THE CARE AND USE OF YOUR
ROYAL PRECISION PORTABLE
MEET YOUR ROYAL

THE SMART NEW ROYAL SABRE
Get set for an exciting new typing experience with the new Sabre. Trim, lightweight, modern as tomorrow.

THE LUXURIOUS NEW CUSTOM III
All the luxury, convenience and styling of expensive office machines, plus many outstanding performance-tested features.

Reading through your owner’s manual, you’ll become acquainted with all the outstanding features and design innovations ROYAL has packed into your beautiful new Royal.

You’ll get acquainted with Royal’s Magic® Margins, Line Meter, Quick Change Twin-Pak® ribbon, Magic® Meter, Touch Control® Selector, Simplified Paper Handling, and many more exclusive Royal features.

On page 10, we have provided a convenient touch typing chart, Royal’s special way of helping you get started right with your new Royal Portable.

Complete information on taking care of your new Royal Portable is located near the back of the book. Your warranty registration card is also located here and should be filled out and sent in to validate your warranty.

Note: Although this book describes all features found on various model portables, not all features described are on all models.
THE ADVANTAGES OF YOUR ROYAL PORTABLE BEGIN THE MOMENT YOU INSERT THE PAPER

HOW TO INSERT PAPER
Insert paper behind the cylinder(1) and place left edge of paper against Paper Guide(2). (The Paper Guide acts as a straight edge and permits the paper to be inserted absolutely straight.) Turn either the left or right cylinder knob(3) until paper appears under “Magic” Meter(4).
If it is necessary to adjust the paper, pull the Paper Release Lever(5) forward, adjust the paper and push back the Paper Release Lever.

MAGIC METER
Holds the paper firmly against the cylinder, assuring you of clean, sharp typing impressions and multiple carbon copies. Perfect for typing small envelopes, etc., it also provides you with a clear view of the entire writing line.
Paper may be removed by pulling the Paper Release Lever forward and lifting the paper out or by turning either cylinder knob and rolling the paper out.

ROYAL'S CUSTOM III PAPER BAIL
Your Royal CUSTOM III portable typewriter is equipped with a three-position paper bail that is designed to firmly hold your typing paper in place when you are typing close to the bottom of the page. This is particularly important when you are typing with a number of carbon sheets. Royal’s paper bail prevents paper from slipping, and insures neat, even typing lines.
Your Royal CUSTOM III paper bail also assists when you are typing on heavier paper, index cards or unusual paper sizes.
EXCLUSIVE MAGIC MARGIN
SETS MARGINS AUTOMATICALLY

HOW TO SET MARGINS

First, clear existing margin stops by holding down left “Magic” Margin button, press either carriage release lever(1) forward, move carriage to extreme right, and release Margin button. Repeat operation to clear right margin stop. Determine the margin settings you want on the paper by using the “Magic Meter Scales”(2). For example, if you want a 10 space margin from the left edge of paper, move the carriage so that left edge of paper is in line with 10 on the “Magic Meter Scale”, press left “Magic” Margin button, and left margin stop is automatically set for a 10 space margin. Set right margin the same way.

HOW TO SET EQUAL MARGINS

If you desire equal margins on the left and right side of the page, set your paper at the same numbered setting on the right “Magic” Meter Scale as you do for the left “Magic” Meter Scale. (Example: If you set the left margin of your paper at 20 on the left scale, set the right margin of your paper at 20 on the right scale.)

EXTRA MARGIN FEATURES

Margin Warning Bell. Your portable is equipped with a warning bell which will ring as you approach the right margin. The most perfect margin will be obtained if you move on to the next line as soon as possible after the warning bell rings.

When you reach the right-hand margin stop, the built-in Line Lock will prevent typing one character over the other. If you wish to type beyond the margin stop, depress the Margin Release Key on the keyboard.

NEW FINGERTIP

1. HOW TO CLEAR COLUMNS
To clear all columns at one time, hold in the Column Clear button and move the carriage to the extreme right and extreme left. To clear individual columns, use the Column Key to reach the column to be cleared and push the Column Clear button.

