Instruction Book for the Imperial "Good Companion" Portable

A complimentary Copy from Mr & Mrs Vintage Typewriters
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This booklet is written with the express purpose of assisting users of the Imperial "Good Companion" Portable 3 to obtain the best possible results from their machines.

We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of really good service.

We want you to consider the Imperial Typewriter Company Ltd., and its specially appointed Agents, always at your service. Should you experience any difficulty in connection with the operation of your machine please contact your nearest Imperial agent who will give immediate attention to your requirements.

A complete list of Imperial Agents and branches will be found in this booklet.
Principal Parts in the Imperial "Good Companion"

Line Space Lever 1
Line Space Adjusting Lever 2
Platen Clutch Release Disc 3
Platen Turning Knob (L. Hand) 4
Platen Turning Knob (R. Hand) 5
Margin Scale 6
Left Hand Margin Indicator 7
Right Hand Margin Indicator 8
Auxiliary Feed Roller (L. Hand) 9
Auxiliary Feed Roller (R. Hand) 10
Bail Bar 11
Ribbon Centre Guide 12
Type Bar Fork 13
Line Indicator 14
Back Spacer 15
Shift Lock 16
Shift Key (L. Hand) 17
Shift Key (R. Hand) 18
Margin Release Lever 19
Space Bar 20
"Quickset" Margin Lever 21
Paper Locating Guide 22
Paper Shelf 23
Paper Supporting Arm 24
Platen Roller 25
Tabulator Stop Clearing Lever 26
Paper Release Lever 27
Bail Bar Lever 28
Carriage Reverse Lever 29
Baseboard 30
Hinged Ribbon Cover 31
Ribbon Reverse Lever 32
Tabulator Key 33
Baseboard Clamp (L. Hand) 34
Baseboard Clamp (R. Hand) 35
Touch Adjustment Lever 36
Tabulator Setting Lever 37
Colour Change and Stencil Lever 38
Ribbon Spool (L. Hand) 39
Ribbon Spool (R. Hand) 40
Ribbon Tension Lever (L. Hand) 41
Ribbon Tension Lever (R. Hand) 42
Carriage Lock 43
Platen Locating Release Lever 44
Card Guide 45
Ribbon Eyelet 46
Left Hand Ribbon Guide 47
Right Hand Ribbon Guide 48
Ribbon Hook 49
Auxiliary Paper Shelf 50
How to Use
the
Imperial “Good Companion”
PORTABLE

• REMOVING THE COVER
Place the machine flat upon the table, unlock the case, lift catch and push knob to the right, then lift top of case, slightly tilting it backwards.

• POSITION OF THE TYPEWRITER WHEN IN USE
The height of the machine in relation to the position of the operator is of the greatest importance if the best results are to be obtained. Should the typewriter be either too high or too low, correct control of the keyboard cannot be maintained. The typewriter table or desk should be about 26 inches high, and the surface perfectly horizontal. The height of the operator’s chair should be such that the fore-arms are just level when the elbows are resting close to the sides and the fore-fingers are covering the top row of keys.

• UNLOCKING THE CARRIAGE
Latch No. 43 Fig. 2 engages in the left-hand side of the carriage. By pushing this latch away from you the carriage will be freed. Before replacing the machine in the case the carriage should again be locked by engaging this latch. As a precaution against damage in transit the carriage on all machines leaving the factory is securely tied. The string must therefore be removed before the machine can be used.

• INSERTING THE PAPER
Before feeding paper into the machine lift bail bar No. 11 Fig. 1 to its full extent by means of the bail bar lever No. 28 Fig. 1. The auxiliary feed rollers Nos. 9 and 10 Fig. 1 will now be well clear of the platen roller No. 25 Fig. 1.
Place the paper on paper shelf No. 23 Fig. 1, close up to paper locating guide No. 22 Fig. 1 on the left of the paper shelf. This guide can be adjusted for position by simply sliding along as required. Now rotate platen turning knob No. 4 or 5 Fig. 1 away from you and the paper will automatically be fed through the machine, passing under the platen roller, behind the bail bar rollers, and over the auxiliary paper shelf No. 50 Fig. 1. Now pull the bail bar foward and the auxiliary feed will spring smoothly back into its working position and automatically hold the paper firmly against the platen roller. The auxiliary feed rollers can be adjusted for correct position by simply sliding them along the bail bar. Generally speaking they should be set about half an inch inwards from the edges of the
paper. The maximum width of paper that can be used is 9\(\frac{1}{2}\)" with typing line of 9".

