THE ROYAL PORTABLE TYPEWRITER

Directions for its Use and Care
If you have ever operated a large office typewriter you will have no difficulty whatsoever in using the Royal Portable. It is perfectly standard in every respect. Its keyboard is the same; its operating features all work exactly as they do in the big typewriter.

This booklet is intended largely for those who are not familiar with a typewriter, but a careful study of it by anyone who uses the Royal Portable will prove profitable. The directions are couched in easily understood terms and you will have no difficulty in following them.

Remember that the Royal Portable Typewriter is a fine piece of machinery. While it is extremely durable and built to stand a lot of hard wear, you will be doubly repaid for the care and attention you give it by the fine quality of work it will continue to turn out if kept in good condition. Be sure to read the paragraph on Page 12 with reference to the care of machine.

Royal Typewriter Company, Inc.
316 Broadway, New York City

Branches and Representatives the World Over
Removing and Replacing the Cover

To remove the cover of the Royal Portable first disengage the locking hasp, then press the projecting button on the lock to the left and simply lift up the front of the case swinging it back as on a hinge, and when it is in a vertical position move the case back away from the typewriter. The cover is then free and the typewriter is ready to operate. There is nothing to unfold or place in position after removing the cover.

To replace the cover, first set the carriage in the center position so that the little arrow on the carriage locating scale points to number 42, then set the cover down behind the typewriter, lock and handle up, and slide it forward until the two middle hinge plates touch the case directly underneath extending lugs on the baseboard. Tilt it forward and it will snap down on the lock and close. Be sure the lock has snapped into position before attempting to carry the machine. Don't worry about the line space lever projecting to the left of the carriage. This will take care of itself as you bring the cover forward and down.
Read and become familiar with the numbers on the charts above. They are referred to throughout the directions.

To insert paper, hold in left hand and insert edge back of the cylinder as far as it will go easily, then turn cylinder knob with right hand until paper reaches the desired printing point.

A uniform margin on all letter sheet work is assured by always inserting the paper with the left edge on the zero (0) point of the scale. As the paper comes around the cylinder it may be passed under the two rolls on the card holder. These rolls are movable along the rod, and should always be kept near the center and not over three inches apart. The card holder may be kept up if desired.

If necessary to “line up” the paper, pull forward the feed roll release lever (No. 11), and adjust paper by lining up the left edge of the top part with the corresponding edge of the part feeding into the cylinder, pressing the paper back tightly against cylinder. Be sure to throw back release lever to normal position before writing.

Line Spacing:
Carriage return and line spacing are accomplished with a single movement of the left hand by pressing against line space and carriage return lever (No. 1) with index finger.

Changing Line Space:
Single line spacing is obtained when the line space selecting handle (No. 3) is in its rearward position, and double spacing when the handle is in its forward position.

Writing Between Lines:
Writing between lines, filling in forms, making corrections on the written sheet, or writing on ruled lines may be accomplished in either of two ways on the Royal Portable. To release the cylinder from ratchet pressure permitting it to turn freely but when desired return to its original position simply pull forward ratchet release lever (No. 4). To change the ratchet position, press in fractional line space button on knob (No. 2), turn cylinder to desired position and then release the button. The proper writing position must always be determined by having it in line with the top of the line space scale (10).
Diagrammatic Chart of the Royal Portable Typewriter

To Set Margin Stops:

For determining the beginning and ending of each writing line, there is provided a left stop for the beginning and a right stop for the ending of each line (No. 27).

To set the stops at any desired position first tilt back paper table (No. 5) and with the index finger press down the buttons and move stops, aligning the index lines on the margin stops with the graduations of the margin scale (No. 6) on the paper table.

Margin Release Lock:

When the carriage reaches the limit set by the right marginal stop, seven spaces after the bell, the keys will lock. A touch on the margin release key (No. 22) will unlock the keys and permit writing to the end of the cylinder. The same key also permits the carriage to pass the left marginal stop.

Back Spacer:

When it is desired to move the carriage a short distance backward, pressure on the "back space" key (No. 17) will move the carriage one space.

Carriage Release:

To remove to any desired position, use carriage release lever (No. 12). Press forward with right hand index finger with thumb resting against right cylinder knob (No. 13). Release pressure on release lever at the desired position.

Shift Keys:

The Royal Portable is a single shift machine. When a capital letter is desired, press down either right or left shift (Nos. 18, 20). To hold the carriage permanently in the shift position press the "shift lock" (No. 21) key backward and downward. The shift lock may be released by pressing on either shift key.

Wide or Narrow Paper:

Paper of any width up to 9 3/4 inches may be used without making any adjustments. Margin stops may be set for the desired length of writing line.
Changing Ribbon:

Wind the old ribbon completely on either spool, (6 in above diagram) remove ribbon from vibrator (No. 3), and lift out both spools by slight force sufficient to overcome pressure of retaining spring. Place new full spool on right side, being careful that the smaller hole in the spool is directly over the small pin beside the shaft, and drop ribbon into the slotted outlet (No. 1) of the spool holder. Next attach hook on end of ribbon to hub of empty spool being sure to wind several turns of ribbon on left spool or enough to bring reversing means (No. 4) within the flange of the spool. Insert in left spool holder in same manner as the right spool. Next lock the carriage in the shift position, insert ribbon behind the vibrator (No. 3) and draw it first forward and under the projections on the vibrator and then backward and over them.

See That the Spool Is Properly Set

Note especially that the top of the spool must be flush with top plate of the machine. If it stands above, turn the spool slowly until the small pin enters the hole, when the spool can be pressed down into position.