2. TOUCH CONTROL SELECTION
“Touch Control” automatically adjusts the sensitivity of the keys to your individual touch preference. Move the “Touch Control” lever to “L” if you prefer a light touch, “M” if you prefer a medium or firmer touch and “H” for a heavy touch. Practice will help you determine the “Touch Control” setting that’s exactly right for you.

3. BACK SPACING
The carriage may be moved back one space at a time by depressing the Back Space Key.
CONTROL PANEL

4. SHIFT LOCK
Press down Shift Lock Key to lock all characters on keyboard in upper case or capital letter position. To release lock, depress either right or left shift key.

5. SHIFT KEYS
To type capital letters or upper case characters, hold down either right or left Shift Key and use letter key desired.

6. SPEED SPACE BAR
Each touch of the Space Bar moves the carriage ahead one space.

7. MARGIN RELEASE
To type past either right or left margins, move the carriage to the margin and depress the Margin Release Key.

8. HOW TO SET COLUMNS
Simply move the carriage to where you want a column to start and push the Magic Column Set button. Use the same procedure to set as many columns as you wish to set across the page.

Once your columns are set, the carriage will automatically move from one column setting to another by simply pressing the Column Key (9) down and holding it down until the carriage stops.

9. COLUMN KEY
Moves carriage from one column setting to another (see How to Set Columns.)

10. RIBBON COLOR SELECTOR
Fingertip choice of Black or Red ribbon. Move the ribbon color selector (10) to black mark to use black ribbon; red mark to use red ribbon. To type stencils, move ribbon selector to white mark.
1. PAPER GUIDE SCALE
This scale is used to position the paper guide, which is normally set at 0. The guide can be moved to the left or right to accommodate odd-sized paper.

2. CYLINDER SCALE
This scale will help you accurately set columns and determine the exact center of the paper. The white arrow(4) directly below the printing point indicates the exact position of your paper on the scale.

3. MAGIC METER
This scale is used to set margins accurately and to properly align typewritten material reinserted in the typewriter for corrections or fill-ins. Each mark on the scale is equal to one character spacing. The red line across the scale denotes the base of the writing line.

4. HOW TO FIND THE CENTER OF THE PAGE
If your paper is a standard 8 1/2” x 11” size, simply move the carriage until the left edge of the paper is aligned with the small red dot on the extreme left side of the Margin Scale. The printing point is now at the center of the page.

5. DRAWING LINES
It is possible to draw horizontal or vertical lines by simply inserting a pencil or ball point pen in either of the two Drawing Line Apertures(5). To draw vertical lines, turn the cylinder knob forward or back. To draw horizontal lines, move the carriage to the right or left.

6. ERASURE TABLE
Provides a flat smooth surface on which to make clean and neat erasures. To minimize erasure grit falling into the machine, make erasures away from printing point.

If you have an irregular size sheet of paper, use the Cylinder Scale(3) to determine the center of the page, add the left and right scale readings and divide by two, then use the white arrow indicator(4) to locate this setting on the scale.
ACCURATE LINE SPACING

1. LINE SPACE LEVER
Your portable is equipped with a two-position line space lever. Lift it up when you wish to type, push it down before inserting the portable into the carrying case.

Line spacing is accomplished by a single stroke of the line space lever. It is also used to return the carriage to the left-hand margin. A sweep of the hand against the line space lever will simultaneously turn the cylinder to the next line spacing and return the carriage.

2. VARIABLE LINE SPACER
To make a permanent change in the line spacing, press in the Variable Line Space button while turning the cylinder knob to the new setting. Release the button and the spacing is permanently changed.

3. LINE FINDER
To change line spacing temporarily without losing your original line spacing, pull the Line Finder forward and turn the cylinder to reach the new line setting. When typing is completed, pushing back the Line Finder will automatically adjust the cylinder to your original spacing. Excellent for writing such symbols as $\text{H}_2\text{O}$, $86^{\circ}$, $A^2 + B^2$, etc.

4. LINE SPACE SELECTOR
Just set the Line Space Selector at the desired number and each stroke of the Line Space Lever will automatically turn the cylinder the correct number of spaces between lines. Should you wish the greater flexibility of spacing half way between one and two lines, simply set the selector at the line between 1 and 2. This greater flexibility allows you to type on various kinds of ruled paper.
EXCLUSIVE
TWIN-PAK
TEN-SECOND
RIBBON
CHANGE

hands stay clean because
they never touch the ribbon

STEP ONE Remove top plate and squeeze the two
prongs on the ribbon holder together. Lift plastic
"Twin-Pak" cartridges out of machine and discard.