**ADJUSTING THE PAPER**

If the paper has not been fed through perfectly straight it can be properly adjusted as follows. Push back the feed roller release lever No. 27 Fig. 5 to its fullest extent. This frees the paper in the machine and also slightly raises the bail bar and auxiliary feed rollers. The edges of the paper can now be adjusted until they are quite level after which the feed roller release can be returned to its normal position.

The use of the paper supporting arm No. 24 Fig. 1 will be found extremely helpful if paper of quarto size or larger is being used.

**SETTING THE MARGIN STOPS**

The width of the writing line is controlled by the position of the left and right-hand margin stops Nos. 7 and 8 Fig. 3 which can be set in any desired position. The new “Quickset” margins on the Portable 3 can be set in a moment, using left hand only as follows. Hold the left-hand platen turning knob to steady the carriage, depress the “Quickset” margin lever No. 21 Fig. 3 with the thumb and move the carriage until the margin stop desired to be set is picked up. By keeping the margin lever depressed and further moving the carriage (in either direction) the selected stop can be placed in any desired position, as indicated on the visible margin scale No. 6 Fig. 3. When the lever is released the margin stop is automatically set. Before setting the second stop however, it is necessary to depress the carriage release lever No. 29 Fig. 5 and move the carriage away from the first margin stop before again using the “Quickset” margin lever, otherwise the first stop will again be picked up.

**LINE SPACING**

On the left-hand side of the carriage is the line space lever No. 1 Fig. 2. This fulfils the double purpose of returning the carriage to the start of the writing line (as determined by the setting of the left-hand margin stop) and of turning up the paper for another writing line. The operation of the line space lever can be adjusted to feed the paper up 1, 1\(\frac{1}{2}\) or 2 lines at a time. The distance between lines is pre-set by moving the line space adjusting lever No. 2 Fig. 2 to the desired position as shown on the indicator scale.

**WRITING POINT AND USE OF SCALES**

The position of the vertical writing point is in alignment with an imaginary line from the centre of the type-bar fork No. 13 Fig. 1. The margin indicator and bail bar scales are synchronised, each division representing a space for each typewritten character. The horizontal writing line is located immediately above the line indicator No. 14 Fig. 1 and the bottom edge of the “capitals” aligns with the top edge of the line indicator.

**WRITING ON LINES**

Sometimes it is necessary to depart from the standard line spacing of the typewriter in order to write on a printed line
that does not correspond with the typewriter spacing. This is
done in one of two ways, according to circumstances:—
(a) Normally, by pushing in the disc No. 3 Fig. 2 on the left
platen turning knob No. 4 Fig. 2. This releases the platen
from the ratchet wheel and the platen can then be turned
freely to the desired point enabling the operator to write on a
ruled line in any position. When the disc is released, the platen
once more becomes engaged with the ratchet and normal line-
spacing is resumed from that point.
(b) When previous matter has been typed and it is necessary to
return to exact former line-spacing after having made a de-
parture from it, the platen locating release lever No. 44 Fig. 2
should be used. This will be found on the left of the carriage,
and when pressed down will disengage the platen ratchet for
so long as it remains in that position. When pushed back to
the normal position, the writing will be resumed in accordance
with the original matter.

**MOVING THE CARRIAGE**

When it is desired to move the carriage without using the line
space lever, steady the carriage with the hand and depress the
carriage release lever No. 29 Fig. 5. The carriage can then be
made to move freely to any desired position. (N.B. When it is
moving to the left, do not release the lever until the carriage is
stationary.)

**TO RULE HORIZONTAL OR VERTICAL LINES**

On the top edge of the Line Indicator No. 14 Fig. 1 are two
small notches. To rule horizontal lines place pencil point in
one of these notches and move the carriage endways. To rule
vertical lines, rotate platen with turning knob.

