

You Own The World's No. 1 Portable

Your New

ROYAL



TO THE OWNER OF THIS NEW ROYAL PORTABLE

Your new Royal Portable is the world's finest — handsome in appearance, quiet in action, and equipped with "Magic" Margin and other outstanding features which will bring you unmatched ease and comfort in typing. Your Royal is the easiest-writing Portable ever built. And it is the world's fastest Portable — the world's Portable speed record was won on the Royal.

Naturally you will want to know as much about your new Royal Portable as possible in order that you can enjoy the full benefit of its outstanding features. This booklet tells you everything you need to know about the mechanism of your Portable. Read it carefully. As you read it, keep the Feature Chart,



Royal Quiet De Luxe.

which is attached to the back cover, folded *out* so that you can easily identify the parts as they are mentioned.



Royal Arrow.

Where the Quiet De Luxe and Arrow models differ, the operating differences are carefully explained.

When you are through reading this booklet, keep it on hand for reference.

Your Royal Portable has its own unique serial number, which you will find if you move the carriage to the extreme right and look down onto the base of the Portable. Record this serial number on your bill of sale, on this instruction book, or in some other safe place. Your Royal Portable can always be identified by its serial number.

TABLE OF CONTENTS

YOUR ROYAL PORTABLE CASE	Page 3	SPACING BETWEEN LINES	Page 9
PAPER HANDLING	3, 4	RIBBON COLOR CHANGE AND REVERSE	10
"MAGIC" MARGIN	5	TABULATING ON THE QUIET DE LUXE	10
"TOUCH CONTROL"	5	CARE OF YOUR ROYAL PORTABLE	11
RAPID RIBBON CHANGE	6	FEATURE CHART OF YOUR ROYAL	
USING THE SCALES	7	PORTABLE	12
FULLY STANDARD KEYBOARD	8	TYPING THE EASY WAY	13

YOUR ROYAL PORTABLE CASE

The carrying case for your new Royal Portable is a highly styled piece of luggage, substantial and durable. Clips in the top of the case are designed to hold paper and envelopes during transit and to hold the cleaning brush.

If you like, use your Royal Portable in its case. Simply throw open the cover and type. Or, remove the top of the case by holding the Hinge Lock toward you and sliding off the top to the right.

For the quietest typing of all, remove the Portable from the case. Do this by releasing the four Base Clamps with your thumbs and lifting the Portable from the base of the case.

To close the case, position the carriage at the center or slightly to the left. The Automatic Centering Device, built into the case, exactly centers the carriage when the lid is closed. [For your information,

when the Carriage Position Indicator (7) is in alignment with the white "Y" of the lower Cylinder Scale (9), the carriage is centered.] The Carriage Protector in the top of the case automatically frees the carriage so that a jolt or jar will not damage it.

PAPER HANDLING

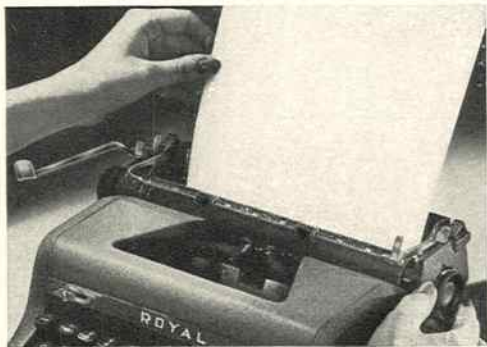
There is one difference between the paper handling of the Quiet De Luxe and Arrow models. The Quiet De Luxe has an Automatic Paper Lock like that of the Royal Office Typewriter which moves not only upward but forward, while the Arrow has a Paper Bail. Both the Automatic Paper Lock and the Paper Bail are calibrated to correspond to the other scales on your Royal Portable, as described in the section "USING THE SCALES" on page 7.

PAPER HANDLING (Cont.)

TO INSERT PAPER into the Quiet De Luxe model, pull forward the Automatic Paper Lock (3) by its finger piece and drop the paper behind the Cylinder (16), resting the left edge of the paper against the Paper Guide (2). Now turn either of the Cylinder Knobs (31 or 17) until the paper comes up under the Automatic Paper Lock. Flip back the Lock with the right thumb. The Automatic Paper Lock irons out the paper, quieting your typing and insuring correct alignment of the writing line.

