To remove the machine from its case merely depress the two retaining latches located at the ends of the space bar on the inside of the machine frame. At the same time, lifting up on the front of the machine and sliding it towards you will free the machine from its case.
TO USE YOUR COURIER PORTABLE

Although small, the "Courier" is capable of big typing tasks, and we are sure that you will find its fine touch and fast action make typing really easy. In addition, you will appreciate the many features of this machine that can simplify your work.

PAPER BAIL

The main purpose of the paper bail is to hold the paper against the platen roller to assure sharp type impressions. In addition it provides a full length scale for setting side margins, and it furnishes an accurate means for inserting paper just where you want it. Swing the bail up out of the way for erasing. When erasing, form the habit of moving the carriage to the extreme end so erasings will fall OUT OF (not INTO) the machine.

RETRACTABLE PAPER SUPPORT ARMS

Raise one of the support arms and the other comes up also. They are geared together. The support arms are shown raised on feature chart (Page 2).

TOUCH SELECTOR

Located beneath the top cover plate, this lever can be set to the position which gives you the key tension you prefer.

LINESPACE-CARRIAGE RETURN LEVER

After finishing a line, a stroke on the linespace-carrige return lever not only returns the carriage to the starting point but spaces the paper up for the next line.

LINE SPACE ADJUSTER

If you want your typing two lines apart, just move the linespace adjuster forward to the double spacing position.

LINE RETAINER

When you wish to vary linespacing for filling printed forms, or for typing subscripts or exponents, raise line retainer up, and space paper by turning platen knobs. When ready to return to original linespacing, press retainer down again.

CARRIAGE RELEASE LEVER

There are times when you will want to move the carriage to the right or left. To move the carriage to the right simply push it along. To move the carriage to the left, use the carriage release lever on the right hand end of the carriage. Hold this release lever forward while you move the carriage to the left where you want it.

MARGIN STOPS

Businesslike side margins are assured by the positive, fully visible "quickset" margin stops. To set either margin, press down on the stop and slide to the desired position.
LINE INDICATOR
When type copy must go back into the machine for additions or corrections, the line indicator is indispensable. After inserting the partly typed sheet, release the paper and move the sheet until the bottom of a typed line is even with both wings of the line indicator and the vertical lines on the line indicator wings are exactly centered under typed characters.

MANUAL RIBBON REVERSE
Reversing of direction of ribbon travel is done automatically at each end of the ribbon, but the manual reverse allows you to reverse direction of travel at any time you wish.

MARGIN RELEASE KEY
The margin release key permits you to type beyond the margin stops. Press down the margin release key, and the carriage will then pass the margin stop (either right or left).

BACKSPACE KEY
Press the backspace key once for each space you wish the carriage to move back to the right.

SPACE BAR
For spacing between words, etc. press bar down once for each space.

SHIFT KEY
For typing capital letters press down while striking letter key desired.

SHIFT LOCK KEY
Press down to hold shift key in locked position. This allows you to write capital letters in sequence without necessity of holding shift key down manually. To release shift lock, press left hand shift key.

PAGE END INDICATOR
Page End Indicator tells how far your typing line is from the bottom of the page. Green markings refer to paper length in inches; red markings are to measure the space left at the bottom of the page. Turn platen until green number indicating length of paper used is aligned under the word “Set” stamped on paper bail. Insert paper squarely to assure straight feeding, and type in usual manner.

As you approach the bottom of sheet, the red numerals appearing under “End” stamped on paper bail, show you the number of inches remaining to the bottom of the paper.
REPLACING RIBBONS

Ribbons come wound on proper spools to fit. When purchasing replacement ribbons be sure to specify for Golden Shield Courier, and give the serial number of your machine.

MOVE THE CARRIAGE TO THE EXTREME LEFT.
Swing the cover plate up to raised position. Save the old spool for use on the left. Be sure to save the U-shaped metal clip that held the ribbon on the old spool. Place the new ribbon and spool on the right. Unwind about two inches of the new ribbon and slip the spool way down on the right hand spindle so about \( \frac{3}{8} \) inch of the spindle shows above the spool. Set the manual reverse lever in the forward position and turn the spool counter-clockwise with a little downward pressure. The ribbon must wind from the back of the spool.

Attach loose end of new ribbon to empty spool by laying it across the back side of the spool hub and snap the U-shaped metal clip over the ribbon into the hub. Wind ribbon on empty spool until the little metal eyelet in the ribbon is covered. Now put the left spool on the left spindle. This time have the manual reverse lever in the back position and turn the spool clockwise until it drops way down with about \( \frac{3}{8} \) inch of the spindle showing through the top.

Make SURE the ribbon is winding to and from the BACK of each spool like this.

Next drop the ribbon into the slots of both the left and right hand ribbon guides and see that the ribbon passes through the rear opening in each spool cup.

Lock the shift in the capital letter position. The last step is threading the ribbon through the vibrator. Follow this simple procedure:

A. Place ribbon behind the vibrator like this:

B. Crowd the lower edge of the ribbon down into the lower vibrator loops like this:

C. Straighten out the ribbon so the upper edge passes up into the upper vibrator loops like this:

D. Pull the ribbon a little to the left and right to see that the spools are properly located, the ribbon is passing through each of the spool cup rear openings, also passing through the left and right hand ribbon guides and is threaded through the vibrator as it should be without wrinkles or creases. Take up slack in the ribbon by turning the left spool counterclockwise.

Close the cover plate. Be sure it is held down by latch.
HALF SPACING OF LETTERS
Typing errors in which a letter is added or omitted from a word may be corrected by the use of Half Space. Half-spacing is very simple. It is done with the space bar, which when held down allows the carriage to move \( \frac{1}{2} \) space and when released allows it to move the remaining \( \frac{1}{2} \) space. Hence, by holding the space bar down, while striking a letter, you print that letter \( \frac{1}{2} \) space to the right of where it would normally go. So, to correct the errors shown, erase the underlined words and (for the first example) position carriage as though you were going to type in the space immediately following “Yours,” but before striking “v” press down and hold the space bar, then strike the “v.” Release space bar, press and hold space bar again while striking “e.” Do this with each letter and the word will fit into the space. Where you have one letter too many, you will need to add \( \frac{1}{2} \) space before and after the corrected word. So proceed as before, but start one full space to the right. Half spacing is also very useful in justifying right hand margins and in expanding headings for emphasis.

REPACKING INSTRUCTIONS
When you are not using your Courier put it back in the carrying case to protect it from dust and dirt. To do this:
1. See that the carriage is down in the small-letter position (not the capital position) and that the paper bail and paper support arms are down.
2. Center the carriage by moving it to the left and then holding the centering lever back and down while pushing the carriage to the right as far as the centering lever permits.

To replace the typewriter in the case, first, center the carriage using the carriage centering lever. Holding the typewriter with the front slightly elevated, locate the back of the typewriter so that the cleats in the back of the case enter the slots in the back of the typewriter. A slight downward pressure on the front of the machine frame will lock it firmly in place.