticeably the key stroke stiffens as the selector is moved down. The Skyriter touch selector instead of stretching the key lever springs, changes the tension of the universal bar spring pick-up without altering the total spring tension to "load" the typing key stroke.

There is an ideal touch for every typist. When you have found your best touch, by manipulation of the touch selector, you probably will not have to reallocate it because it is hidden and protected by the cover plate where no one is likely to tamper with it.

Linespacing (Fig. 9)

After finishing a line and you are ready to start another, a reasonably smart stroke on the linespace-carriage return lever not only returns the carriage to the starting point but spaces the paper up for the next line.

On the Skyriter, if you want your typing two lines apart, it is not necessary to double stroke the linespace lever. Just move the linespace adjuster forward to the double spacing position. Of course, a double space here and there such as between paragraphs, is usually done by a double stroke on the linespace lever instead of bothering to reset the linespace adjuster.

Line Retainer (Fig. 9)

This feature is a great asset when you want to vary your linespacing a bit to use a figure as a subscript (H₂O) or as an exponent (60) and then return to exactly the original spacing. To do this raise the line retainer up and space the paper up or down by turning one of the platen knobs. When ready to return to the original spacing, flip the retainer down again.

Use the line retainer when you want to type on ruled paper or printed forms.

Retractable Paper Support Arms (Fig. 9)

Raise up one of the support arms and the other comes up also. They are geared together. You will highly appreciate the unique spring mounting which holds the arms folded without rattling or erect so they won’t unexpectedly drop down. The support arms are shown raised in Figure 10.

Of course the purpose of the arms is to support the paper so you can read what you write as you type. They also prevent the paper dropping over to annoyingly patter on the desk or table top.
Line Indicator (Fig. 10)

When typed copy must go back into the machine for corrections or additions, a good reliable line indicator is indispensable. The dependable line indicator on your Skyriter assures reinsertion of copy so additions and corrections will be in registration with the original typing.

Raise up the line retainer (see Fig. 9) and roll the paper so that the bottom of an originally typed line is even with the wings of the line indicator. Release the paper and taking hold of the edges at the back side of the platen roller (see Fig. 3), move it sideways so the vertical lines in the wings of the line indicator are exactly opposite the centers of typed characters. While the paper is still released be sure it is straight by accurately lining up an originally typed line with both wings of the line indicator. Here again take hold of the paper at the back of the platen roller instead of at the front.

See that the paper release lever is again forward to the normal tension position and then you are ready to proceed in registration.

Cutting Stencils

To cut stencils, clean type using a good prepared cleaner (Typebar Brand) or gasoline applied with a stiff brush. Brush type lengthways (from front to back) not sideways. Pick out hardened dirt from closed characters (a, o, e, etc.) with a common pin.

Shift the ribbon out of the vibractor and push it down behind the type guide. The vibractor and guide are shown in Figure 11.

Half Spacing

Another feature is the ability of the Skyriter to half space letter spaces. This permits corrections where a letter is left out of a word. For example:

IT IS HERE NOW
IT IS HER NOW

The space bar, when depressed allows the carriage to move 1/4 space and when released allows it to move the other 1/4 space. To make the above correction, move the carriage to the space after the "S" in "IS", hold the space bar down, strike "H", release the space bar, hold it down again, strike "E", release it, hold down again for "R" and so on.

Half spacing may also be applied for justifying lines (make lines all same length) exactly centering headings, etc.

How to Replace the Ribbon

Ribbons come wound on proper spools to fit. When purchasing replacement ribbons be sure to specify for Smith-Corona Skyriter and give the serial number of your machine. The serial number location is shown in Figure 4. We recommend our own, Typebar or Pigeon Brand ribbons.

MOVE THE CARRIAGE TO THE EXTREME LEFT. Swing the cover plate up to raised position as in Figure 11. The easiest way is with your thumb—left thumb placed behind the margin release key and the right thumb behind the space key.

Tear the old ribbon in two and lift off both spools. Save one old spool for use on the left. Place the new ribbon and spool on the right. A clean way to remove old ribbon from the spool saved for the left is to spin the spool on a small rod, perhaps a straightened out paper clip, so the old ribbon falls into a waste basket. Be sure to save the U-shaped, metal clip that held the ribbon on the old spool.

Unwind about two inches of the new ribbon and slip the spool way down on the right hand spindle so about 1/4 inch of the spindle shows above the spool. The spool goes way down easy if you have the manual reverse lever in the forward position and turn the spool counter-clockwise with a little downward pressure. The ribbon must wind from the back of the spool.

Attach loose end of new ribbon to empty spool by laying it across the back side of the spool hub and snap the U-shaped metal clip over the ribbon onto the hub. Wind ribbon on empty spool until the little metal eyelet in the ribbon is covered. This little eyelet is responsible for the ribbon reversing automatically. There is also one near the other end of the ribbon. They must be inside (ribbon spool side) of ribbon guides. Now put the left spool on the left spindle. This time have the manual reverse lever in the backward position and turn the spool clockwise until it drops way down with about 1/4 inch of the spindle showing through the top.

Make SURE the ribbon is winding to and from the BACK of each spool like this.

Next drop the ribbon into the slots of both the left and right hand ribbon guides and see that the ribbon passes through the rear opening in each spool cup.

Lock the shift in the capital letter position.
The last step is threading the ribbon through the vibrator. Follow this simple procedure.

**Ribbon Vibrator**

A. Place ribbon behind the vibrator like this;

**Figure 12**

**Vibrator Lower Loops**

B. Crow the lower edge of the ribbon down into the lower vibrator loops like this;

**Figure 13**

**Vibrator Upper Loops**

C. Straighten out the ribbon so the upper edge passes up into the upper vibrator loops like this;

**Figure 14**

D. Pull the ribbon a little to the left and right to see that the spools are properly located, the ribbon is passing through each of the spool cup rear openings, also passing through the left and right hand ribbon guides and is threaded through the vibrator as it should be without wrinkles or creases. Take up slack in the ribbon by turning the left spool counter-clockwise.

Close the cover plate. Be sure it is held down by the latch shown in Figure 11.

**Replacing Machine Carrying Lid (Fig. 15)**

**FIRST:** see that the carriage is down in the small letter shift position—not capital position. See that the paper bail is down on the platen roller and that the paper support arms are way down.

**SECOND:** center the carriage so it will fit the lid. Do this by moving the carriage to the left—hold the centering lever backward and down while pushing on it to return the carriage to the right as far as the centering lever permits. Now replace the lid in the easy manner illustrated here.

The procedure is: A. Place machine squarely on the 4 rubber feet. B. Hook index fingers over lid handle and hold lid over machine with rear edge on desk or table and with the front about 5 inches higher than the rear. C. Pull lid forward straight over machine so that the 2 lid hooks enter the hook openings (see Figs. 9 and 15). D. Lower lid front down until it securely latches.

**Machine Carrying Lid**

**Figure 15**

There should be no trouble about replacing the lid and if there is, before applying force, start it again with careful attention to carriage down in small letter shift—bail and paper support arms down—carriage centered and the lid hooks entered in the hook openings as outlined above.

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