The Paper Lock Rolls (4) should be spaced to divide the paper approximately in thirds.

Because your Royal Portable is equipped with a



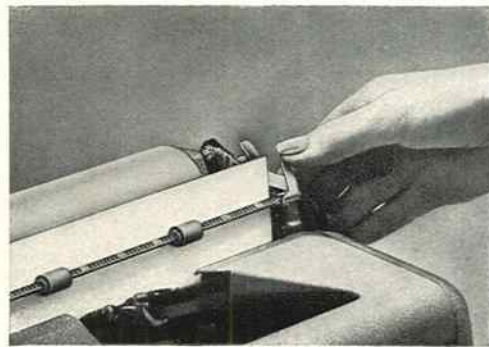
*Inserting
the paper.*

single wide rear feed roll which acts as a straight edge, your paper will feed in straight. If necessary, it may be adjusted by pulling forward the Paper Lock and Paper Release Lever (14).

Your Royal Portable is equipped with a handy Paper Support (6) which will hold the paper erect behind the cylinder.

To remove the paper pull forward both the Paper Release Lever (14) and the Paper Lock or Bail (3). The paper may also be rolled out by means of either Cylinder Knob (17 or 31).

TO WRITE ON CARDS OR ENVELOPES, raise the Disappearing Card Finger (10), and you will find that you can write in perfect alignment to the extreme edges or bottom of the card.

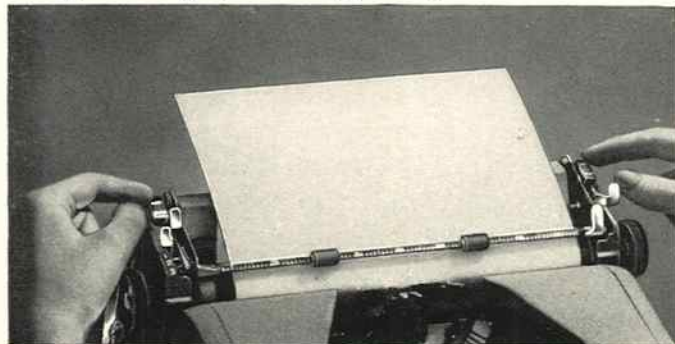


*Using the
Automatic
Paper Lock.*

"MAGIC" MARGIN

Your Royal Portable is equipped with one of the greatest typewriter improvements in years—Royal's famous "Magic" Margin. It is the fastest method known to set margins. You can set both left and right margins instantly, automatically with a touch of your finger. To set the left margin, move carriage to the exact point at which you want to write and press your left "Magic" Margin. It's set. To set the right margin, move carriage to the point where you want the writing line to end, press the right "Magic" Margin and your right margin is set.

When you want a longer writing line with narrower margins, simply hold down the "Magic" Margin, and position the carriage. When you release the "Magic" Margin, the margin stop is set.



Press the "Magic" Margin and — presto! — it's set!

When, in your typing, you approach the right margin, your warning bell will ring. After you have typed several more characters, the line lock will take effect, locking the type bars to prevent you from typing one character over another.

TO TYPE PAST THE LINE LOCK, or to type in your left hand margin, press the Margin Release Key (21).

"TOUCH CONTROL"

"Touch Control" (29) tailors the touch of the keys to your fingers.

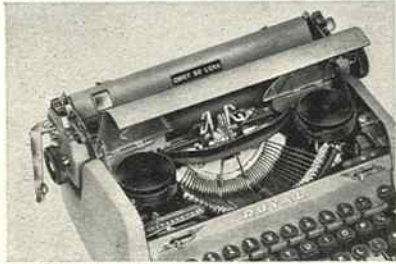
The "Touch Control" scale is located at the front left under the Time-Saver Top. Move the indicator to the setting most comfortable to your individual touch, to the lower numbers if you have a light touch, to the higher numbers if you have a firm touch.



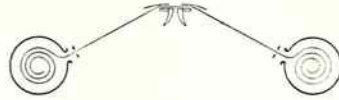
Set "Touch Control" Indicator to adjust keys to your touch.

RAPID RIBBON CHANGE

Your Royal Portable is equipped with a Rapid Ribbon Changer (8), a new type ribbon holder which enables you to thread or unthread the ribbons with one hand. When you have removed the ribbon from the holder, lift the Time-Saver Top (18) and wind the ribbon as far as possible on either spool. Then slip the ribbon out of the small guides beside each



Used ribbon is slipped out.



