

THE  
**ROYAL**  
PORTABLE  
TYPEWRITER

*Directions*  
for its **USE** and **CARE**

# ROYAL

## PORTABLE

**I**F 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 the 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 Typewriter, first be sure the cover is unlocked. Then lift the locking hasp to a horizontal position.

Press together the two buttons at the left and right of the lock and lift the front of the case, swinging it back as on a hinge. 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 disengage, fold or place in position after removing the cover.*

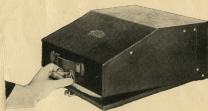


FIGURE 1

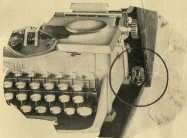


FIGURE 2

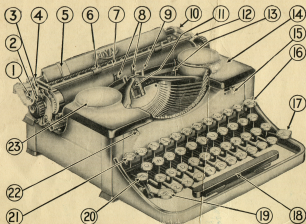
the inside back of the cover in the loops indicated in the enlargement in Figure 2. Tilt the cover forward as in Figure 3 until it snaps down and locks with the base of the machine. After making certain the lock has snapped, snap down the locking hasp. In replacing the cover, ignore the projecting line space lever as it will fit into place as the cover is lowered into position.



FIGURE 3

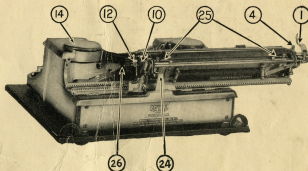


## Diagrammatic Charts of the Royal Portable Typewriter



1. Line Space and Carriage Return Lever
2. Cylinder Knob with Fractional Line Spacer
3. Line Space Selector
4. Left Carriage Release
5. Paper Table with Paper Guide
6. Marginal Adjustment Scale
7. Card Holder Bail and Rolls
8. Card Fingers
9. Paper Alignment Scale
10. Paper Release
11. Carriage Location Pointer
12. Right Carriage Release
13. Carriage Location Scale
14. Right Top Protection Mask
15. Color Change and Stencil Lever
16. Back Spacer
17. Right Shift Key
18. Space Bar
19. Left Shift Key
20. Shift Lock Key

21. Margin Release
22. Ribbon Reverse Lever
23. Left Top Protection Mask
24. Carriage Stop Arm
25. Marginal Stops
26. Right Cylinder Knob



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 in contact with the adjustable paper guide (No. 5). 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. 10), which also lifts the card holder (No. 7), 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. This operation will move carriage to the right while automatically spacing the line.

### 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.

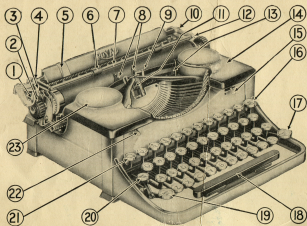
### Writing Between Lines:

To write between lines, to fill in forms or to write on ruled paper on which spaces do not coincide with spacing of the machine, pull forward line space detent release lever (No. 4) and turn cylinder by using right cylinder knob until writing line comes even with the top edge of line scale (No. 9). After you have finished, be sure to return line space release lever to normal position.

### Fractional Spacer:

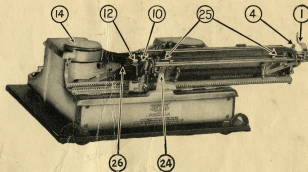
Where it is desired to actually re-locate writing lines from a given point on, it is necessary merely to press the button

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14. Right Top Protection Mask
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17. Right Shift Key
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on the outside of the left cylinder knob and rotate to the desired point. Releasing the button will again lock the cylinder and spacing will again go on from that point. In making such adjustments remember that the writing line is even with the line space scale (No. 9), and the paper should always be returned to this position.

### To Set Margin Stops:

For determining the beginning and end of each writing line, there is provided a left stop for the beginning and a right stop for the end of the line (No. 25).

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. 21) 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. 16) will move the carriage one space.

### Carriage Release:

To move carriage to desired position press forward carriage release lever on either left or right side (No. 4 or No. 12). The carriage now comes right or left freely. Simply release pressure on lever when it is in the desired position.

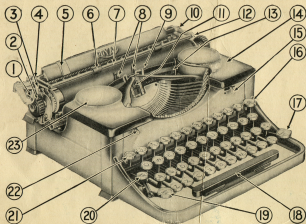
### Shift Keys:

The Royal Portable is a single shift machine. When a capital letter is desired, press down either right or left shift (Nos. 17, 19). To hold the carriage permanently in the shift position press the "shift lock" key (No. 20) backward and downward. The shift lock may be released by pressing on either shift key.

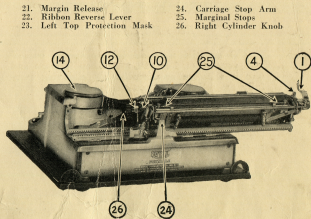
### Wide or Narrow Paper:

Paper of any width up to  $9\frac{3}{4}$  inches may be used without making any adjustments. Margin stops may be set for the desired length of writing line. The paper guide (No. 5) may be moved right or left in order to keep the paper centered in the cylinder.

