STEPS TO SUCCESS

instructions for use and maintenance

THE NEW ColaSteel PORTABLE
The instructions in this booklet are for the proper use and care of the COLE Portable Typewriter. By carefully following all directions, this machine will assure smooth and dependable performance. Remember — proper care will result in added years of efficient, trouble-free operation.

To open the Carrying Case

1. Place the COLE Portable on a level surface, i.e. desk, table, etc.
2. Push button A to the right.
3. Lift top by handle (while holding button A to right).

To remove shipping safeguards

1. Lift the COLE Portable from its base-board and untie the strings.
2. Place the machine straight behind the baseboard. Then press down the shift key and simply remove the two rubbersafeguards. (Not to be kept.)
3. Lift up line space lever 20 which is pushed down behind cylinder knob. Push lever 8 upward to make machine operatable. Turn up paper support 1 located in back toward left.
4. Pull carriage release lever 5 forward and move carriage to the left and right. Wire B (both sides) which has bullet heads on end can then be removed. (Keep for use for reshipping.) Remove board blocking part C.

**C** To close the Carrying Case

1. Move carriage to the right and push carriage lock 8 in direction of arrow.
2. Move carriage to the left till it locks, then press down line space lever "20" behind cylinder knob. Turn down paper support to the left.
3. Pull cover forward (as illustrated) and shut case.

**D** Self locking Case

As soon as the Carrying Case is lifted by the handle it is automatically locked.

**E** Unbreakable and sturdy case

The case is made of an elastic and exceptionally resistant plastic material, which you will find strong and durable after many years of use.

**F** To prepare the machine for use

Release carriage lock 8 by pushing it upward. Lift up line space lever 20 (page 1 diagram 5). Bring paper support 1 into use by moving to the right and upward.

**G** To insert Paper

Line up the paper with the paper edge guide 9 and feed it between paper table 6 and cylinder to the desired position by turning cylinder knobs 12 or 13. Lift paper bail 15 as necessary by means of the paper bail lever.

**H** To adjust Paper

Push back paper release 5 (dual purpose lever) and adjust paper by bringing it into the same line with the paper bail 15. The paper should not be moved up more than necessary.
otherwise the end of page indicator (part Y) will not work properly.

**I To set the margins**
Left and right margins are set by means of margin stops 2 and 3 respectively. Scale 4 is to adjust the margin stops as required. For the left hand margin usually 10, and for the right hand margin usually 7 spaces are left blank.

**J To adjust the line spacing**
The spacing of the lines can be adjusted by setting the line spacer 7 for any one of the three line space adjustments.

**K Line Space Lever**
When you reach the end of the line simply press lever 20 to the right, carriage will then be brought to the right, and the paper automatically moved up to the next line.

**L Shift Key**
To type capital letters or signs above the numerals press either Shift Key 25 or 26. When a series of capital letters are to be typed press Shift Lock 24. The Shift Lock is released by pressing Shift Key 25.

**M Space Bar**
Spaces between successive words are made by pressing the Space Bar 27.

**N To type on ruled paper or printed forms**
Pull lever 14 forward and the cylinder will rotate freely. This allows the paper to be brought to any typing position by turning cylinder knob 12 or 13. By pressing back lever 14 you again have regular spacing.

**O Back Spacing**
When the back spacing key 23 is pressed down, the carriage moves one space backwards.

**P End of writing line**
Six additional characters can be typed after the bell has rung. Then the keyboard is locked. By pressing margin release key 22, the margin is temporarily released and you can type to the end of the line. Follow the same procedure for typing to the left of the left hand margin.

**Q Carriage Release**
Grasp the right hand cylinder knob, as shown in the picture, and pull the carriage release lever 5 (dual purpose lever) forward at the same time. The carriage will now move freely to any position desired.
To type on Post Cards or Labels
Move lateral paper guide 9 to the right so that card or label is in center of cylinder. Card holder 17 then allows a clear type impression even though the card or label is not held by the paper bail.

Two Color Ribbon and Stencil Control Switch
The ribbon color control lever (No. 28) is located on right side of typewriter beneath the roller knob. To type in black, set lever opposite the black dot. To type in red, set lever opposite red dot. For stencil cutting, set the lever opposite the white dot.

To draw lines
Both horizontal and vertical lines may be drawn by placing a pen or pencil in notch 19 of the line finder 18, and then moving the cylinder round by cylinder knob 13, or the carriage sideways by lever 5. Horizontal lines can also be typed using the underscore key (shifting of numeral key 6).

Erasing
Eraser dust lessens the efficiency of any typewriter. When erasing, the carriage should always be moved by lever 5 to the right or left, so that eraser dust will not fall into the working parts of the machine. The COLE Portable has an erasing table, 10, which makes erasing simpler, and neater.

If a letter has been left out of a word, the necessary correction is a simple matter with the COLE Portable. Erase the incorrect word, and move the carriage to the space following the last letter of the pre-
ceeding word. To type the correct word (which has one letter more than has been erased) press the space bar twice. Then press the back spacer 23, and while the back spacer is held down, type the first letter of the correct word. The other two letters are typed in a similar way.

**COLE fr everybody**

**COLE for everybody**

**W** If one letter too many has been typed in a word then the correction is effected in a similar way except that the space bar has to be operated **three times** before the first letter is typed.