Course in which the ribbon travels.



New ribbon is placed in holder.

ribbon cup. Lift off both spools, unhook and discard the used ribbon from the empty spool.

Hook the new ribbon to the empty spool and replace both spools on their hubs, making sure that the ribbon travels from the back of the ribbon spools to the printing point as shown in the illustration.

Feed the ribbon through the small guides, lower the Time-Saver Top, replace the ribbon in the ribbon holder, take up the ribbon slack by turning either spool, and you are ready to write.

USING THE SCALES

Your Royal Portable is uniquely superior in the fact that it has built-in scales which are in effect a set of corresponding synchronized rulers. All read from left to right, are identically calibrated with "0" in the same place, and are invaluable in inserting paper, setting margins, and centering headings or work.

Both the Quiet De Luxe and Arrow models have a Paper Guide (2). Set this guide according to the Paper Guide Scale (12), ordinarily keeping it at "0".

The new Paper Lock or Paper Bail Scale (3) spans the cylinder and is completely visible at all times. Use this scale to compute measurements on the paper and then tabulate or set margins accordingly. To determine margin or tab settings used on the upper part of the page, simply raise the Paper Lock or Bail, hold the paper under the scale, and make the readings.

The Card and Writing Line Scale (5) is used to align characters with work already on the page or card. The edge of the scale denotes the base of the writing line. For perfect strike-overs or additions, use the Variable Line Spacer (32) to find the writing line. Then pull the Paper Release Lever (14) forward and slide the paper or card horizontally until the white lines of the Writing Line Scale (5) are exactly under the center of the previously typed char-

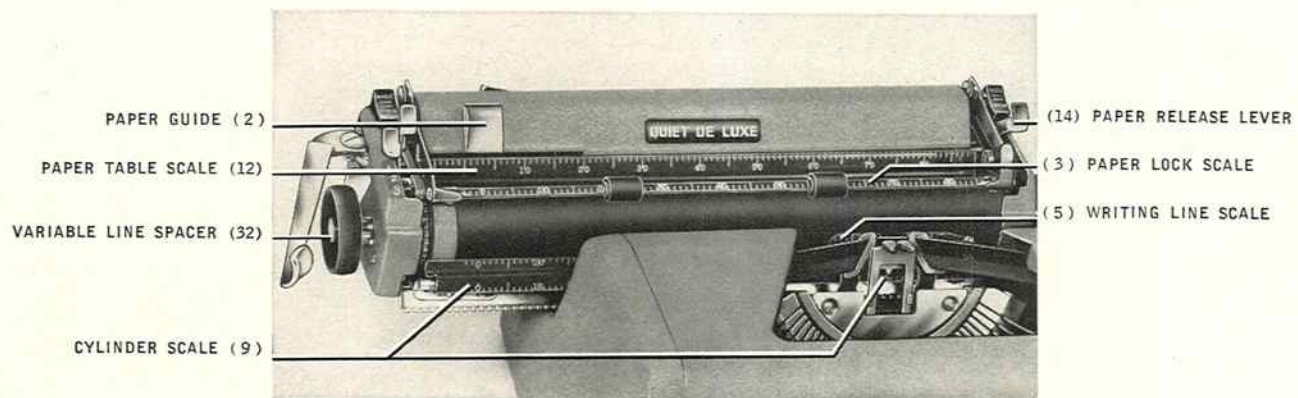
acters. Characters whose exact center can be readily seen, such as the period, "I", "v", or "I", afford accuracy in positioning for the fill-in. The new characters may then be typed in perfect alignment.

USE THE CYLINDER SCALE (9) to locate the carriage at a specific printing point, as in setting "Magic" Margin, finding the center of a page, and centering headings.

To find the center of a page, insert the paper with the left edge at "0" on the Paper Table Scale (12). Then read the measurement at the right edge, and divide by two. The resultant number, when located on the Cylinder Scale and brought to the printing point, will indicate the center of the page.

TO CENTER A HEADING, locate the center of the page, as above. Then pass the Back Space Key (27) once for each two letters and spaces in the heading.

USE THE TABULAR SCALE on the Quiet De Luxe to set the tab stops.