**THE KEYBOARD**

The Imperial Portable 3 is supplied with the Universal key-
board. It has the advantage, however, of possessing forty-six
keys, which give ninety-two characters as compared with the
usual eighty-four. A full range of figures is given, including
"1 and "0".

**SHIFT KEYS**

To obtain a capital letter, or one of the characters printed
uppermost on the key-tops, depress either of the shift-keys
Nos. 17 and 18 Fig. 4 and then strike the required key with the
other hand. The shift-key must not be released until the char-
acter has been typed. To type a passage entirely in capitals
(“upper case”), depress the shift-lock No. 16 Fig. 4. This
locks the type in the “capital” position and the machine will
continue to write capitals so long as the shift remains locked.
To return to the small (or “lower-case”) characters, depress
the left-hand shift-key No. 17 Fig. 4 which releases the shift-
lock.

**SPACE BAR**

The space bar No. 20 Fig. 4 when depressed, has the effect of
moving the carriage by the space of one letter. This bar is in
front of the keyboard, and is used for obtaining spaces be-
tween words, etc. It is normally operated by the right or left
thumb, as convenient. Depress the space bar as follows:

- ONCE between words or after a comma;
- TWICE after a colon or semi-colon;
- THREE TIMES after a full-stop, query or exclamation.

**BACK SPACE KEY**

On the left of the keyboard there is a key marked “Back Space” No. 15 Fig. 4 which, when depressed, returns the carriage by the space of one letter at a time. This key is particularly useful when writing numbers in columns and also enables one to make a quick correction.

**THE WARNING BELL**

Just before coming to the end of each line of writing the bell will ring. This is to warn the operator that three more characters only can be typed on that line. After this, however, the margin release key can be used (see next paragraph).

**RELEASING THE MARGIN STOPS**

It is sometimes necessary to write a note in the margin. To do this, depress the margin-release lever No. 19 Fig. 4 at the same time moving the carriage to the right, when it will run back past the left-hand margin-stop, thereby enabling typing to be done in the left-hand margin of the paper. Similarly after the warning bell rings, the typebars will automatically lock to prevent over-running of the margin. By depressing the margin-release key typing can be continued to the end of the full writing line.

**TOUCH ADJUSTMENT CONTROL**

The Touch Adjustment control is on the right-hand side of the keyboard No. 36 Fig. 7. It can instantly be adjusted to suit the finger pressure of the individual typist and gives a completely uniform tension on all keys. Key tension is lightest at the number 1 position and is increased as the control lever is moved through the three selective positions.

**DEAD KEY**

When correspondence in foreign languages is required, any necessary accents such as ' , ^ , ` , are carried out on so-called "dead keys". The carriage remains stationary when these keys are struck; thus, the required accent is typed first and the letter afterwards.
Using the Tabulator

on the

Imperial "Good Companion"

**GENERAL**

The tabulator is a device which enables the carriage to be brought rapidly and automatically to any desired point or points without using your space bar or carriage lever. For this purpose a tabulator "stop" is provided for each writing space, the stops themselves being accommodated on the tabulator stop rod inside the carriage.

**SETTING THE STOPS**

As an example, it is assumed that the tabulator is required for writing some columns of names. First determine the point on your paper at which each column commences and set the stop at that point by depressing the tabulator setting lever No. 37 Fig. 7. Repeat for every stop position required.

**USING THE TABULATOR**

Having set the stop for each column, move the carriage to commencement of line (i.e. left margin stop). Press down the tabulator key No. 33 Fig. 7 when the carriage will immediately travel to, and halt at, the first column. **DO NOT RELEASE THE TABULATOR KEY UNTIL THE CARRIAGE HAS STOPPED.** Type the required entries and press the tabulator key again. The carriage will again move to the next column and so on. In this way column entries fall into accurate register right down the page.
**CLEARING THE STOPS**
When any particular stop combination is finished with it is cleared by pushing backwards the tabulator stop clearing lever No. 26 Fig. 5 when all stops are returned to normal together ready for the next setting.

