The New
ROYAL
Electric
Introducing the finest writing machine ever built, the new Royal Electric. It’s new... from cord to controls... new styling, new features, new finish. It has all the features typists want. We know, because we asked them in numerous typists-surveys made before even a single mold was cast. So you can see, it was designed with you in mind. To best use this booklet, turn out this page so that the diagrammatic chart is visible while you’re reading about the individual features.
Controls on the Royal Electric are Complete and Convenient
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"Royal," "Magic," and "Touch Control" are registered trade-marks of Royal McBee Corporation.

Paper Feed When you place a sheet of paper into your Royal Electric, it slides along the paper table and contacts Royal's exclusive aluminum straight-feed roll. In a twinkling, the paper is in the typewriter, straight. The soft rubber front feed rolls give greater adhesion and consequently, guarantee better alignment. Royal's paper feed helps you start every letter right . . . before you even touch a key.
Auto-magnetic Switch  This switch (#31) located above the keyboard to the left helps you in three ways:
1. Puts life in your typewriter by starting the motor.
2. Flashs a red “on” signal.
3. Guards both your fingers and the machine’s mechanism by automatically shutting off whenever you release the Push-Button top ... a Royal exclusive.

As an added safety feature, whenever there is a current interruption this switch goes to its “off” position and has to be intentionally turned on again when desired.

Push Button Top  A delightfully convenient feature. Just press and the top raises, making the interior of your Royal instantly accessible. Helps make cleaning easy. What’s even more important, it raises the top as it should be raised: slowly, smoothly, and to the correct height. No need to jerk or pull. This means a tight-fitting top, even after years of use.

Notice that the Auto-magnetic Switch moves to its “off” position when the Push Button Top is raised.
“Touch Control” Now you can tailor the tension of the keys to suit your own liking, just by turning a dial. For the new electric typist, this means gradually accustoming your touch to the lighter, easier response of the electric typewriter. For the experienced typist, it means adjusting the touch to permit your smoothest rhythm and greatest typing speed. For a firm touch, turn the knob clockwise; for a light touch, counter-clockwise. The “Touch Control” Pointer (#11) at the left of the knob shows exactly where the touch adjustment is.

“Magic” Margin Another Royal exclusive that gives you the fastest, easiest known method of margin setting. It does it automatically, thanks to the only spring impelled margins in the electric field.

To set the left margin, simply pull forward the left margin lever (#45), move the carriage to the desired spot and then release the margin lever. That’s all you do. The right margin works the same easy way and the warning bell will ring several spaces before the carriage reaches your right margin lock.
Copy Control  With Royal’s simplified Copy Control, your fingertip puts science to work to assure you more beautiful carbon copies than you thought possible.

1. Turn to “L” for executive correspondence and three or four carbons.
2. Turn to “M” for six to ten carbons.
3. Turn all the way to “H” for the maximum number of copies that you can produce on a typewriter.

To further aid you in producing many clear carbons, your Royal has an easy-to-change cylinder. With a simple one hand operation, you can remove the correspondence cylinder. Then put in a manifold cylinder which your Royal representative will be glad to furnish you. This cylinder automatically adjusts itself to the carbon pack on which you’re typing. Just snap it in place and the typewriter is ready for heavy duty manifolding.

Regardless of the number of carbons you’re making, your Royal Electric gives you the same lively, responsive touch at all times. Naturally all typed copy—both originals and carbons—is perfectly uniform. Electricity sees to that.
ROYAL'S New

Automatic Back Spacer
Just the first of Royal's whole new series of electrical repeats. Now there's no more manually backing the carriage space-after-space. Depressing this one key automatically moves your carriage back to any desired spot ... back a few spaces or across the whole page. A convenience, a time-saver, even a nerve-saver.

Automatic Horizontal Spacer
Forward spacing is easy. Again it's automatic. Again it takes just one finger. Depress the Automatic Horizontal Spacer and you sweep across the typing line. It means a faster, smoother, easier carriage movement. It's just great for all kinds of out-of-the-ordinary typing where margins and tab stops are not sufficient.

All Royal's repeats are foolproof. That is, they're independent of the single impression keys and do not
Electrical Repeats

Automatic Vertical Spacer
Here's something really new! Thanks to Royal's Automatic Vertical Spacer, you can now glide down the typing page on the power of one fingertip. No more zig-zagging down the page, having to return to the left margin. Now on the Royal Electric — and only on the Royal — you can move straight down from any point on the page.