FULLY STANDARD KEYBOARD

Your Royal Portable is equipped with new non-glare plastic keys. Their concave Finger-Flow shape exactly fits the fingertips and affords greater clearance between rows of keys for more accurate typing and protection of the finger nails.

The position of the keys, as well as of the Space Bar, Shift Keys, Margin Release, Back Spacer, and Tabulator, is exactly standard and permits you to switch to or from a standard typewriter with complete ease and familiarity.

TO TYPE CAPITAL OR UPPER CASE CHARACTERS, press either Shift Key (22 or 24), holding it down while you use the letter key. Notice that, thanks to Locked Shift Freedom, only the type segment moves when typing capitals. Gone is the clatter of a bobbing carriage.

TO TYPE CAPITALS OR UPPER CASE CHARACTERS IN SEQUENCE, used the Shift Lock Key (25), which holds the segment in its upper case position until you press either shift key. Note that the newly-designed larger shift keys make your typing more accurate by giving your fingers greater striking surface.

Use your right thumb on the Space Bar (23) to space between words. To return a space for a correction or fill-in, press the Back Space Key (27).



Keyboard and controls like a standard office typewriter! New plastic keys are Finger-Flow shaped — no obstructing semi-circle in front of key to brush finger or cause untidy work. Letters are in-laid right through the key and cannot rub off; stay clean, too, because exactly flush with key surface. New keys and famous fast Royal typebar action give fastest typing ever offered in a Portable typewriter!

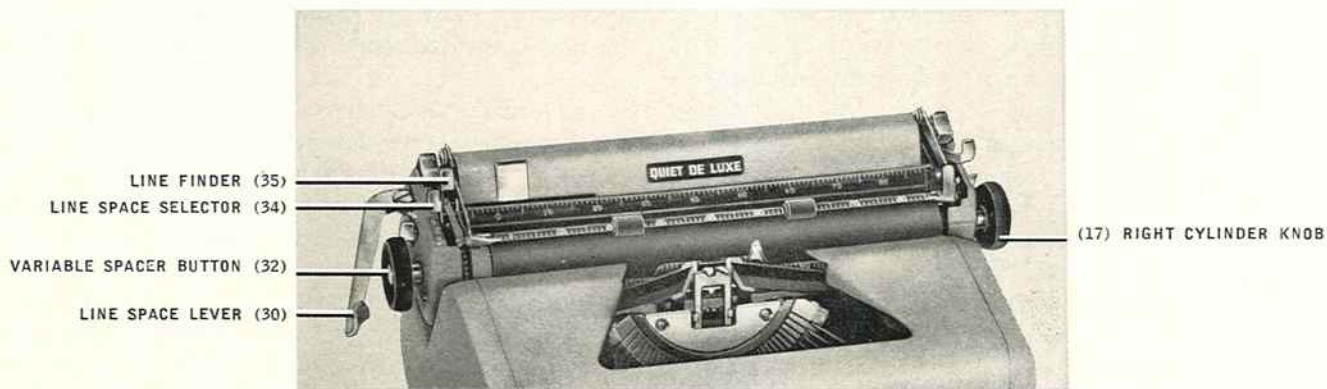
SPACING BETWEEN LINES

Your Royal Portable is equipped with single, double and triple spacing between lines. The plainly visible numbers next to the Line Space Selector (34) permit you to select your spacing.

Line spacing and carriage return are accomplished simultaneously with a single, brisk sweep of the left hand against the Line Space Lever (30). The newly-designed Line Space Lever has an improved finger piece which brings increased comfort and convenience to this operation.

TO CHANGE THE LINE SPACING to a fraction of a line temporarily, as in typing a chemical or mathematical formula, move the Line Finder (35) forward and rotate the cylinder to the desired position. Then, to return to the exact original alignment, move the Line Finder to its rearward position.

TO CHANGE THE LINE SPACING to a fraction of a line and then proceed with regular spacing from the new position, hold in the Variable Spacer Button (32) and rotate the cylinder to the desired writing line.



RIBBON COLOR CHANGE AND REVERSE

The Ribbon Color Change Lever permits you to use both the upper and lower halves of any ribbon. To type using the lower or red half of a two-color ribbon, move the Ribbon Color Change Lever (19) to the red dot. To use the upper or black half of the ribbon, move the lever to the blue dot.

TO MAKE THE RIBBON INOPERATIVE for stencil-cutting, move the Ribbon Color Change Lever (19) to the white dot.

