Suggestions for Use

ROYAL COMPANION

PORTABLE

C D Model
1 CARRIAGE RETURN—Move to right to return carriage and start new line. Automatically turns the paper up.

2 RATCHET RELEASE—Pull forward to take cylinder out of ratchet. Makes writing on ruled lines possible. Push back to return to previously selected spacing.

3 CYLINDER—To insert paper, drop sheet lightly behind cylinder until it rests evenly upon rubber feed roll, which acts as a straight edge. Rotate cylinder, bringing paper underneath and up in front.

4 TOUCH CONTROL™—Raise top. Move Touch Control lever to left for light tension—to right for heavier tension in desired degree.

5 MARGIN RELEASE—To type to right of right margin stop, or left margin stop, press down when carriage locks, then go on typing.

6 SHIFT LOCK—Press down to secure succession of capitals or upper-indicated characters on non-letter keys. Press either shift key to release this lock.

7 LEFT SHIFT KEY—There is a shift key on each side of the keyboard. For capital letters or upper-indicated characters on non-letter keys, press down, then strike the proper key.

8 KEYS—Strike to print character on paper. Use with shift key to produce capital or upper-indicated characters on non-letter keys.

9 RIGHT SHIFT KEY—There is a shift key on each side of the keyboard. For capital letters or upper-indicated characters on non-letter keys, press down, then strike the proper key.

10 BACK SPACE KEY—Press to bring writing point one space back.

11 MANUAL RIBBON REVERSE—If, for some reason the automatic ribbon reverse does not function, press the nickel-plated rod on left or right side of base, whichever projects.

12 RIBBON CHANGE LEVER—Move to left to type on lower half of ribbon (Red), to center to type on upper half (Black). Press down and move to right for cutting stencils.

13 CYLINDER KNOBS—One on each side of the carriage. Turn to move the paper in and out of the machine.

14 CARRIAGE RELEASE LEVER—Press forward to permit carriage to be moved from side to side freely—to select any writing point.

15 PAPER RELEASE LEVER—Pull forward in order to release paper for adjustment or remove it from typewriter.

16 TIME SAVER TOP—Raise for adjustment or clean type. Protects mechanism from dirt.

17 CARTRIDGE—Raise for typing on cards. Permits typing on top, bottom and sides of cards. Lower when not in use.

18 CARRIAGE SCALES—Use to center carriage, paper and, if desired, to note writing positions on paper.

19 RIGHT MARGIN STOP (Not visible here) —Press finger down on top of the stop on the rack behind the carriage. Move to the desired position—-to the left for wide margin, to the right for narrow margin.

20 LEFT MARGIN STOP (Not visible here) —Set in same manner as right stop. Move to right for wide margin, to the left for narrow margin.

21 PAPER BAIL—Holds paper and cards securely. Rolls are adjustable. Bail swings back.

22 LINE SPACE SELECTOR—Move to rear position for single line spacing—move forward for double line spacing.

23 VARIABLE SPACER—Button on Cylinder knob (not visible in illustration). Press in and turn knob to permanently change writing line and space from that point.

See reverse side for ONE-MINUTE RIBBON CHANGE
ROYAL TYPEWRITER COMPANY, INC., 2 PARK AVENUE, NEW YORK, N. Y.
ONE-MINUTE RIBBON CHANGE

Before changing the ribbon note its position in your portable. Notice particularly the direction it takes around the ribbon spools. This is exactly the way it should look after the new ribbon is installed, if you carefully follow the instructions given below.

A. First, wind as much of the ribbon as possible on one spool. Then, with the top cover closed, move ribbon change lever to left, above red dot.

B. Press two keys so that two type bars lock together at printing point. This lifts ribbon vibrator and permits easier ribbon handling.

C. Now take hold of the ribbon and lift it up and out of the little hooks.

D. Then drop the ribbon out and down towards you in front of the little hooks.

E. Lift it up and behind the vibrator. Your ribbon is now free.

F. Now that the ribbon is free from the vibrator, raise the top cover of the Royal Portable and take the ribbon out of the little gates at the entrance of each ribbon spool. Lift out both ribbon spools. Detach the ribbon from the empty spool. Pull out about a foot of the new ribbon from the new spool and hook it on the hub of the empty spool. Drop the empty spool on one spindle and the full new spool on the other. Ribbon must wind on spool in direction indicated by arrow inside ribbon guard. Insert loose length of ribbon into the gates and close the top cover of the Royal Portable. Now put the ribbon back into the vibrator, simply reversing the operations described above.

Use Roytype Ribbons and Carbon Paper for best results.
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