YOUR ROYAL ELECTRESS™

...A New Experience In Electric Typing
A new experience in electric typing is at your fingertips—you are the owner of the years-ahead new Royal ELECTRESS. Creating a new standard in efficiency and ease of operation, the ELECTRESS marks the latest development from a company whose name has stood for the finest in typing equipment for over 56 years. As an ELECTRESS owner you are about to enjoy the real meaning of the term "electric typing."

Becoming acquainted with your new ELECTRESS will be a pleasure. You will soon discover the smooth simplicity of its operation, the total convenience of its many extra features, the print-like quality of every character you type. And you will notice too, how its beautiful, modern styling immediately becomes an addition to any office decor.

This booklet will guide you in becoming familiar with your new ELECTRESS—its operation, controls and features. Read it carefully and keep it handy. It will help you quickly realize the many effort- and time-saving advantages this brilliant new electric has to offer.
Easy operation and convenient location are characteristic of all carriage controls on your new ELECTRESS.
1 variable line spacer
To make a permanent change in line spacing, press in the Variable Line Spacer button while turning the cylinder knob. Locate the work exactly where you want it by aligning it with the Transparent Writing Line Scale (See page 5—No. 3). Release the button and the spacing is permanently changed to the new set-up. This feature is particularly useful for adjusting the writing line on ruled forms and making corrections and fill-ins on copy which is reinserted in the typewriter.

2 line finder
To make a temporary change in the vertical position of a character or word without losing your original line spacing, pull the Line Finder forward and rotate the paper to the desired position, then type. To return to the original line, move the Line Finder lever back and rotate the cylinder to the "click" position. This automatically aligns your writing line. You will want to use this control for typing exponents ($A^2B^3$), subscripts ($H_2O$), degrees ($45^\circ$), etc.

3 line space selector
Once you have depressed the return key and the carriage has been returned to the left hand margin, your paper is automatically spaced for the next line of typing. You may set the desired distance between lines at 1, 2, or 3 spaces simply by moving the Line Space Selector to the desired number. If you rotate the cylinder by hand, each “click” represents one full line of spacing.

4 paper guide
Inserting the paper with the left edge squarely against this guide assures accurate paper feed. It should be set at zero for most typing.

5 magic® margin
Easiest known method of setting margins. To set the left margin, simply pull forward the left margin lever, move the carriage to the desired spot and release the lever. The right margin works the same easy way. A bell warns you several spaces in advance that you are reaching your right margin. To type beyond margins, simply depress the Margin Release Key.

6 paper release
Move this lever forward to free the paper for easy adjustment or removal. This action will also release the Magic Monitor. (See page 10.)

7 automatic paper lock
Notice how the paper rollers contact the paper and then roll up, ironing the paper flat against the cylinder. This eliminates paper bulges and reduces the sound of the type striking the paper. The Paper Lock is also invaluable for the proper feeding of small items such as index cards or labels. Always move the Automatic Paper Lock forward for paper insertion. For best results set the adjustable rollers so that they divide the paper approximately in thirds.

8 carriage release
Depress either of these controls and hold down. This releases the carriage so that it may be moved by hand.
UNIFORM SCALES

On your Royal ELECTRESS there is no wrong scale to use. All are uniform. Each has zero at exactly the same place and is marked in typewriter spacing. You'll benefit daily from this designed uniformity.
**Paper Guide Scale**

Allows you to position the guide accurately so that the left edge of the sheet will be exactly where you want it. For nearly all typing jobs, you'll find it most convenient to set the guide at zero.

**Automatic Paper Lock Scale**

Quickly helps you locate the scale positions of work already typed. By raising the Paper Lock, you can easily determine the positions of margins and tab column settings on the upper portion of the sheet without rolling the paper down. Ideal when using a carbon pack. Also helpful in determining the margins and tab positions of typewritten work which is to be copied. Simply place the typewritten material under the Paper Lock with the left edge of the paper at zero and note margin and tab positions.

**Transparent Writing Line Scale**

This scale is used to properly align typewritten material reinserted in the typewriter for corrections or fill-ins. The bottom of most characters should just touch the top of the red line and each character should be centered over a vertical scale mark. Letters such as the 'i', 'v' or 'l' are ideal for this purpose. A special notch is provided at the top of the right hand scale for inserting a pen or pencil point. Vertical or horizontal lines may then be ruled by moving the carriage or rolling the cylinder in the desired direction.

**Cylinder Scale**

This scale is in direct contact with your sheet and is your most accurate indicator of paper edge.

**Printing Point Scale**

Read this scale at the Printing Point Indicator to determine where any given character will print. Because this scale is uniform with all other scales on your typewriter, you can use it to determine margins and tab positions and also to find the center of the page.
Your Royal ELECTRESS combines a new styling concept with the most complete enclosure found on any typewriter. Notice how this enclosure protects the ribbon tracks, keyboard and carriage ends as well as the front, sides and back of your machine. It also helps to minimize operating noise. The smooth non-glare finish is impervious to typewriter ink, hectograph and office dirt and dust.
1 lift-off top
Another convenience feature of the ELECTRESS. A gentle pressure against the front from the typist's thumb (see inset) releases this handsome top plate. It then lifts off easily and quickly providing complete access for ribbon change, type cleaning, etc. When in position it affords utmost enclosure and protection for the operating parts.