The ribbon reverses itself automatically when the end of the ribbon is reached. However, it may be reversed at any time by moving the Ribbon Reverse Lever (28) to its opposite position. The Ribbon Reverse Lever always points in the direction in which the ribbon is travelling.

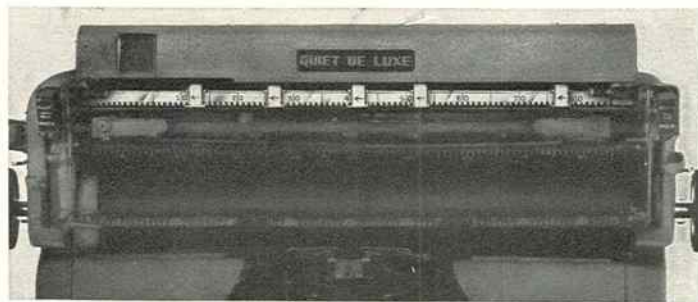
In purchasing new ribbons, be sure to get a ribbon made expressly for the Royal Portable.

TABULATING ON THE QUIET DE LUXE

Touch-set tabulation on the Quiet De Luxe Portable is used to move the carriage rapidly to pre-determined positions, as in typing columns or tables of figures. The tab stops in the back of the Portable are used to mark off the various indentations and to stop the carriage at these points.

You will notice that the tab stops move on a rack which has a scale calibrated identically to the other scales on your Royal Portable. You can set your tab stops instantly merely by tilting back the Paper Table (11) and looking down through the machine at the tubular rack and stops. To set a tab stop, move the carriage to the point where you wish to be in the first column, note the reading on the Cylinder Scale (9) under the printing point, and move the first tab stop until the arrow on the stop indicates a similar reading on the tubular rack scale. Repeat to set each additional stop.

Finally, to tabulate—that is, to move automatically from one column or indentation to the next—merely move the carriage to the desired position by holding down the Tab Key (20) until the carriage stops.



Looking down at visible Tab Stops.

CARE OF YOUR ROYAL PORTABLE

Your Royal Portable is a sturdy typewriter, built to "take it."

The functional design of the mask gives complete all-around protection to the precision-built mechanism within. Its Time-Saver Top (18) and Enclosed Carriage Ends insure long-life and durability.

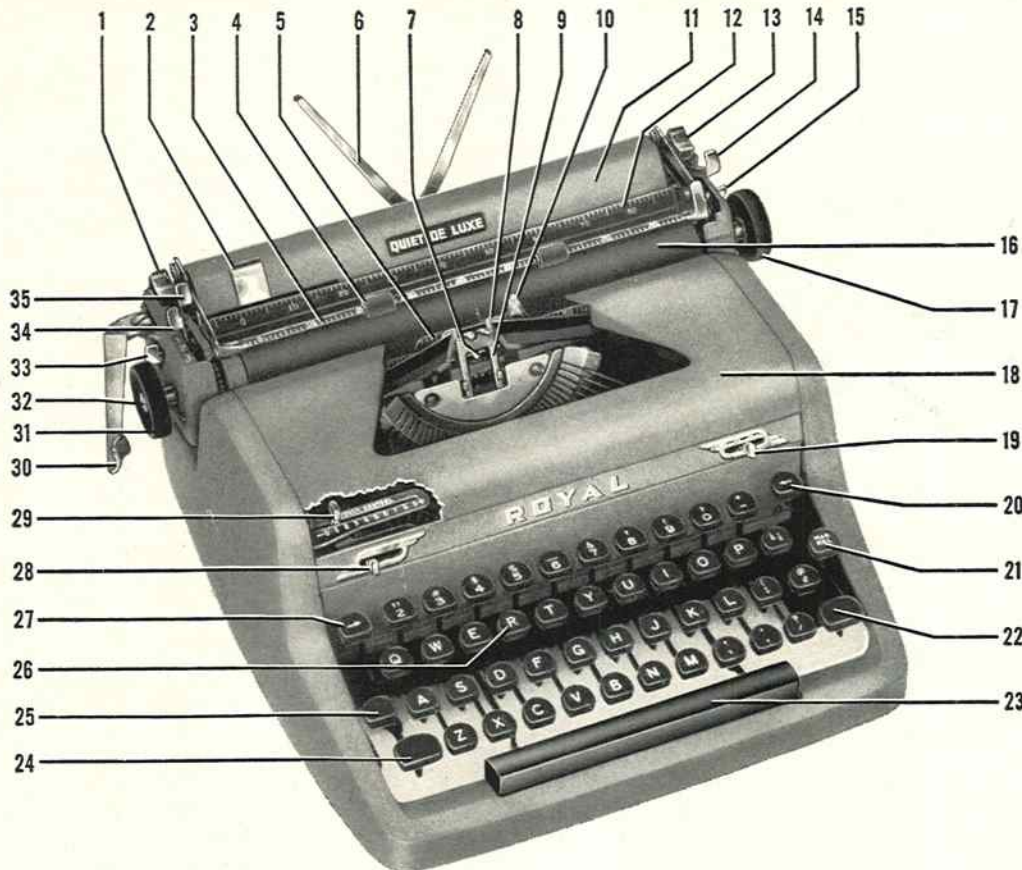
To increase your typing satisfaction, follow these simple rules:

