Introducing...

The Royal DIANA

the writing machine that is never out of place — anyplace. In functional design, in graceful styling, here truly is the typewriter in a class by itself. And your Royal Diana is in a class by itself. And remember — only on a Royal do you get "Magic" Margin, the exclusive device that permits you to set margins instantly, easily and automatically.

Read this booklet carefully. Its instructions on the use of the various convenient features will help you to get the most out of your new Royal Diana.

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* This paragraph applies only to Royal-Diana models with Tabulator.
A

Drop paper behind cylinder with left edge of paper against Paper Guide. Royal's single wide rear feed roll will act as a straight edge feeding paper through accurately.

B

Turn either cylinder knob until paper comes up under Lucite Paper Guide and Automatic Paper Lock. The rollers on the Paper Lock should be spaced to divide the paper evenly.

Adjusting and Removing Paper

If it is necessary to adjust the paper after it has been inserted into the machine, pull forward the Paper Release Lever on the right end. Adjust paper, then flick back Paper Release Lever. Paper can be removed by pulling forward the Paper Release Lever and lifting paper from typewriter or by rolling it out by means of either cylinder knob.
Line Space Selector. You have your choice of three separate spacing between lines. To choose spacing move Line Space Selector to proper position as indicated.

Variable Line Spacer. To make a permanent change in the line spacing, hold in the Variable Line Spacer button while rotating the Cylinder Knob. Locate the work exactly where you want it, then release the button. The spacing is now permanently changed to the new set-up.

Line Finder. This feature enables you to write anywhere on the sheet of paper and return positively to the original line of writing. To do so simply move the Line Finder forward and rotate the cylinder to the desired position. To return to the exact original spacing, move the Line Finder to its rearward position and roll back to writing line. This feature is especially helpful when making chemical or mathematical symbols. (98°H₂O)

Line Space Lever. Line spacing and carriage return are accomplished simultaneously with a single, brisk sweep of the left hand against the Line Space Lever. Royal’s specially designed finger-piece brings increased comfort and ease to this operation.
"Magic" Margin allows you to set margins automatically without disturbing paper in machine. If you wish to set left margin nearer center of paper, position carriage at desired point, move "Magic" Margin control forward and release. Margin is instantly, accurately and automatically set. To move left margin nearer left edge of paper, depress carriage release lever and hold forward left "Magic" Margin control while moving carriage to desired point. Upon releasing control margin is set. Same procedure is followed in setting right margin except that right "Magic" Margin control is used.
The tabulator is a convenient device that permits you to move automatically from one pre-determined column or indentation to as many others as desired. It is indispensable in the preparation of lists or columns of figures and all typing involving printed forms.

Before setting new tabulator stops, one should first clear the previously set tabulating stops.

To clear all stops carriage should be moved all of the way to either side. Then, while holding tabulating control in "clear" position (−) move carriage to opposite side. When you release tabulating control all stops will be automatically cleared.

Individual tabulating stops are set by running the carriage to the desired point then pressing the tabulating control to the "set" position (+). Any number of stops required may be set in this manner. You are now ready to tabulate. When the tabulating key is activated, the carriage will move to the next pre-determined stop. If individual stops are to be removed, simply tabulate to that stop and move the tabulating control to "clear" position (−)
The Keyboard and carriage controls on your Royal Diana are designed for natural typing ease. New plastic keys are shaped to fit the fingers. Letters are inlaid right through the keys and cannot rub off; they stay clean, too, because they are exactly flush with key surface.

To type capitals or upper case characters press either Shift Key holding it down while you use the letter key.

To type capitals or upper case characters in sequence, depress the Shift Lock Key. To release lock, press either Shift Key.

Warning Bell and Margin Release. When in typing you approach the right margin, your warning bell will ring. After you have typed several more characters, the line lock will take effect, locking the type bars to prevent you from typing one character over another. To go beyond this point depress the Margin Release Key and continue typing. Margin Release Key also enables you to type beyond your left hand margin similarly, by-passing left margin.
Convenience Controls

CARRIAGE RELEASE LEVERS. The carriage may be released and moved right or left any distance by holding in either the left or right Carriage Release Lever.

BACK SPACE KEY. The carriage may be moved back one space at a time by using the Back Space Key.

SPACE BAR. Royal's space bar is fast and easy to operate. The carriage can be moved ahead one space at a time by depressing the Space Bar.

Ribbon Color Change and Reverse

The Ribbon Color Change Lever permits you to use either half of a two color ribbon. To write on upper half move control to blue dot. To write on the lower half move control to red dot. For stencil writing, move lever to white dot.

The ribbon reverses itself automatically when the end of the ribbon is reached. However, it may be reversed at any time by moving the Ribbon Reverse lever to its opposite position.

Centering Headings on Your DIANA

On the Paper Lock Scale check margin readings on left and right edges of the paper. Add two readings then divide total by two. For example if left margin reading is 8 and right margin is 102 the total will be 110. Divide by two and position carriage at 55 on Paper Lock Scale, which number represents center of sheet.

Next spell out heading on Back Spacer, using two letters for each back space. When you type heading it will be perfectly centered.
4 Step Ribbon Change

1. Wind ribbon as far as possible on either spool.

2. Press Shift Lock Key and move Color Control Lever to red dot. Move two or three keys to printing point so that Ribbon Carrier remains raised. Disengage ribbon from Ribbon Carrier.

3. Lifting both spools from typewriter, detach and discard old ribbon and spool. Hook new ribbon to empty spool and replace as before with ribbon feeding as shown in illustration.

4. Make certain ribbon runs through small guides and replace in Ribbon Carrier. Flick back the type bars and release the Shift Lock. Take up ribbon slack by turning either spool. Return Color Control Lever to blue dot. You are now ready to type.

Care of your Royal DIANA

To increase your typing satisfaction, follow these simple rules:

From time to time, dust the outside and accessible parts with a brush or dry cloth.

Clean the type frequently with a dry bristle brush.

Wipe the carriage rails and other nickel parts occasionally with a cloth slightly moistened with a very little oil.

Don't erase directly over the printing point.

Move the carriage to either side, then erase.

Keep your Diana covered when not in use.

Case

Cases are available as an extra accessory for the Royal Diana.
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