Use Roytype Ribbons

Roytype ribbons with fastening hook and reversing means can be procured from all Royal representatives.

Ribbon Reverse and Rewind:

The ribbon movement reverses automatically when the ribbon is all wound on either spool. It may however be reversed at any time by pushing in or pulling out ribbon reverse knob (No. 28).
Diagrammatic Chart of the Royal Portable Typewriter

1. Line space lever
2. Fractional line space known
3. Line space selector
4. Ratchet release
5. Paper table
6. Marginal adjustment scale
7. Card holder ball
8. Card finder
9. Carriage location pointer
10. Paper alignment scale
11. Paper release
12. Carriage release
13. Right cylinder knob
14. Right ribbon stud
15. Stencil lever
16. Color change lever
17. Back space
18. Right shift key
19. Space bar
20. Left shift key
21. Shift lock
22. Margin release
23. Hand ribbon reverse
24. Left ribbon spool
25. Carriage location scale
26. Paper location scale
27. Marking stops
28. Center stops

To wind ribbon on either spool push in the ribbon reverse knob on that side and revolve the spool by hand.

Two Color Ribbons:

Directly underneath the color change lever (No. 16) there are white, blue and red dots. By moving lever so that it stops over red dot, ribbon will print red or on lower half; over blue dot black or on upper half, and over white dot for cutting stencils. **Note:**—When using one color ribbon it is well to let the lever (No. 16) set over blue dot until the ribbon has travelled its entire length a number of times, then switch lever to red dot and vice versa, thus utilizing both parts of ribbon.

Scale:

There are four scales on the carriage, all visible from the front of the machine.

1—The margin setting scale (No. 6) is located just above the cylinder. (See instructions for setting margin stops.) This scale is also useful in determining right to left position of paper as it is introduced into machine. For example, if paper is inserted with left edge on zero of the scale and the margin stop is set at 10, this will give a margin of exactly ten spaces.

2—The paper aligning scale (No. 28) is located at the front of the cylinder, two line spaces below the writing line, and is useful for straightening the paper either for insertions, corrections or adjusting to ruled lines.

3—The above scale is duplicated directly below it (Scale No. 25). This makes it possible to determine the position of the carriage by reference to the guide pointer (No. 9) at the center of the typebar guide, marking the exact center of the printing point.

4—The writing line scale (No. 10) is located just back of the typebar guide, with its top edge exactly on a level with the bottom of the writing line. This scale carries two "fingers" (No. 8), which serve to direct paper and cards backward along the cylinder. The right finger is permanently fixed in its position; the left finger may be pressed to the left and downward when desired.
Writing on Cards:

No adjustments are necessary to handle cards. Just feed cards into machine the same as paper. See that rolls on the card holder (No. 7) are placed on the rod so that both engage the card. The card holder need not be used unless it is desired to write near the bottom of the card.

Stencils:

To cut stencils for duplicating machines, make ribbon inoperative by bringing levers (No. 15 and No. 16) together with thumb and forefinger. This will throw lever (No. 16) over the white dot.

See that type are perfectly clean before cutting stencil.

After stencil is cut be sure to return color change lever to original position.

Keep Your Machine Clean:

Remember that a little care will well repay you in service and satisfaction from your Royal Portable.
VERY IMPORTANT!

Keep Machine Clean

To get the most satisfactory service out of your typewriter you must keep it clean and give it attention occasionally. By observing carefully the following suggestions you will save yourself trouble and expense.

When erasing is necessary, always move the carriage to the right or left until the part to be erased is beyond the central or writing line scale, so that the dirt will not fall on the typebars.

When cleaning or dusting the top of the machine, always brush or wipe so that dirt will fall away from the machine and not into it.

Be careful to keep dirt off curved slotted shelf which supports the typebars. Use a dry cloth or brush, and always wipe or brush toward you. Never rub crosswise over slots.

Keep the carriage tracks clean. Move the carriage to the extreme left and wipe out the tracks with a dry cloth twisted about a pencil point. Repeat, moving carriage to extreme right. If the carriage should stick at any time, clean the tracks as suggested before trying any other remedy.

If a typebar sticks at the printing point, depress the key slowly to ascertain whether the bar is sticking on the side of the type guide slot. If so, bend the bar very gently away from the side that it touches, until it passes freely.

If the trouble is not in the type guide, it may be caused by a little dirt in the slot at the other end of the typebar, which can be easily removed with a few drops of gasoline applied with a pencil point. After dropping in the gasoline move the typebar briskly up and down a few times. After the gasoline has dried, a drop of oil may be applied with pencil point or toothpick.
Certificate of Guarantee

This Certificate Guarantees to

Vincent Riggsby

That Royal Portable Typewriter, Serial Number 208678 is guaranteed for one year from date of original purchase as new and if presented within one year with this guarantee at any branch of the Royal Typewriter Company, Inc., or to the undersigned authorized dealer, any part or parts which may have become unserviceable through ordinary wear and not through accident, misuse or neglect, will be replaced and any necessary adjustments made without charge.

This service agreement covering the performance of the mechanism of the above numbered Royal Portable Typewriter is not to be construed as an obligation, implied or otherwise, to clean the typewriter or to replace the ribbon.

Not valid unless signed by Royal Typewriter Company, Inc., or authorized dealer.

Sold by: The Fair
Address: Chicago, Ill.
Date: June 15, 1930
USE
ROYTYPE
Supplies

Roytype Ribbons are made of the finest cloth, thoroughly impregnated with bright colored, permanent, non-drying inks. They last longer and give the best results with the Royal Portable.

Roytype Carbon paper is light and strong. It makes the largest number of clean, sharp carbon copies.

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