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THE ALL ENGLISH

## BAR-LET PORTABLE

### TYPEWRITER.

MANUFACTURED THROUGHOUT IN NOTTINGHAM, ENGLAND.

UTILISING ENGLISH BRAINS, CAPITAL, LABOUR, MATERIAL.

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

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# THE BAR-LET

No. 44-6 CARD CLIP.

No. 47-5 RIBBON CUP TOP.

(Pull straight up to remove when changing ribbon-see paragraph P.)

## TYPEWRITER

No. 50-1 SPACE KEY. No. 53-13 TYPEBAR GUIDE. No. 58-1 CARRIAGE END, R.H.

CARRIAGE END, L.H

58-2

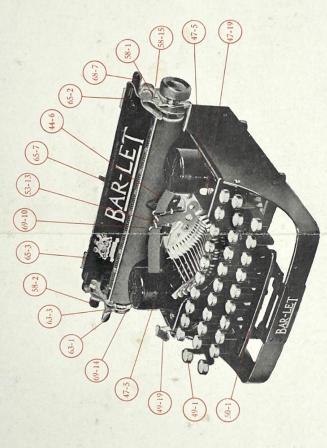
No.

No. 47-19 RIBBON REVERSE LEVER.

(It is important to note that this lever is always placed in one of the desired holes. The centre hole is neutral position, and the iever should only be placed in this position when changing the ribbon—see paragraph O.)

No. 49-1 SHIFT KEYLEVER
(FIG.)
(Depress for Figures and Signs—see paragraph N.)

No. 49-19 SHIFT LOCK LEVER. (Press backwards to lock, and forwards to release.)



No. 58-15 CARRIAGE RELEASE LEVER. (Pull forward to release

No. 63-1 LINESPACE LEVER. (For turning up the paper and returning the carriage—see paragraph G.)

No. 63-3 LINESPACE SETTING LEVER. (For distance between

lines—see paragraph F.)
No. 65-2 MARGIN STOP, R.H.

No. 65-3 MARGIN STOP, L.H.

No. 65-7 MARGIN RELEASE LEVER. 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.

### INSTRUCTIONS FOR USING THE BAR-LET PORTABLE.

### TYPEWRITER.

### 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 rests against the bottom Feed Rolls and the Platen. Then rotate the Platen Knob away from you. If it is necessary to re-adjust 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 lefthand 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 right 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 do this too vigorously, otherwise the ink will spread left hand. It adjusts the ring t' alarm bell all r the type-bars clusing discolouration, etc. which will ring and warn the operator that five If any difficulty is experienced with the ink, a little spaces hence the carriage will lock.

### D.-Marginal Notes

If it is necessary to write inside the margins with out changing the position of the stops, press back Margin Release Lever (No. 65/7).

### E.-Operation

Touch the keys lightly 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. 63/1), 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 Linespace.

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 reengagement 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 lineturn 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,

### 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 benzine may be used.

### L.-Writing on Ruled Lines.

The Linespace 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.

### .-The Keyboard

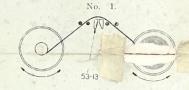
There are 28 keys, each key printing three characters. To obtain figures and signs, depress Fig. Key (No. 49/1). To lock the carriage in this position, press backward the shift lock while the Fig. Key is being depressed. To release, depress Fig. Key a little, and the shift lock automatically releases. Follow the same instruction 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.

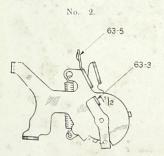
### O.-Ribbon

The ribbon is threaded through the front of the slots in the Ribbon Vibrator, and passes round the back of the typebar 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 1 in. wide. 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 lefthand 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 twists 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.

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.