This, too, is necessary...

Changing the Ribbon
Lift front cover to disclose ribbon mechanism. Wind the won ribbon on to one of the two spools (a). Release spool catch (b) of the empty spool, remove the latter, free the end of the ribbon from the hook and draw it out of the ribbon guide (g).

Now replace the spool carrying the old ribbon by the new spool and ribbon, secure the free end of the ribbon on the projecting hook in the empty spool and press the hook into the spindle (c).

Now fill the empty spool, taking care to ensure that the conveyor pin (e) engages in one of the guide holes (d) in the spool.

Place the ribbon into the ribbon reversing switch guides (f) on either side, depress the shift lock (15), and holding the ribbon with both hands, insert it behind the lugs (h) of the ribbon guide by first giving it a downward and then an upward pull. Place the edges of the ribbon behind the ribbon guide brackets (i) on either side.

The ribbon has been correctly inserted if it appears as on the drawing below.

Safety Device
During transport, or to prevent interference by unauthorised persons, pull the carriage locking lever (4) forward, thus locking the carriage. Push it back again (releasing the carriage) before use.

Careful maintenance means longer life

Attention
When in regular use the machine should be dusted every morning with a clean brush, with the front cover removed. The types should be cleaned by means of a type cleaning brush, a sheet of paper having been placed underneath the typebars. If a plastic type cleaner is used, this should be kneaded before use. Never use a pointed metal object for cleaning out clogged letters—in case a wooden spool may be used. The platen may be cleaned with methylated spirits only, never with petrol.

All moving and sliding parts may be oiled only at infrequent intervals, using acidfree typewriter oil, first wiping off any old oil residue. Segment, line space wheel, typebars and type guide should never be oiled.

In the event of any damage, your typewriter should be taken to an authorised typewriter dealer or mechanic.

Olympia Werke AG Wilhelmshaven

Operating Instructions

Take it easy...

Taking machine out of case
Remove cardboard packing from paper support on carriage, and from keyboard. Lift up line space lever (1), press back carriage lock lever (4) releasing carriage, remove top plate and take cardboard packing out of type bar segment.

Loosen tape band on right platen knob (2) and pull out of left platen knob (2). Remove the four plastic pins inserted (left and right) below guide rails, for protection during transit.

Press down one of the shift keys and take out both plastic strips (right and left) below the guide rails. When replacing top plate, see that the securing studs drop into the two rubber-rimmed holes in the frame.

A felt or rubber pad will assist in reducing noise while typing, although the machine is already well fitted with anti-noise plastic insulation. The machine is now ready for use.

Known already?

Ribbon Control
With a two-colour ribbon set the ribbon switch (22) in the upper position for black, or the lower for red. The centre position (white) is for use when cutting duplicating stencils. When the upper half of single colour ribbons is worn-out invert for use of the lower part. Ribbon advance and return are automatic.

Paper support:
Pull the release lever (11) on the right hand side of the carriage forward and the paper support will go automatically into its position.

Inserting the Paper
Raise paper holder (10). Insert paper between platen and scale (6), turn platen knob (2), feeding the paper underneath the paper holder (10). Lower the paper holder and turn paper to desired position. To adjust paper, or for thicker paper and several carbon copies, pull paper release (13) forward.

Setting the Margin
The beginning and ending of the typing line can be set by adjusting the two margin stops (5) at the back of the carriage. Depress these and slide them to the required positions. The two red pointers on the scale (6) indicate the setting.
Line Setting and Spacing
Set the space between the lines by means of the line space control (3); rear line = single spacing, centre line = one and a half, front line = double spacing. Move carriage to the right and bring paper into position for the next line of typing by pressing sideways on the line space lever.

Shift Key
To type capitals, or any of the characters on the upper portion of the key tops, depress either one of the two shift keys (16). By depressing the shift lock (15), the machine can be held in this position, and is released again by depressing the left hand shift key.

Spacing
On depressing the space bar (18) the carriage moves one space to the left.

Margin Release
The margin release (14) also serves to disengage any typewriters which may have become jammed, for instance, where two are struck at the same time. When the margin release is depressed the typewriter will return to its normal position.

Back Spacer
Pressure on the back spacer (20) moves the carriage back one space.