**THE RIBBON**
The ribbon is wound on two spools Nos. 39 and 40 Fig. 8 and automatically moves along one space each time a character is typed. This movement ensures that the ribbon is worn evenly and as the ink quickly spreads from the unused to the used parts, uniformity of impression is made certain. The ribbon does not move however when the space bar is used or when the carriage is moved by hand.

**RIBBON COLOUR SWITCH**
The Portable 3 is fitted with a mechanism enabling the operator to write in either of two colours as desired, e.g., Black/red, Blue/red, Brown/green, etc., the particular colours being determined by the choice of ribbon. On the left of the keyboard will be found the colour change lever No. 38 Fig. 6. By moving this lever the alternative colours can be selected.

**THE RIBBON REVERSE**
No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically reverse. There is however a ribbon reversing stud No. 32 Fig. 1 on either side of the machine by which the winding of the ribbon on either spool can be controlled.

**STENCILLING**
By moving lever No. 38 Fig. 6 to the centre position it will disengage the ribbon and allow the type to strike directly on to the stencil it is required to cut.

**FITTING A NEW RIBBON**
Every machine is supplied complete with a ribbon and two spools. When it becomes necessary to fit a new ribbon "Imperitype" brand ribbons are recommended and these are supplied ready wound on one spool. Before fitting a new ribbon wind the old ribbon on to one spool so that the other is empty and ready to accommodate the new ribbon. To do this it is only necessary to lift the hinged ribbon cover No. 31 Fig. 1 and rotate one of the spools until the ribbon is fully wound. The next operation is to remove the old ribbon and spools complete which is a simple operation. Depress shift-lock key No. 16 Fig. 1 thereby locking the type-unit in the "capital" position. Take hold of the ribbon each side of the ribbon centre guide No. 12 Fig. 1 and move it downwards until the top edge becomes disengaged from the outside guides. Before actually removing the ribbon it is advisable to observe closely how it is threaded. Remove each spool by
swinging the ribbon spool tension levers Nos. 41 and 42 Fig. 9 out of the way and lift the two spools clear of the machine.

Now detach the end of the old ribbon from the empty spool and attach the free end of the new one in its place Figs. 10 and 11. Take care to ensure that the black part of the ribbon is uppermost and that the portion of the ribbon up to and including the eyelet No. 46 Fig. 11 is wound on to the empty spool before attempting to place on the machine.

The new ribbon on its two spools should now be taken and placed on the respective spindles, again taking care to push back the tension levers whilst doing so. Place the ribbon behind the inner prongs of the ribbon centre guide Fig. 12 and press downwards until the top edges are engaged by the outside guides Fig. 13. Now thread the ribbon through the Ribbon Guides Nos. 47 and 48 Fig. 9 making sure that the eyelet No. 46 Fig. 11 is on the outside or spool side of the Ribbon Guide. THIS IS MOST IMPORTANT BECAUSE THE EYELET ACTUATES THE AUTOMATIC RIBBON REVERSE MECHANISM.

The empty spool should now be lightly turned by hand to take up any slackness in the ribbon, care having been taken to see that the ribbon reverse stud is in the correct position to allow this. Replace the hinged ribbon cover, release the shift-lock and the machine is ready for use.

CLEANING THE MACHINE

To clean the type, lift the ribbon cover, place a duster over the typebars and segment slots and brush the type with a sideways motion. (A specially designed “Imperitype” type-cleaning brush is available for this purpose).

OILING THE MACHINE

If the typewriter is kept well dusted it will not need much oil, especially if it is in constant use. More machines are ruined by the use of too much than by the lack of it. Never oil the type-segment or type-bars.
Every Imperial typewriter is guaranteed, but the manufacturers do not take any responsibility if the machine gets out of order through carelessness, or if the screws or any other parts of the machine are wrongly turned, or if any mechanic not sent out by the manufacturers or their agents undertakes a repair.

**REMOVAL FROM BASEBOARD**
When the levers Nos. 34 and 35 Fig. 8 are pulled outwards the machine lifts off the baseboard as in Fig. 14. This is a great convenience for cleaning.

**COVERING THE MACHINE**
Prevention is better than cure—and to prevent dust getting into the machine replace the cover when the machine is not in use. Make sure that the carriage is locked by the locking lever No. 43 Fig. 2 before replacing the cover.