Line-o-magic
This is really a two-in-one sensation. Your Royal Electric now gives you both an automatic underscore and an automatic hyphen. Yes, that's right. For the repeat hyphen, simply depress the Line-o-magic. For the repeat underscore, engage the shift lock and then depress the Line-o-magic. Naturally, you can still type the single hyphen or single underscore in the usual way.

depend upon a varying pressure in the typist's touch to activate them. This means surer, more relaxed typing.
Line Meter  Your Royal Electric is equipped with a simple, easy-to-use page-end indicator that will help you in practically every letter you write. This new device automatically tells you how much space you have left when typing near the bottom of a page. To use this Line Meter follow these three simple rules:

1. Roll your sheet of paper into the typewriter until the word “set” is directly under the small arrow indicator on the left of the paper lock.

2. Now depress the fractional line spacer (39) and move the bottom edge of your sheet even with the Line Meter plate on the paper table.

3. Then release the fractional spacer, position the sheet and type.

Now as you’re typing along, the word “set” will appear two inches from the bottom edge of the sheet. Then 3/4 inch above the very bottom edge, a long pointed arrow begins to appear as another warning you’re nearing the edge. When the word “end” is under the indicator, you’re typing on the bottom edge of the sheet.

This Royal Electric Line Meter is another convenience feature that will be found on no other electric typewriter.
Automatic Paper Lock

When you close the Automatic Paper Lock (#4) against your inserted paper, notice that the paper lock rolls (#47) contact the paper a full half-inch below their original stopping place, and then roll upward, ironing the paper flat against the cylinder. This exclusive feature of the Royal prevents the paper from buckling, subdues the type-strike noise, and insures typed lines that are perfectly parallel to each other.

Removable Cylinder

Believe it or not, removing the cylinder on your Royal Electric is a one-hand operation. Just lift the automatic paper lock up and back, pull back the cylinder release (#5) and lift out the cylinder. You can do that with the thumb and one finger of your right hand. When replacing it, simply fit the cylinder into its left carriage end and drop it into place. Then relock the cylinder release. That’s it.
Correct Posture for Electric Typing

To get best use of your Royal Electric you should be careful that you observe correct electric typing posture.

Your arms should be hanging naturally at your sides. The position of the elbows, forearms and wrists should be parallel to the very slight slope of the keyboard. From this position, your fingers should curve downward somewhat from the knuckles and appear to be "pointing" at the keys. Keep your fingers relaxed in this "pointing" position, and hold them suspended just barely above the guide keys.

To attain the proper electric typing touch, your fingers, from their "pointing" position, should play the keys rather than strike them. Merely bring the fingers down lightly from their "pointing" position and use the cushion of your fingers to tap the keys.
Comfort Slope Keyboard

Developed by Royal to provide the utmost typing ease for you. It conforms to the natural slope of forearms and wrists held in the typing position, and in addition, affords perfect clearance between rows of keys.

New Speed-flo Key

Notice its softly rounded edges that accentuate a smooth, gliding finger movement. There are no curved front portions to stumble over or slow down your speed. Its double-mold plastic construction assurs permanent beauty.

Royal’s Uniform Key Dip

Regardless of the key, regardless of the row—on your Royal the key depression remains the same. It’s variance in key depression that breaks rhythm, slows typing speed. Your Royal Electric assures you your best typing rhythm, your greatest speed.

The New Speed-flo Touch

Here’s that lively typing action you’ve always wanted. In fact, it’s the lightest, smoothest touch on any electric typewriter.

We could mention statistics...fractions of inches for key stroke, degrees of type bar acceleration, ounces of activating pressure...but this would only confuse you.

What you’ll want to know is that a new potential of typing speed and continuous rhythm has been made possible by an important feature of this Royal Electric—uniform key dip. This means that every key, regardless of the row it’s in, lowers the same distance when fully depressed. No breaks in rhythm, no double letter troubles, only relaxed, sure typing.

Add to this Royal’s exclusive “Touch Control” which permits you to tailor the touch to your own requirement. If you’re changing over to the electric, it helps you gradually adjust to the new touch. If you’re an experienced electric typist, “Touch Control” enables you to reach your maximum typing rhythm and speed.

Moreover, the even spacing between banks as well as between keys eliminates any awkward reaching for keys. All the keyboard controls can be reached from the home keys position and the important controls—shift keys, carriage return, back spacer, space bar—have the same light, responsive action as the speed-flo typing keys themselves. With their distinctive shape, these controls are instantly identifiable to the touch of the fingertips.

