1. CARRIAGE RELEASE LEVERS
(Right and Left):

Depress either lever to move carriage freely to right or left. Release when carriage has reached desired position.

2. LINE SPACE LEVER:

Returns carriage to start new line of writing and simultaneously spaces carriage vertically.

3. LATERAL PAPER GUIDE:

Can be moved in either direction horizontally to assist insertion of paper in typewriter and maintain even margin.

4. PAPER FINGERS:

Adjustable for various paper widths, these assist in holding paper at outer edges, particularly useful in writing labels, small envelopes, postcards, etc.

5. PAPER BAIL:

Holds paper smoothly against the cylinder even when writing at bottom edge of paper. Pull forward when inserting paper.

6. CYLINDER:

Provides proper writing surface.

7. LINE FINDER SCALE:

For determining horizontal line of writing and locating the center of any character space.
8. TYPE BAR GUIDE:
Holds type firmly at printing point.

9. CYLINDER SCALE POINTER:
Indicates position of carriage on writing line.

10. RIBBON CARRIER:
Raises ribbon to printing point.

11. PAPER CENTERING SCALE (On PaperTable):
Used to insert paper of different widths in the center of the typewriter. Insert paper so that the scale reading on each edge of the paper is the same.

12. FEED ROLL RELEASE LEVER:
Depress to release paper for straightening or adjusting, and to allow insertion of bulky material.

13. PAPER ALIGNING SCALE:
Permits aligning paper to line of writing; and is located two spaces below line of writing.

14. OUTSIDE FRAME COVER:
Protects ribbon mechanism, and is easily raised when necessary to replace ribbon or clean type. (See Changing Ribbons, next page.)

15. TOUCH TUNING:
Adjusts tension of all keys to suit operator; choice of five positions from light to firm touch.

16. TABULATOR KEY:
The Tabulator Stops are placed on Marginal Stop Rack at rear of machine. (See next page for instructions). To tabulate for figures in several columns or indent for letter writing, place Tabulator Stops on Rack at numbers where column or indentations are desired. Press Tabulator Key as far as it will go and HOLD IT until Carriage stops. Figures on Stop Rack correspond with figures on Paper Aligning Scale.

17. COLOR SELECTING LEVER:
Blue position permits writing on upper half of ribbon and red position on lower half. White position releases ribbon mechanism to permit stencil cutting.

18. SHIFT KEY, RIGHT:
Depress for writing upper case or capital letters and symbols.

19. SPACE BAR:
Depress to space between words, and other horizontal spacing.

20. SHIFT KEY, LEFT:
Depress for writing upper case or capital letters and symbols.

21. SHIFT LOCK:
Depress to lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 20.

22. BACK SPACER:
Depress to move carriage one or more spaces to the right.

23. MARGINAL STOP RELEASE BUTTON:
Pressing the Release Button allows writing beyond the set limits of Marginal Stops, either right or left, without changing position of marginal stops.

24. CARRIAGE CENTRALIZING LOCK:
When placing typewriter in case, always lock Carriage in center position. This is done by depressing right carriage release lever (See 1), then raising lock and moving carriage to left until lock engages.

25. LINE SPACE ADJUSTING LEVER:
Adjusts to three positions to set for single, double or triple spacing between lines.

26. VARIABLE LINE SPACER CYLINDER KNOB:
When pulled out, Cylinder can be rotated by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.

THE UNDERWOOD UNIVERSAL PORTABLE

This personal typewriter by Underwood possesses all the essential operating features of business size typewriters, including Underwood’s exclusive dual touch tuning. All of the operating features of the Underwood Champion are to be found in the Underwood Universal Portable with the exception of the Lateral Paper Guide (3) Paper Fingers (4) and the Tabulator Key (16).
Remember it is a precision machine and all fine machinery has to be kept in a clean working condition to produce fine results. Always keep the type clean—start the day by using a type brush with stiff bristles to clean all the type faces.

Once a month, oil the carriage rails. Just move the carriage to its extreme ends and then place one drop of oil on the carriage rails. Never oil the bearings of the Type Bars.

*Marginal Stops*—Shown above govern the length of the writing line. They are easily reached by tilting the Paper Table backward and are moved by pressing against the corrugated sides. The Right Hand Stop (A) as you face the machine, governs the margin at end of line and rings bell. The Left Hand Stop (B) governs the margin at the beginning of line.

**CHANGING RIBBONS**

Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Outside Frame Cover (No. 14) by placing finger inside Cover above the word “Underwood” and gently lift Cover to upright position.

Wind the ribbon all on one Spool by means of the Ribbon Drive Shaft Knob located on the right side of the machine. Then lift both Spools from Ribbon Movement Shaft.

Attach end of new ribbon to empty Spool and wind it around until the eyelet (in all Underwood Ribbons) reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both spools and through the slots in Automatic Ribbon Reverse Arms.

After setting Carriage on Capital Shift, loop the ribbon in back of the two pieces marked “A,” on sketch of Ribbon Guide, then pass ribbon through slots marked “B” from the front, after which Carriage can be released. Best results are secured by using Underwood ribbons.
SOME TYPING SHORT CUTS

The professional typist is adept in saving time by making use of the versatile facilities on her Underwood Typewriter in ways that do not ordinarily occur to the beginner. Some of the most useful of these short cuts are shown on this page.

DRAWING FORMS

In setting up a column of figures, etc., a temporary form can be drawn as follows: For horizontal lines, hold the pencil firmly at the ribbon guide and move the Carriage from right to left. For vertical lines, pull out the Variable Line Spacer and turn the Cylinder Knob as you hold the pencil firmly at the line point.

FEEDING CARBON SET

Insert the original and copy sheets, turning them into the cylinder about an inch. Then insert the carbon paper sheets, which will extend beyond the paper sheets as shown above. Upon finishing the typing, the paper sheets roll out ahead of the carbons and are automatically separated. With heavy carbon packs, a small strip of paper can be folded over the top of the pack to act as a guide when inserted into the typewriter.

GAUGING BOTTOM OF SHEET

There are two easy methods: (1) Number vertically a sheet of paper and cut it about a one inch width with enough length to make ends meet around the left end of the Cylinder. Fasten with scotch tape. Insert sheets to align with No. 1. Observe the number where you finish the first page and be guided accordingly thereafter. OR—

(2) Insert paper so a slight edge protrudes beyond the edge of the Cylinder and you can easily see your progress toward the bottom of the page.

ERASING

All typists make errors so it is important to know how to make erasures clean and neat. An erasure shield always helps. Move Carriage to right or left so the particles of rubber, grit and paper will fall outside the machine. Place a heavy card directly in back of sheet to make an erasure, or place pieces of paper between each carbon and sheet.

After erasing, tap the proper type key lightly until the color of the correction matches previous writing. When necessary to make correction near bottom of page, roll the sheets backward so erasure can be made on hard surface of Cylinder.