- From time to time, dust the outside and accessible parts with a brush or dry cloth.
- Clean the type frequently with the dry bristle brush furnished with your Portable.
- Wipe the carriage rails and other nickel parts occasionally with a cloth slightly moistened with a very little oil.
- Don't erase directly over the printing point. Move the carriage to either side, then erase.
- Keep your Portable covered when not in use.

FEATURE CHART OF YOUR ROYAL PORTABLE

Quiet De Luxe Model Illustrated

- | | | |
|--|---|---|
| 1. "Magic" Margin Left | 11. Paper Table | 24. Left Shift Key |
| 2. Paper Guide | 12. Paper Table Scale | 25. Shift Lock Key |
| 3. Automatic Paper Lock and Scale (on Quiet De Luxe) Paper Bail and Scale (on Arrow) | 13. "Magic" Margin Right | 26. Fully Standard Keyboard |
| 4. Paper Lock Rolls | 14. Paper Release Lever | 27. Back Space Key |
| 5. Writing Line Scale | 15. Right Carriage Release | 28. Ribbon Reverse Lever |
| 6. Adjustable Paper Support | 16. Cylinder | 29. "Touch Control" Scale and Indicator |
| 7. Carriage Position Indicator | 17. Right Cylinder Knob | 30. Line Space Lever |
| 8. Rapid Ribbon Changer | 18. Time-Saver Top | 31. Left Cylinder Knob |
| 9. Cylinder Scale | 19. Ribbon Color Change Lever | 32. Variable Spacer |
| 10. Disappearing Card Finger | 20. Tabular Key (on Quiet De Luxe Model only) | 33. Left Carriage Release |
| | 21. Margin Release Key | 34. Line Space Selector |
| | 22. Right Shift Key | 35. Line Finder |
| | 23. Space Bar | |



TYPING THE EASY WAY

The easiest and quickest method of typing is the touch system. 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, and ;* for the right hand. From its

HOME KEY, a finger may strike any letter indicated for that finger in the chart below, and then return to its HOME position. Strike the keys crisply with a staccato stroke. Strive for accuracy. Speed in touch typing will follow.



You'll be proud of your NEW ROYAL PORTABLE

You have acquired the finest of Portable Typewriters. It is new and beautiful in appearance, smart and modern in design, years ahead in benefits. It is the easiest-writing Portable ever built.

Your Royal is *the* Portable with automatic margin setting. "Magic" Margin is a Royal exclusive, the simplest and easiest way known to set margin stops.

Your new Keyboard is the most comfortable and restful ever designed. Fully standard placement of keys and controls, fully standard spacing, and the standard dip or depression of the keys enable you to switch to a standard machine, or from it, with

complete familiarity and ease. Your Royal is truly *the* standard typewriter in portable size.

You'll be proud, too, to know that your Royal Portable has been made by the World's Largest Manufacturer of Typewriters. Unbiased surveys proved that the Royal Portable is the universal favorite, preferred 2 to 1 over any other make of Portable Typewriter.

Your enjoyment of your Royal Portable will increase as you use it and become familiar with its dozens of superior inbuilt features. It will give you many years of pleasant efficient service.

ROYAL TYPEWRITER COMPANY, INC.

2 PARK AVENUE • NEW YORK 16, N. Y.

THE WORLD'S LARGEST MANUFACTURER OF TYPEWRITERS