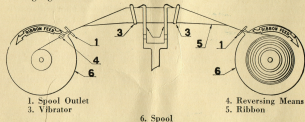
## Diagrammatic Charts of the Royal Portable Typewriter



1. Line Space and Carriage Return Lever
2. Cylindrical Knob with Fractional Line Spacer
3. Line Space Selector
4. Left Carriage Release
5. Paper Table with Paper Guide
6. Marginal Adjustment Scale
7. Card Holder Bail and Rolls
8. Card Fingers
9. Paper Alignment Scale
10. Paper Release
11. Carriage Location Pointer
12. Right Carriage Release
13. Carriage Location Scale
14. Right Top Protection Mask
15. Color Change and Stencil Lever
16. Back Spaces
17. Right Shift Key
18. Space Bar
19. Left Shift Key
20. Shift Lock Key



### Changing Ribbon:



1. Spool Outlet
3. Vibrator

6. Spool

4. Reversing Means
5. Ribbon

When a ribbon change is desired, pull up the top masks (No. 14 and No. 23) by a slight upward pressure on the inner edges. Then wind the old ribbon completely on either spool (No. 6 in above diagram), remove ribbon from vibrator (No. 3) and retaining guides (No. 1), and lift out both spools by a slight force sufficient to overcome pressure of retaining spring. Place new full spool on right side, being careful that the small hole in the spool is directly over the small pin beside the shaft. Pull out a length of ribbon and by a downward and then upward motion fit it into the guides (No. 1) on each ribbon spool. 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 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 shaft must be flush with the top of the spool. If this is not the case, turn the spool slowly until the small pin enters the hole, when the spool can be pressed down into position.

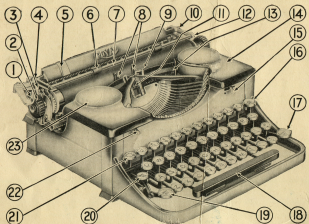
### Use Roytype Ribbons

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

### Ribbon Reverse and Rewind:

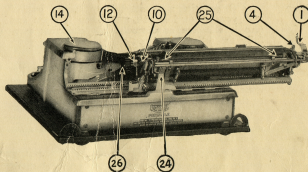
The ribbon movement reverses automatically when complete ribbon is wound on the spool. It may, however, at any time be reversed by placing the ribbon reverse lever (No. 22)

## Diagrammatic Charts of the Royal Portable Typewriter



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10. Paper Release
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12. Right Carriage Release
13. Carriage Location Scale
14. Right Top Protection Mask
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in its other position. To wind ribbon on either spool, lift top mask, throw ribbon lever (No. 22) to that side, and revolve spool by hand.

After adjusting ribbon always be careful to press down top masks firmly so that the catches snap.

### Two Color Ribbons:

Directly underneath the color change lever (No. 15) 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 a one color ribbon it is well to let the lever (No. 15) 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.

### Scales:

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 marginal

stops.) This scale is also used for locating the paper by means of the paper guide (No. 5). The left hand and projecting edge of the paper guide may be placed at any number on this scale and will serve to locate sheets and also locate margins without resetting marginal stops. For example, if guide is set at zero and the margin stop at 20 this will give a margin of exactly 20 spaces. If guide is moved to 10 the margin will be 10 spaces, so that no further attention to marginal stops is required.

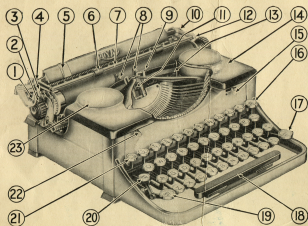
2.—The paper aligning scale (No. 13) is located at the front of the cylinder, two line spaces below the writing line, and is useful for straightening the paper either for insertions, corrections or adjusting to ruled lines.

3.—The above scale is duplicated directly below it by a carriage locating scale which carries on it the little arrow indicating the center of the carriage for replacing the cover, and also indicates the exact position of the space by means of the pointer (No. 11) under the printing point.

4.—The writing line scale (No. 9) 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"



## Diagrammatic Charts of the Royal Portable Typewriter



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(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.

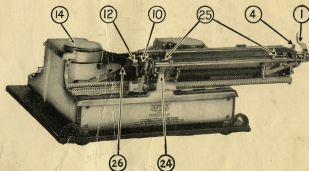
### Stencils:

Make ribbon inoperative by bringing lever (No. 15) to the right and downward so that it is over the white dot. See that the type faces are clean before cutting a stencil. After stencil is cut, be sure to return color change lever to ribbon position.

### Keep Your Machine Clean:

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

21. Margin Release
22. Ribbon Reverse Lever
23. Left Top Protection Mask
24. Carriage Stop Arm
25. Marginal Stops
26. Right Cylinder Knob



### Royal Portable's Keyboard is Standard

You will find it easy to use the Touch System of Typing



This diagram illustrates the fingers to be used on each row of keys for the regular touch system. If you care to have it, we will gladly supply you with a complete Van Sant Touch Typing Instruction Book, free of charge.

## VERY IMPORTANT!

### Keep Machine Clean

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

That Royal Portable Typewriter, Serial Number \_\_\_\_\_ 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 \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

USE  
**ROYTYPE**  
TRADE MARK  
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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