

The
TABULATOR
of the

ROYAL

PORTABLE
TYPEWRITER

Directions
for its **USE** and **CARE**



The Tabular Key of the Royal Portable Typewriter is conveniently located at the right of the keyboard. Operated with the slightest pressure, it is both easily accessible and out of the way when not required. In every way, this device is a true standard machine tabulator. For convenience, it is raised above the level of the first bank of keys.

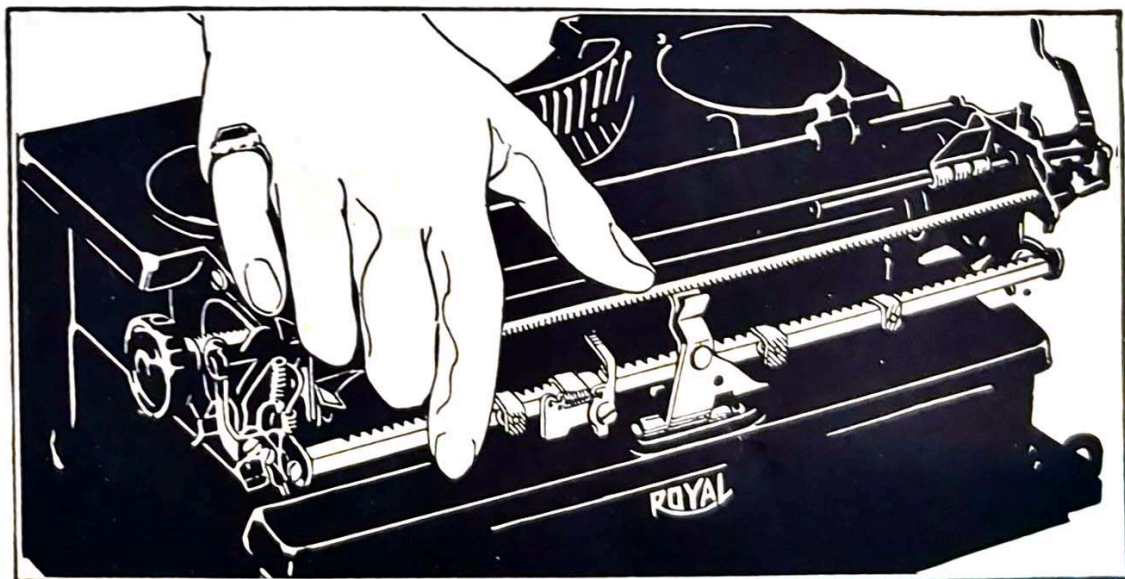
Meaning of Tabulation

Tabulation means the arranging of typewriting in columns. Now, this process is greatly simplified through the use of the tabular stops of the Royal Portable Typewriter. These stops enable you to select your writing-points at will, and then release the carriage from point to point with a depression of the Tabular Key. For indentation of the paragraphs, salutation, and signature of letters, these stops are ideal. Through their use, it is now easy to arrange columns of words or figures, write bills, or center writing on the page.

Setting the Royal Tabular Stops

Since the tabular stops and tabular rack are both entirely visible when the paper table is tilted backward, the former are easily adjustable from the front of the machine. After deciding the points at which you desire the carriage to stop, simply set the six carriage stops on the tabular rack as indicated in the picture below. With a slight pressure at the back of the stop, you can easily slide it along the rack. Note that the scale on the Tabular Rack indicates, by numbers corresponding with the numbers on the Marginal Adjustment Scale above the cylinder (No. 6 in Portable Direction Book), the exact position at which the stops should be set.

If the Paper Guide is set at 0, with the left margin at 15, and you desire a paragraph indentation of 10 spaces, simply set the first stop so that the red arrow points to the number 25 on the Tabular Scale. If you desire your date line 20 spaces further to the right, set the stops so the arrow indi-



ates figure 45. When you have finished writing an entry in your first column, simply depress the Tabular Key, and the carriage will be in line to write at the second stop. If you are using a ruled form, roll it into the machine and set the tabular stops at the points required by the rules.

Advantages of Royal Paper Guide

You will find the Tabular device of the Royal particularly helpful when used in conjunction with the Paper Guide (No. 5 in Direction Book). Let us assume that you have written a short letter, and have the Paper Guide set at the point 0 on the Marginal Scale with left margin stop (25) at 15 in order to give a margin of fifteen spaces. Now, if you desire to write a long letter with a narrower margin of ten spaces, simply adjust the Paper Guide to the point 5.

The important point here, in connection with the Tabular Stops, is that the same rule applies to the tabulation. By using the paper guide, you can have your columns appear at any point on the paper, without changing the position of the stops on the tabular rack. In the same manner, you can use wide or narrow paper in the machine, and still have the typewriting, and the tabulation, appear on the proper part of the sheet.

Features of Royal Portable Tabulator

The following points of superiority are exclusive with the Royal Portable Tabulator:

1—The Tabular Key is placed on the keyboard. In its raised position at the right, it is in the most accessible location possible.

2—The Royal Portable Tabular Stops are not removable, and cannot be lost or mislaid. This also prevents their being broken or bent, and, coupled with the simple sliding motion of the stops along the rack, makes for the utmost ease and readiness of operation.

3—Tilting of the Paper Table enables the operator to see the Tabular Rack and the Stops, and permits her to easily make adjustments without rising or changing position.



ROYAL TYPEWRITER COMPANY, INC.

2 PARK AVENUE, N. Y. C., U. S. A.