**COLE for everybody**

**COLE for everybody**

**X** A straight right hand margin
There are many occasions as in typing advertising material, deeds, stencils, etc., when typewritten matter is much more impressive if the right, as well as the left hand margin is straight. A straight right hand margin is easily obtained on a COLE Portable. First, the text is typed in the normal way. With hyphens being suitably used, it will be found that typed lines of more or less equal length are quite possible. Now take the paper out of the machine and draw a line down the right hand margin, so that the drawn line runs approximately in the middle of the shortest and longest typewritten lines. Now to get the straight right hand margin, the back spacer is used as follows.
Where two letters, show after the drawn line, two spaces have to be saved. Follow procedure with any of the words in this line, twice, as described in paragraph V page 7/8. Where a typed line is too short and extra spaces have to be provided, follow procedure described in paragraph W page 8.
Y **End of page indicator**

This is a special feature of the COLE Portable. Most of us have been bothered at times, by the typed line slanting downwards when we reach the bottom of the page. This is caused when the feed rollers are no longer gripping the paper. The end of page indicator especially built into the COLE Portable prevents this annoyance. Before a piece of paper is inserted in the machine, the cylinder should be turned until the triangle 11a on the cylinder knob 12, is in line with triangle No. 11 (see illustration page10) on the right hand side of the carriage.

Now insert paper, but care should be taken, that it is raised or lowered as little as possible when adjusting it by means of the paper release.

In addition to the triangle 11a on cylinder knob 12 it will be seen that there are two other indicators 11b and 11c. These three indicators are for use with the three sizes of paper as follows:

- indicator 11a for legal paper,
- indicator 11b for letter paper,
- indicator 11c for postcard.

When, at the end of a page, the appropriate indicator (according to the size of paper being used) comes into line with triangle 11 on the right hand side of the carriage, the line of writing then being typed should be the last line on that piece of paper, and another piece of paper should be used to continue typing. If you should type on a piece of paper before it is realised that the cylinder was not turned to bring both triangles into line, then there is still a safeguard. When the end of the paper is approaching, it can be seen at the edge of the paper pan in time to prevent the typewritten matter slanting down the paper. This is the second safeguard against typed lines slanting downwards.

Z **Personal Touch Selector**

Cole's Personal Touch Selector 29 located as illustrated gives you the touch you prefer by simply positioning the Selector lever to either light, medium or firm.
MAINTENANCE

OF THE Cord Steel PORTABLE

1 To change a ribbon

Remove the top cover plate and the ribbon spools will be clearly visible. By turning round one of the spools the entire ribbon is wound on to it (see round arrow). This spool can now be removed by pushing lever 30 away from you and the ribbon can be extracted. Then, lift the ribbon, pass it over the hooks of the holder and press it downwards until it is completely free of the ribbon clips. The second spool is then also removed. The inserting of the new ribbon begins by securing the end of ribbon to the empty spool. Now put the spool with the new ribbon on, taking care that lever 30 is again pressed so that the spool will lock in. Finally the ribbon will be fitted to the ribbon clips as shown in the diagrams. Special attention is drawn to the correct fitting of the ribbon into the ribbon clips and the guiding pins of the ribbon guide lever 31, as this effects the proper working of the automatic ribbon reverse. It is always a good idea to test the movement of the ribbon at this stage to insure that it is moving properly before replacing the top cover plate.
To reverse the ribbon by hand

The ribbon winds from one spool to the other and the movement is automatically reversed when the end of the ribbon is reached. The ribbon may however be reversed by hand at any time, by pressing the ribbon guide 31 (see diagram to paragraph 1 page 12).

Proper care and attention prolongs the life of the COLE Portable

Dust is the worst enemy of every typewriter, and proper care is extremely important. With the COLE Portable all parts are easily accessible so that cleaning is made simple instead of being a chore. Special attention has been given this point in designing the COLE Portable. Simply remove the top cover plate, and all the upper parts of the machine are easily reached. These upper working parts should be dusted out frequently — if possible once a week. A brush is the best method. Scientific tests have proved that normal dust, and more particularly erasing dust, contains small but very hard particles which cause friction and heavy wear to all moving parts of a typewriter. Regular and proper brushing out of your COLE Portable will give you added years of service. The lower section of the machine can also be cleaned quickly and thoroughly.
The COLE Portable can easily be taken from the base of case

Merely lift the front of the portable and press the base down. You can then take the machine out of the rubber feet, and all parts can be carefully cleaned. You are not required to oil the COLE Portable but it is advisable to have this typewriter tested by a trained typewriter mechanic about once a year, who will do whatever oiling is necessary. Whenever possible take the machine to the dealer from whom it was purchased.

For your added protection

A good craftsman always knows his tools. This well known saying also applies to the COLE Portable Typewriter. Read this booklet carefully and follow all instructions.
1 Paper support
2 Left hand margin stop
3 Right hand margin stop
4 Margin setting scale
5 Paper and carriage release
6 Paper table
7 Line space adjustment, three settings
8 Carriage lock
9 Movable paper edge guide
10 Erasing table
11 Last line indicator
12 Right hand cylinder knob
13 Left hand cylinder knob
14 Cylinder release
15 Paper bail
16 Paper bail lever
17 Card holder
18 Line finder
19 Notch for drawing lines
20 Line space lever
21 Locking device for top cover plate
22 Margin release
23 Back spacer, correcting key
24 Shift lock
25 Left hand shift key
26 Right hand shift key
27 Space bar, sound absorbing
28 Two color ribbon and stencil control switch