MARGIN AND TABULATOR—Illustration below shows location of Margin and Tabulator Stops. Margin Stops govern length of writing line. They are easily moved to any desired point after tilting Paper Rest toward the rear and pressing down on the small buttons "A" on top of Stops. Margin Stop Rack is graduated to correspond with Paper Scale. The Stop on Left controls the beginning of writing line, the one on Right controls end of writing line.

Tabulator Stops "B" are mounted on Tabulator Rack. To change the position of a Stop tilt the Paper Rest toward the rear, as far as it will go, lift Stop out of Rack and reinsert at the desired position.

OILING—A drop of oil applied to Carriage Rail "C" occasionally is all that is necessary. Use a good grade of light oil.

CHANGING RIBBON—First carefully note the exact application of the old ribbon. Wind all of the old ribbon onto the Left Hand Spool by means of Knob on Ribbon Spool Cover (No. 18). Lift out old ribbon. Replace new ribbon on Left Spool Center. Insert the free end into slot on opposite Spool Center as shown in sketch. Place new ribbon in back of Ribbon Carrier. Set Ribbon Indicator (No. 19) on red. Lock Capital Shift on upper case. Press down lightly on any key and loop the ribbon over the Carrier Posts. Use ELLWOOD RIBBONS for best results.
UNDERWOOD NOISELESS PORTABLE 77

1. SPACE BAR—Used in spacing between words.

2. SHIFT KEY, LEFT—For writing capital letters.

3. SHIFT LOCK—To lock Carriage on upper case to write all capitals. Release by pressing Shift Key, Left, No. 2.

4. BACK SPACER—To move Carriage one or more spaces to the right.

5. VARIABLE BUTTON—When pressed in and held, Cylinder can be moved by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.

6. LINE SPACING AND CARRIAGE RETURN LEVER—Spaces paper for new line of writing and returns Carriage.

7. LINE SPACE ADJUSTMENT LEVER—Set for single, double or triple spacing between lines.

8. CARRIAGE RELEASE LEVER—(Directly in back of Line Space Lever) Carriage may be moved freely in either direction when lever is released.

9. PAPER SIDE GUIDE—To assist in maintaining an even margin. Can be moved horizontally.

10. PAPER FINGERS—One located at each side of Platen for holding paper at sides; movable for various widths of paper.

11. ALIGNING SCALE—Indicates the line of writing. Used for making corrections and setting to lines.

12. PAPER REST—Must be tilted toward the rear to set Margin and Tabulator Stops to desired point. It must be returned to normal position before writing.

13. PLATEN.

14. FEED ROLL RELEASE LEVER—Releases paper for straightening.

15. CARRIAGE RELEASE LEVER—Carriage may be moved freely in either direction when lever is released.

16. CARRIAGE LOCK LEVER—When pulled forward and the Right Thumb Wheel is depressed slide Carriage to right or left to center it. It will lock when the exact center is reached.

17. THUMB WHEEL—For turning Platen and when pulled out will unlock the machine.

18. RIBBON SPOOL COVER—For winding and protecting the ribbon.

19. RIBBON INDICATOR—Blue position writes on upper half of ribbon; red lower half. White or central position for stencil cutting.

20. RIBBON FEED SHAFT—For reversing ribbon manually.

21. MARGIN RELEASE KEY—Pressing this Key allows writing beyond the set limits of Marginal Stops.

22. TABULATOR KEY—Can be used in letter writing, for headings, paragraphing, the complimentary close, and to tabulate figures in columns. Place Tabulator Stops in position on Tabulator Rack where columns are desired. Press Tabulator Key as far as it will go and HOLD IT until Carriage stops. Tabulator Stop Rack is graduated and corresponds to Paper Scale.

23. SHIFT KEY, RIGHT—For writing capital letters.

TO UNLOCK CARRIAGE—Pull the Right Hand Thumb Wheel out as far as it will go. The Carriage is now released.

TO LOCK CARRIAGE—Pull forward on Carriage Lock Lever (No. 16) and at the same time press in the Right Thumb Wheel as far as it will go. In this position, move Carriage to the right or left until it locks at the exact center.