INSTRUCTIONS FOR USING
THE ALL ENGLISH
BAR-LET PORTABLE
TYPEWRITER.

MANUFACTURED THROUGHOUT IN NOTTINGHAM, ENGLAND.

UTILISING ENGLISH BRAINS, CAPITAL, LABOUR, MATERIAL.

MANUFACTURED BY
BAR-LOCK (1925) COMPANY,
Nottingham. ENGLAND.

Telegram:
BARLOCK, NOTTINGHAM.
Telephone:
75141-2 NOTTINGHAM.
A pocket is provided in the case for carrying paper, envelopes, etc. This will be found very convenient if the case is stood upright behind the machine with the open side to the front.

To release the flap, press the two flat springs towards the side of the case, when the flap will drop down on to two stops which hold same in a horizontal position. The paper, etc., can then be taken and used as required.

The machine is attached to the cork mat and cover plate by means of four screws. If the machine is not being frequently transported, it may if desired, be removed from the baseboard by simply removing the four screws.
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A—Inserting the Paper
Take the paper in the left hand, with the top edge or printed heading downwards—and the side to be written on facing away from the operator. Slide the paper down the Paper Table until its rear against the bottom Feed Rolls and the Platen. Then rotate the Platen Knob away from you. If it is necessary to readjust the paper when in the machine, pull forward either of the tabs on the Paper Table marked “Paper Release”—with the first finger—at the same time resting the thumb on the tab of the carriage (No. 58/1).

B—Left hand Margin
A margin of 5, 10, or 15 spaces is usual at the left-hand side of the paper. This is adjusted by depressing the Margin Stop (No. 65/3) with the first finger and sliding from left to right (or vice versa) until the Margin Stop is exactly opposite where the writing is desired to commence. A ready method of setting the Margin Stop is to bring the carriage to the proposed position of commencing a line, and then slide the stop as far to the left as possible, i.e., up against the Margin Release Lever.

C—Right hand Margin
This should be set in exactly the same way as the left hand. It adjusts the zing (or hard hold) which will ring and warn the operator that five spaces hence the carriage will lock.

D—Marginal Notes
If it is necessary to write inside the margins without changing the position of the stops, press back the Margin Release Lever (No. 65/7).

E—Operation
Touch the keys light and sharply. Do not strike the full stops and commas too heavily.

F—Spacing for New Line
When the line of writing is completed, return the carriage by the left hand, placing index finger under (No. 58/2) and thumb on (No. 65/1), press together, and push carriage to right hand side until it comes up against the Margin Stop. This automatically feeds the paper forward 1 or 2 spaces, according to the position of Setting Lever (No. 63/3).

G—Setting Linspace
Before this setting lever can be moved, it will be necessary to press backwards the Platen Release Lever (No. 63/5/Sketch 2). When the lever has been set, it should be noted that the Roller, which is carried by the Linspace Roller Lever is in re-engagement with the Ratchet.

H—Line Finder
In order to find the exact line on which the letters will appear—for instance, writing on a ruled line—turn the paper forward until the line to be written on coincides exactly with the edge of the Card Clip (No. 44/6) and the writing will take place on that line. (See also Writing on Ruled Lines.)

I—Carriage Release Lever
To bring carriage to the left (without typing) press together the two tabs (No. 58/1 and 58/15) on the right-hand side of the carriage. The carriage will then move freely.

J—Raising the Carriage
To raise for cleaning purposes, pull the carriage to the right hand, and then push forward the small locking lever until this is clear of the pin. The carriage can then be swung right over for cleaning, etc.

K—To Clean the Type
Place a duster, or piece of blotting paper, over the keyboard to prevent the keys becoming stained. Now brush the type with a type brush, but do not do this too vigorously, otherwise the ink will spread on the type-case, causing discolouration, etc.

L—Writing on Ruled Lines
The Linspace Roller Lever (No. 63/5, Sketch No. 2) may be disengaged from the Platen Ratchet by pressing this backward, and at the same time pushing the setting lever (No. 63/3) back as far as it will go. This will enable ruled lines to be written upon.

M—Backspace Key
Is situated on extreme right of keyboard, and is used to move the carriage quickly a space to the right, in order to reprint a letter which may have been too lightly printed, or to correct an error. This key should be depressed as far as it will go.

N—The Keyboard
There are 26 keys, each key printing three characters. To obtain figures and signs, depress Fig. Key (No. 49/1). To lock the carriage in this position, press backward the shift lock while the Fig. Key is being depressed. To release, depress Fig. Key a little, and the shift lock automatically releases. Follow the same instructions for Capitals, using the Cap Key. When neither of the shift keys is used the machine prints in small letters the characters shown in the bottom half of the key inserts.

O—Ribbon
The ribbon is threaded through the front of the slots in the Ribbon Vibrator, and passes round the back of the typewriter guide (See Sketch 1). When the end of the Ribbon is reached, a white un-inked portion will appear. The ribbon should then be reversed by the Ribbon Reverse Lever (No. 47/19). The ribbon is thin. When one half of this has been used, the spools should be turned over, that is to say, the right hand should be fitted on the left-hand side and vice versa. This automatically brings the unused portion of the ribbon into action.

P—Changing Ribbon
Take off the ribbon cups by a vertical pull, but before removing spools, carefully note how ribbon is fitted, and the direction of rotation of spools. The right-hand spool travels anticlockwise when filling, and the left-hand clockwise. (See Sketch No. 1.) It should be noted that no twist are in the ribbon previous to attaching same to the spool by means of the hooks on the centre of the spool.

Q—Making Corrections
Before erasing an error, draw the carriage to one side so that eraser dust will not drop in the machine mechanism. Insert small slip of paper between each carbon, otherwise the pressure of the eraser will mark the copies.

R—Cleaning
This should be done once a week when the machine is in use. Obtain a long handled cleaning brush (which is similar to a flat paint or varnish brush) and remove all dust and eraser dirt from the machine, taking particular pains to see that no dirt is left in the typebar bearing.