Carriage Release
Hold the right hand knob (9) with thumb and middle finger of the right hand, and pull the carriage release lever (12) forward with your forefinger. The carriage can now be moved freely in either direction.

Platen Release
The line space control (3) also acts as platen release, when set at its rearmost position (dot), it is possible to type at any spacing independently of the line spacing mechanism, for example, when typing printed forms, or for subsequent corrections to a sheet already removed from the machine.

Drawing Lines
Insert pencil point into the hole provided in the card holder (7). Draw horizontal lines by moving the carriage backwards and forwards with the carriage release (12) depressed, and vertical lines by turning the platen upwards and downwards after operating the platen release (8).

Touch Adjuster:
For touch adjusting lift front cover (18) and bring touch adjuster (21) into required position. Lightest touch when adjuster in front position.

Erasing
Turn the platen until the section to be erased lies on the paper deflector (8), and move carriage to one side so that no eraser dust falls into the machine. For top sheets use typewriter eraser, and for film slips a soft rubber. Use an eraser shield, as this limits the area to be erased and prevents smudging.

Correcting
Do not type omitted letters in between the others, but use the correcting space bar (18). Erase the incorrect word and move carriage back to the last letter of the preceding word. Tap space bar once. Depress again, this time holding it down, and type in the first letter of the word to be re-written — release space bar — depress again — type the next letter — release space bar and continue in this manner until the word has been completed.

Olympia machines provide an even right-hand margin — you use the half-spacing feature (without margin correction).

Olympia machines provide an even right-hand margin — you use the half-spacing feature (with margin correction).

Margin Alignment
Where special advertising letters, circulars or other documents require the right-hand margin to be as even as the left-hand margin, a rough draft of such work should be typed first, to calculate the number of letters to be levelled out on each line. The shortest, or another line of average length can be taken as the standard, and a vertical line drawn at the end of this as shown in the example. The letters on the other lines which are inside or outside this limit can be adjusted by using the correcting space bar to reduce or increase the spaces between words.
Compact, Sturdy, Precision-Built!

The OLYMPIA lightweight portable makes it so easy to be up-to-date with your correspondence whether travelling, at home, or in the office. Its speed and smooth action will thrill you. You will marvel at the perfect letters you will write on this truly remarkable typewriter.

Once you have tried the OLYMPIA SF De Luxe lightweight portable you will want to own it. You will find the famous OLYMPIA quality and precision incorporated in these portables, designed to give you many years of satisfactory service.

Wherever you go, wherever you are, the OLYMPIA SF De Luxe will be your faithful companion, always ready at your service. The compact and light construction makes it the ideal portable for travel. It will fit easily into your suitcase, briefcase or in your desk drawer at home or at the office.

A host of exceptional features are yours in this compact and lightweight portable such as:
- 44-Planes free finger form key tops
- Standard keyboard with bonus key
- Standard carriage width for 9½ envelopes
- Three position line spacing including half spacing
- Easily visible margin scale and margin indicator
- Correcting space bar
- Automatic paper support
- Alignment guides with line drawing device
- Touch Adjuster
- Carriage lock
- Perfect type alignment

The correcting space bar will give your letter a perfectly aligned right margin

Where desirable, an even righthand margin can easily be obtained with the help of the "correcting space bar". The correcting space bar is also ideal for making corrections or for inserting letters or figures inadvertently omitted.

These portables are available in either of the following 4 type styles

<table>
<thead>
<tr>
<th>International</th>
<th>Pica (12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>Elite (8)</td>
</tr>
<tr>
<td>International</td>
<td>Italic Elite (68)</td>
</tr>
<tr>
<td>International</td>
<td>Script (69)</td>
</tr>
</tbody>
</table>

Available in a selection of fashionable colors:
- Two tone grey
- Aquamarine
- Cord-grey

For further information or a free demonstration, contact your authorized Olympia Dealer listed below - he's a typewriter expert who can offer you the best service and advice.
...the latest, smoothest, most efficient lightweight portable you can buy...

Olympia SF De Luxe

The three-position ribbon color selector gives three different settings: Red, Blue and White; the last one is for stencil-cutting.

The touch regulator (remove the front cover) provides full individual touch adjustment for all purposes.