2 power switch
Simply move this conveniently located switch from left to right to apply power to your ELECTRESS. In the left position the power is off. (Always make sure power is off when removing the Lift-Off Top.)

3 tab set
To set tabs, simply move the carriage to the desired position and press the Tab Set Control.

4 tab clear
To clear a single tab stop, tab to it and push the Tab Clear control. To clear all tabs, tab to the end of the carriage, then depress and hold in Tab Clear control while returning the carriage.

5 ribbon color selector
Move this lever to black for typing on the top portion of the ribbon — to red for typing on the bottom. For stencils, move the lever to white.
THE ROYAL ELECTRESS KEYBOARD

The modern keyboard of your Royal ELECTRESS brings every keyboard control within easy reach from the home row position. Here at your fingertips is effortless typing efficiency. "Touch Control," uniform key dip, cushioned key action, uniform distance between rows and non-slip, pebbled keytops all assure you of attaining your greatest typing speed and smoothest rhythm.
1 back spacer
Simply depress this control to move back one space at a time.

2 automatic underscore and hyphen
For fast, positive repeat underscores or hyphens, just depress this key firmly and hold down. Leave the shift key up for hyphens—depress it for underscores. For single action, simply stroke the key with normal pressure.

3 swing tab
This advanced new feature permits faster, smoother tabbing to any given stop without returning the carriage all the way to the left margin. After touching the Return Key and while the carriage is moving to the right, simply depress the Tab Key. The carriage will smoothly reverse its direction and tab to the nearest stop. A great time saver for columnar typing tasks. For normal tabbing just depress the Tab Key once to advance to the next tab stop.

4 margin release
Permits typing beyond margins without need for resetting them. To type beyond the right margin, type to it, depress the Margin Release and continue typing. To type beyond the left margin, hold down the Margin Release while moving the carriage to the desired position.

5 impression control
This dial is numbered from 1 to 8. Numbers 1, 2, and 3 are suitable for most typing with number 1 giving the optimum results for everyday work. As a general rule use the lowest number possible that produces satisfactory work.

6 carriage return
Positioned right next to the home row for easy accessibility. A light touch of your little finger returns the carriage to the left margin and moves the paper up to the next writing line. For continuous vertical line spacing, simply depress this control all the way down and hold—spacing becomes automatic.

7 automatic forward spacer
Automatically moves the carriage forward several spaces or across the entire sheet. Speeds fill-in typing on blank forms. For single action spacing, use the space bar.

8 half forward spacer
For convenience in error correction. Allows removal or insertion of a letter within same space as misspelled word. (See Typing Tips — page 14.)

9 touch control®
Enables you to regulate key tension to suit your own touch preference. Just move the dial at the left of the keyboard until you find the key pressure that feels "just right" for you. There are eight settings on the dial—from "light" at 1. to "firm" at 8. One of these will give you the perfect key tension for your smoothest rhythm and greatest typing speed. If you are making the changeover from manual to electric typing you will probably prefer a firm touch until you become accustomed to the responsive keyboard of the Royal ELECTRESS.
Single sheet or thick carbon pack—Magic Monitor automatically assures you of uniform, legible printwork every time.

This new convenience feature automatically compensates for the varying thicknesses of carbon packs or other material being typed. Magic Monitor always assures that the type strikes the paper evenly at precisely the right force and angle for crisp originals and clear, legible carbons regardless of the number or the thickness of the sheets. With Magic Monitor there are no controls to bother with—no effort required of the operator. This advanced new feature plus the Impression Control provide an unbeatable combination for the cleanest, most legible printwork ever.
A special new feature of your Royal ELECTRESS. Located conveniently on the right hand side of the Transparent Writing Line Scale, Margin Justifier lets you create neat, uniform right hand margins. Just follow these simple steps:

1. Type out material keeping right margins as even as possible.
2. Align the zero on Margin Justifier with the last letter of your longest typed line.
3. Without moving the carriage, take a reading from the Margin Justifier at the end of each typed line. This reading will give you the number of spaces needed to fill out each line. Mark this number in the margin.
4. Remove paper from typewriter and indicate where in each line you wish to insert the extra spaces. (For a neater appearance add space between the longer words.)
5. Retype your material inserting the necessary spaces.

Your finished letter will now have completely justified right margins for a neat, professional appearance.
REMOVABLE CYLINDER

The cylinder on your Royal ELECTRESS can be removed with one hand. Just move the Cylinder Release Lever forward while lifting up on the right cylinder knob. To replace, put the left end of the cylinder in the shell and rotate until it clicks into position. Then press the right cylinder knob to the left and down. It locks automatically and is held rigidly. No chance of faulty spacing or paper slippage. Because it is so easily removable, you can readily clean the cylinder itself or the feed rolls whenever required.

