This Instruction Leaflet will enable you to obtain the best possible results from your new "Portable". We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of good service. We want you to consider the Imperial Typewriter Co. Ltd., and its specially appointed Agents, always at your service. Should you experience any difficulty in connection with the operation of your machine please contact your nearest Imperial agent who will give immediate attention to your requirements.

**REMOVING THE COVER**

Place the machine flat upon the table and unlock the case, lift catch and push knob to the right. Now lift top of case, slightly tilting it backwards. When replacing cover make sure that the shift-key is unlocked, tilt lid slightly back, drop front, and the catch will snap fast.

**UNLOCKING THE CARRIAGE**

A locking latch engages on the left-hand side of the carriage. By pulling this towards you the carriage will be freed. Relock carriage before replacing case.

**INSERTING THE PAPER**

Before feeding paper into machine lift bail bar to its full extent by means of the Auxiliary Paper Lever. Place the paper on paper shelf and close up to paper locating guide, then rotate platen, turning knob away from you, and the paper will automatically be fed through the machine, passing under the platen roller and behind the bail bar rollers. Now pull the bail bar forward and adjust the auxiliary feed rollers for correct position by sliding them along the bail bar.

**ADJUSTING THE PAPER**

If the paper has not been fed through perfectly straight it can be adjusted by pulling forward the paper release lever to its full extent. This frees the paper and also slightly raises the bail bar so that the edges of the paper can be adjusted until they are quite level, after which the paper release lever can be returned. The paper supporting arm will be found helpful if paper of quarto size or foolscap is being used.

**SETTING THE MARGINS**

Margins are set by means of the margin stops situated at the rear of the carriage. By pressing the top of the margin stops they will move freely along the margin scale to the desired position and will automatically lock when released.

**RULING LINES**

On the top edge of the Line Indicator are two small recesses. To rule horizontal lines place pencil point in one of these recesses and move carriage sideways; to rule vertical lines turn platen with platen knob.
HOW TO FIT A NEW RIBBON

Lift the hinged ribbon cover and wind the old ribbon on to one spool. Depress shift lock to lock the type segment in the “capital” position. Take hold of the ribbon each side of the ribbon centre guide and move it downwards until the top edge becomes disengaged from the outside guides. Before actually removing the ribbon it is advisable to observe closely how it is threaded. Remove each spool by swinging the ribbon spool tension lever out of the way and lift the two spools clear of the machine. Now detach the end of the old ribbon from the empty spool and attach the free end of the new one in its place. The black part of the ribbon should be uppermost. The new ribbon on its two spools should now be taken and placed on the respective spindles, again taking care to push back the tension levers while so doing.

Place the ribbon behind the inner prongs of the ribbon centre guide and press downwards until the top edges are engaged by the outside guides. Now thread the ribbon through the ribbon guides, turn the empty spool lightly by hand to take up any slackness in the ribbon, taking care to see that the ribbon reverse stud is in the correct position to allow this. Replace the hinged cover, release the shift lock and the machine is ready for use.

The Ribbon Reverse
No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically change. There is a knob on the right-hand side by which the winding of the ribbon on either spool can be controlled.

A few useful reminders for the care of your
IMPERIAL ‘GOOD COMPANION’

- Do not expose the typewriter to extremes of heat or cold, dryness or damp.
- Clean the machine at least once a week. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.
- Clean the type each morning as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back—NOT sideways.
- Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or to come into contact with any rubber parts.
- Never in any circumstances oil the type-bars.
- Diagrams and instructions in this leaflet should be followed carefully, particularly when changing ribbons.
- Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine as shown in photograph, above right.

- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Depot for it to be thoroughly cleaned and oiled.

Imperial Service — within your reach

Imperial Agents and Branches are established in all the principal cities and towns throughout the world. They are equipped to give complete information in connection with Imperial products and to afford all facilities for demonstration. Remember always that there is an Imperial agent within easy reach who is able to give you expert advice on your typewriter. Every Imperial agent gives full Imperial Service and is backed by the most up-to-date typewriter factories in the world.