Since all the keys and keyboard controls are electrically powered, they should be operated by a downward touch followed by an instant release. Holding down the keys or controls, while not harmful to the typewriter, is simply not necessary at any time except when using the key shift or repeats.
Line Spacing

The line spacing on your Royal Electric is simple. Naturally, once you’ve touched the return key and the carriage has returned to the left margin, your paper will automatically be spaced for the next line. To change the space between lines to single, double or triple spacing, simply move the line space selector (#42) until the pointer indicates the desired number.

Fractional line spacing is often necessary for making insertions and corrections or to adjust the paper for typing on ruled lines. On your Royal Electric you can do this in two ways. To change the line spacing temporarily without losing your original line spacing (as in typing subscripts, exponents and chemical formulae) bring forward the line finder (#43) and turn the cylinder until the level you wish to write on appears at the edge of the writing-line scale (#36). Then push back the line finder to return to your original spacing.

To make a permanent change in the line spacing, press in the fractional line spacer in the center of your left cylinder knob and locate the work exactly where you want it on the page.

Using The Scales

All four scales on the Royal Electric are synchronized and read from left to right and since zero comes at the same place on each scale, there is really no wrong scale to use.

THE CYLINDER SCALES (#8) are used to locate the carriage at a specific printing point. Now quickly, you can center headings, find the center of any size sheet of paper, or balance columns.

To center a heading, merely total the scale readings on left and right edges of the paper and divide by two. Position the carriage at this point and you have the exact center; back space one stroke for every two letters and you have the starting point for your heading.

THE PAPER GUIDE SCALE (#44) used to position the paper guide is usually set at 0 on a correspondence machine. If the paper width is greater than 9 inches, just move the paper guide to the left.

THE PAPER LOCK SCALE (#48) spans the cylinder and is completely visible at all times. It is very handy for re-determining margins or tabular setting used on the upper part of
a page. Simply raise the scale, hold the paper forward against it, and make the readings. These measurements can then be referred to the cylinder scales to locate them at the printing point.

THE CARD AND WRITING LINE SCALE (#36) on either side of the printing point is used to align characters with work already on the page. As the name indicates, the edge of the scale denotes the base of the writing line. For perfect corrections or additions, use the fractional line spacer (#39) to find the writing line. Then pull forward the paper release lever (#2) and slide the paper or card horizontally until the white lines on the writing line scale are exactly under the center of the previously typed characters. Characters whose exact center can be readily seen, such as the . I v 1, afford convenience in positioning the fill-in. The new characters can then be typed in perfect alignment.
Carriage Return

Just touch this key and you have the fastest carriage return on any electric typewriter. The fastest, yet vibrationless, thanks to Royal’s exclusive carriage check. No need to hold down this key. One light touch does it.

Color Control

Here is positive color control, with no chance of bleeding colors from your ribbon. Place the lever over the red dot for typing on the lower half of the ribbon; over the black dot for the upper half; and over the white dot for stencil position.

Your Speed-flo Keyboard Controls

Tab Clear
Handily positioned on the front on your machine for convenient, quick tab clearance.

Single Back Spacer
The slight touch of your little finger moves the carriage one space backwards —smoothly, surely.

Shift Lock
Couldn’t be more conveniently located! On the left side of the home row. Easy to reach, sure to the touch.

Shift Keys
Equally balanced on both left and right sides of the keyboard for easy capitalization.

Speed Spacer
A touch of your thumb and this light, responsive bar moves your carriage forward one space.

Tabulator
Within easy reach without moving your hands from the typing position. At a touch your carriage moves smoothly to your next tab stop.
Keyboard Tabulation

Royal's convenient tabulating controls allow you complete tabulation from the front of your machine. Now you can set up lists, columns of figures and variously indented paragraphs, all with your fingertips.

Before setting any tab stops, clear all previous settings. To do this, hold in the tab clear key and carriage return key at the same time. Again hold in the tab clear and depress your tabulator key. Now your carriage is completely cleared of all stops and ready for new work.

To set new tab stops, just move the carriage to the desired spot and press the tab set (#14). That's all there is to it, and you can set as many tab stops as the work requires. Naturally, any individual stop can be removed without canceling the others, simply by tabbing to it and pressing the tab clear.

Bonus Key
An extra key that permits typing shortcuts. Readily adaptable to special typing needs of individual businesses.

Margin Release
Positioned right on the keyboard for instant margin release. Just depress and you can type past either margin stop.

Carriage Return
Used so often, it has to be positioned just right and it is on your Royal. Just right of the home key row.

Tab Set
Position your carriage, depress this key and your tab stop is set instantly, right from the front of your machine.