STEP TWO Take a new "Twin-Pak" ribbon; hold a
cartridge in each hand, draw apart to form a small
loop, slip ribbon behind ribbon holder and in front
of upright posts.

STEP THREE Fit ribbon in guides and drop each
cartridge in holder. The first key you strike will
automatically lock the ribbon holder prongs. You
are now ready to type.

RIBBON REVERSE
The ribbon reverses itself automatically after the
full length of the ribbon has been used on either
spool. If you want to reverse the ribbon by hand,
simply remove the top plate and move either
ribbon guide (next to each cartridge holder) in the
opposite direction.
**ROYAL SELECT-A-TYPE**

available on Custom III model only

1. Just snap Select-A-Type into holding block.
2. Strike a regular key on your keyboard.
3. Snap out Select-A-Type by pulling back, then upward.

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<th>FRENCH</th>
<th>GERMAN</th>
<th>SPANISH</th>
<th>ITALIAN</th>
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<th>MATHEMATICAL</th>
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<th>MEDICAL OR DRUGGIST</th>
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Here are eight standard sets, giving you the basic symbols required for each category. (Each set of four gives you eight symbols or characters.)

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>SCIENCE &amp; TECHNOLOGY</th>
<th>FOREIGN LANGUAGES AND PHONETICS</th>
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<td>a. Numerals</td>
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<td>b. Alphabet</td>
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<td>c. Others</td>
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<td>Geometry</td>
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<td>Aggregation Symbols</td>
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<td>General</td>
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As a special introduction to Select-A-Type, you may purchase a set of four units for only $2.50 (a regular $10.00 value) by indicating your choice on the enclosed coupon and sending it with your warranty card and your check, cash or money order to Royal Consumer Products, Springfield, Mo.

Single units and sets may be purchased through your Royal dealer or through your local Royal district office. See the listing of Royal locations in the Service Centers supplement to this manual for the office nearest you.
Place the chart to the right of your typewriter. Always use the chart as your guide—never the typewriter keyboard. Sit erect, feet flat on the floor. Place the fingers on the HOME KEYS: f, d, s, a, for the left hand; j, k, l, ;, for the right hand.

From its HOME KEYS position, your finger should strike the letter indicated for that finger on the chart, and then return to its HOME position. Strike the keys sharply with ball and tip of the fingers, using a purely finger action. Strive for accuracy. Speed in touch typing will follow.

With a Royal portable, you are learning on a full-size office machine keyboard.
IT'S EASY TO CARE FOR YOUR ROYAL PORTABLE

- From time to time, dust the outside and accessible parts with a brush or dry cloth.
- Clean the type regularly with a recommended type cleaner such as Royal Cleaning Solvent and a short-bristle brush.
- Do not erase directly over the printing point. Move the carriage to either side, then erase. This will minimize erasure grit falling into the machine. An excessive amount of erasure grit could cause the type bars to stick.
- Replace ribbon at regular intervals with a new Roytype "Twin-Pak" portable ribbon. This will assure clean, sharp typing at all times.
- Wipe the carriage rails occasionally with a cloth moistened with just a drop of very light oil.
- Keep your Portable covered when not in use.
- Always center the carriage and push down the line space lever before closing the carrying case.
- If your Royal portable typewriter requires mechanical attention during the Warranty period, take it to the nearest Royal District Office or authorized Royal portable service center. (See the Service Center insert for a complete list of authorized Royal Service Centers.)

NEW DELUXE HIGH-FASHION CARRYING CASE

Your new Royal portable is enclosed in a new handsome carrying case that is extremely durable, yet very light in weight. It is a deluxe case in every sense of the word, featuring custom-molded, one-piece construction and a saddle grain finish which can be easily cleaned with a damp cloth. The special handle positions the case away from the body, making it easier to carry.

SERIAL NUMBER

Record your Royal Portable serial number in this instruction book and on your guarantee card. You will find it by moving the carriage to the extreme right and looking down into the base of the portable. Your Royal Portable can always be identified by its serial number.

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