LINE METER

This easy-to-use page-end indicator provides a visual warning when approaching the bottom of the sheet. It tells the typist exactly how many inches she has left to the bottom edge enabling her to make neat bottom-edge margins. Set it as follows:
1. Turn the cylinder until SET 11" appears under the indicator as shown.
2. Insert paper and roll into typewriter to desired position.
3. As you approach the bottom of the sheet the indicator will tell you when you have 2", 1 1/2", 1" and 1/2" of typing space left to the bottom of the page. (See inset)

(The Line Meter works only on paper which is 11" long.)
CHANGING YOUR TWIN-PAK RIBBON

1. Disengage ribbon from carrier as shown. Lift out and discard both plastic ribbon cartridges.

2. Hold the new ribbon cartridges with the round side toward you, separate and draw them apart about four inches so that a short loop of ribbon forms. Engage the loop in the ribbon carrier.

3. Pull the cartridges toward you about two inches and place them in the cartridge holders. Your ribbon change is complete.

The ribbon on your new Royal ELECTRESS is the patented Twin-Pak—the ribbon your fingers never touch. No muss. No fuss. You change your ribbon in seconds. Simply remove the Lift-Off Top and follow these simple steps:
## Typing Tips

### Making Corrections
With the Half Forward Spacer, you can now make corrections which will eliminate the need for retyping many a letter. It truly simplifies correcting errors which require an increase or decrease in the spacing between words. Use this real time saver to full advantage.

<table>
<thead>
<tr>
<th>Mistake</th>
<th>To Add a Letter</th>
<th>To Remove a Letter</th>
<th>To Add a Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>It will be done.</td>
<td>Erase &quot;wil&quot; and move carriage to &quot;i&quot;. Strike the space bar once and hold down the half space key while striking &quot;w&quot;. Release half space key and then hold it down while striking &quot;i&quot;. Repeat procedure until entire word is typed.</td>
<td>Erase &quot;willw&quot; and move carriage to &quot;t&quot;. Strike the space bar twice and hold down the half space key while striking &quot;w&quot;. Release half space key and then hold it down while striking &quot;i&quot;. Repeat procedure until entire word is typed.</td>
<td>Erase &quot;be&quot; and move carriage to the last &quot;l&quot;. Strike the space bar once and hold down the half space key while striking the &quot;b&quot;. Release the half space key and then hold it down while striking the &quot;e&quot;. Note that you could have retyped &quot;will&quot; but it is easier to correct the shortest word.</td>
</tr>
</tbody>
</table>
CARE OF YOUR TYPEWRITER

Your new Royal Electress will look "like new" and produce beautiful work for many years if you heed the following advice:

1. eraser grit

Never erase directly over the printing point. Always move the carriage to one side so that eraser grit is collected by the shields on either side of the printing point. At the end of each day remove the Lift-Off top and brush eraser grit from the shields and carriage rails. Start at the center and brush toward the sides of the typewriter. If eraser grit is on the typebars and slots, remove it by brushing from the slots toward the type face. This prevents grit from lodging in the slots.

2. dust cover

At the end of each day cover your typewriter with the Royal dust cover. This will protect the machine from dust which is most prevalent during "off" hours, when the office is cleaned.

3. cleaning type

Type should be cleaned frequently to insure crisp, clear impressions. We recommend Roytype Plastic Type Cleaner. Press the cleaner firmly against the type but do not use excessive pressure. When the putty-like cleaner is pulled away from the type, it removes the dirt. For extremely stubborn cases also use the stiff brush furnished in the typing kit.

4. paper feed

If the cylinder, feed rolls or bail rolls become dirty, they will put smudges on the paper. To clean these parts, remove the cylinder and wipe all rollers with a cloth moistened with Roytype Liquid Cleaner. Clean the cylinder before reinserting.

5. typewriter finish

The smooth finish of your Royal is highly resistant to dirt and wear. It may easily be cleaned and restored to new by wiping with a damp cloth.

6. preventive maintenance

By placing your typewriter under Royal's Maintenance Agreement it will be maintained in good operating condition. Under the terms of this Agreement a factory-trained Service Representative will clean, oil and adjust your typewriter every four months. At no extra charge he will also replace parts that are worn or broken through normal usage (with the exception of rubber parts and external electrical fixtures) and take care of any service calls necessary between inspections.
ROYTYPE RIBBONS

FABRIC For your electric typewriter to function properly, expendable supplies must be perfectly adapted to the machine’s basic operation. For your typewriter to produce highest quality originals, the proper fabric ribbon must be inked to a degree that is consistent with the type size and style of your machine.

Roytype fabric ribbons are available in famous Twin-Pak or on regular metal spool.

CARBON The Roytype M-1200 Carbon Ribbon and the P-900 Polyethylene Carbon Ribbon are made of extremely durable plastic film. Because of the toughness of this material, you need never worry about breakage of the carbon ribbon while typing. Each successive character typed strikes a completely unused spot on the carbon ribbon, assuring the most even impression obtainable. See your Roytype Representative for professional help in selecting quality supplies to suit your own individual equipment. He is as close as your nearest Royal McBee Office.

—For Better Copies, Use Roytype Carbon Paper—