* These automatic repeat controls are explained on pages 8 and 9.
Here’s a simple ribbon change that takes but seconds and means no fuss, bother or smudged fingers. Your Royal Electric comes equipped with an 18 yard silk ribbon wound on a Clean Change spool. For most satisfactory typing performance, you should replace this ribbon only with the same type ribbon and spool.

To change a ribbon, lock the key shift, move the ribbon color control lever over the red dot, press the top plate release.
button (#30) and lift up any two type-bars at the same time so that they stand up together. These steps raise the ribbon carrier (#9) and make it easy for the next step which is disengage the ribbon and drop it over the type bars toward you.

Next, hold in the ribbon wind control (#32) and wind the worn ribbon as far as possible on the right spool. Unhook the ribbon from the empty spool and discard the worn ribbon and spool.

Place the new spool in the right cup and drop the loop over the stud of the left spool. Insert the ribbon in the guides beside each cup and draw out enough slack to drop over the erect type bars. Now you can close the Push Button top and engage the ribbon in the ribbon carrier. Drop the two type-bars and take up any ribbon slack by moving the carriage from right to left. Move the color control lever over the black dot and you’re ready to type once more.

Drop the new ribbon loop over the stud. Engage the new ribbon in the ribbon carrier.
Care of your Royal Electric

Your new Royal Electric is a beautiful typewriter and designed to stay that way with a minimum of effort on your part. The finish is smooth and very durable. Erasure grit and office dust brush off easily. Even ink stains rub off with a damp cloth. And you'll notice that the vital working parts are completely enclosed. However, there are a few housekeeping chores you should do even on your new Royal.

**As often as possible** dust the accessible parts with a dry, lint-free cloth. Move the carriage to the extreme left, then the right, and wipe the exposed surfaces of the carriage rails. Brush the accumulation of erasure grit off the typewriter.

Wipe the slots of the segment (the curved metal frame-work in which the type bars move) with the dry cloth, wiping towards you so that dirt is not forced into the slots. Use the bristle brush that came with your new Royal to clean the type. It's not necessary to use cleaning fluid daily, if you clean the type this way.

**When possible** give your machine a thorough cleaning. Hold the paper table (#3) forward and brush off the exposed metal parts of your typewriter. Then with a cloth moistened with a little oil clean the carriage rails. Next the type should be cleaned, using Roytype Type-Cleaner fluid sparingly. You'll recall that when Royal's Push-Button Top raises, the power shuts off so you can clean the type safely. Notice that the front plate on your Royal Electric is high enough to protect your keyboard from dirty cleaning fluid and typewriter ink. Lastly, you should remove the cylinder and clean the cylinder and the paper feed rolls with a cloth moistened with Roytype cleaner.

**Erasing:** Whenever you erase, remember to move the carriage to the left or right of the printing point so that erasure grit does not fall into the working parts.

**Stencil Writing:** After your typewriter has been used for writing stencils, feed some two-sided blotting paper, preferably the width of the cylinder, through the machine several times. This will help prolong the life of the cylinder and feed rolls.

**Ribbon Direction Control:** The movement of the ribbon is reversed automatically whenever the end of the ribbon is
reached. However, you may reverse it manually any time you want merely by moving the ribbon direction control (#33) to its opposite position. This control always points to the spool on which the ribbon is winding.

**Use High Quality Supplies:** To get really sparkling work and keep your Royal Electric in topnotch condition use a superior quality ribbon and carbon paper. Two such running mates of your typewriter are Roytype Ribbons and Roytype Carbon Paper. Both are quality products made and guaranteed by the Roytype Division of the Royal Typewriter Company. They’re as superior in their field as is the Royal Typewriter itself. And there is a special Roytype ribbon and carbon paper for every type of work, as well as a complete line of quality supplies for all business machines. Consult your local Roytype representative for your requirements.
One of a Fine Family...

This Royal Electric is the newest member of the world’s most distinguished family of typewriters which already includes the World’s No. 1 Office and Portable Typewriters.

The handsome design of this Royal Electric is obvious to the eye. You’ll soon be a witness to the beauty of the work it produces. And the amount of work it enables you to accomplish will continue to surprise you.

In its new Speed-flo touch you will sense a new kind of typing freedom, permitting you your best typing rhythm and greatest output with the least amount of effort. Remember, your new Royal Electric was made by the largest manufacturer of typewriters in the world.

Royal TYPEWRITER COMPANY

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A DIVISION OF THE ROYAL McBEE CORPORATION