Changing Ribbons

Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Outside Frame Cover (No. 5) 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. Remove ribbon from Ribbon Guide, then lift both Spools from Ribbon Movement Shafts.

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 the 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.

Marginal Stops—Shown above govern the length of the writing line. They are easily reached by tilting the Paper Table forward 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 by ringing the bell. The Left Hand Stop (B) governs the margin at the beginning of line.

Instructions
for Using the
UNDERWOOD
Leader
Portable Typewriter

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How to Use the UNDERWOOD Leader Portable Typewriter

1. Space Bar—Used for spacing between words.
2. Shift Keys—Depress to write capital letters. (Left and Right)
3. Shift Lock—To lock Carriage on upper case, to write all capital letters. Release by pressing left Shift Key (No. 2).
4. Back Spacer—To move Carriage one or more spaces to right.
5. Outside Frame Cover—Raised when placing a Ribbon. See Changing Ribbons.
7. Line Space Lever—Spaces paper for new line of writing and returns Carriage.
8. Line Space Adjusting Lever—Set for single, double or triple spacing.
9. Line Space Disengaging Lever—When Lever is raised a word may be written between two lines, but closer to one than the other, and the Cylinder returned to original spacing by releasing the Lever and turning the Cylinder by the Cylinder Knob to the line of writing.
10. Paper Table.
11. Line Finder Scale—Indicates line of writing. Used for making corrections and setting paper to line of writing.
12. Paper Fingers—Adjustable for various paper widths, these assist in holding paper at outer edges; particularly useful in writing labels, small envelopes, postcards, etc.
13. Ribbon Carrier—Raises Ribbon to the printing point.
16. Carriage Release Lever—Carriage may be moved freely in either direction when lever is depressed.
17. Ribbon Drive Shaft Knob.

Care

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.