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The care of your *Imperial "Good Companion"*

**USEFUL REMINDERS**
- Clean the machine at least once a week. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.
- Clean the type as a matter of routine, and ALWAYS before and after cutting a stencil.
- Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.
- Never in any circumstances oil the type-bars.
- Diagrams and instructions in this book should be followed carefully, particularly when changing ribbons.
- Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine.
- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- One final word: The Imperial Typewriter Company Ltd. and their Agents are at your service. If you have any difficulty with your "Good Companion" Portable 3 get into touch with them at once; they will be glad to help you.
The quickest and most efficient method of typewriting is to work
by "touch." If you have never typed before, practise this method; it
is the easiest, speediest, and most accurate because it gives you control
of all your fingers in their correct positions on the keyboard. With
this instruction book there is a keyboard guide chart. Over the top
row of keys is a figure; this refers to the correct finger that should be
used for all the keys indicated in that particular colour.

For instance, No. 1 is the index finger, No. 2 the middle finger,
No. 3 the ring finger, No. 4 the little finger. The heavy black line
across the middle of the chart means that all the letters to the left
of the line are under the control of the left hand; the fingers of your
right hand are concerned with those to the right of the line. Strike the
space bar with the thumbs only.

Insert your paper in the machine and move the carriage over to
the right. Have the chart well in front of you so that you can easily
read the letters. Always bear in mind that the keys in the second row
from the space bar are your main positional keys, and it is necessary to
learn these first. Practise on these rows as follows, using correct
fingering:

22

<table>
<thead>
<tr>
<th>a s d f g</th>
<th>12 times</th>
</tr>
</thead>
<tbody>
<tr>
<td>; l k j h</td>
<td>12 times</td>
</tr>
</tbody>
</table>

Then do the whole line, and when using the space bar always do
so with the thumb opposite the hand with which the preceding stroke
was made.

Continue this a dozen times. Return the carriage for a new line
by a quick stroke with the first or second finger of the left hand against
the line space lever. To familiarise yourself further with this line, prac-
tice the following words derived from it:

| as  has  had  lad  flash   |
| das  jas  hag  had  glass  |
| pas  kas  fad  falk  glad   |
| gas  las  gall  shall  shall |

Now practise the third row of keys, then continue with the words
below. Remember that you must always return to the original main
positional keys.

| quite  toy  pert  typewriter |
| quiet  port  yew  territory  |
| troy  it  quee  proper |
| query  write  wet  peppery   |

The following, if faithfully carried out, will familiarise you with
the positions of all the letters on the keyboard, and the formation of
words from each row of keys, observing the correct fingering, will
present no difficulty.

| dexterous  imperial  meaning |
| precarious  companion  mendacity |
| very  impeccuous  nincompoop |
| beauty  impeccable  political |
| ozone  granivorous  conservative |
| zero  gratuitous  liberal |
| frozen  consignment  radical |
| xyster  believe  socialist |
| yeoman  duration  supporter |
| yarrow  inflation  enthusiast |
Before you can typewrite general matter you must learn to make
capital letters, punctuation marks and other special signs. To obtain
capitals or any special sign shown on the upper portion of some of the
keys, hold down either one of the shift keys while you strike the letter
or sign. Release the shift key as soon as the letter has been struck un-
less, of course, you require a number of capital letters or signs, when
by depressing the shift lock the shift key will automatically be held down.
To release, depress left shift key. Commence your practice with the
alphabet, writing the capital letter first, then the small letter with one
space between each.

A a B b C c D d E e F f G g H h I i
J j K k L l M m N n O o P p Q q R r
S s T t U u V v W w X x Y y Z z

Repeat 12 times

Typewrite the following, each 12 times:—

England  London  Belfast  Bristol
Ireland  Dublin  Leeds  Manchester
Scotland  Glasgow  Aberdeen  Birmingham
Wales  Cardiff  Swansea  Liverpool

"It is interesting to watch the
improvement I am making with my Touch
Typewriting."

"There is no doubt that the IMPERIAL
TYPEWRITER is very easy to operate"

"Letter-writing is no longer the
anathema it was."

Typewrite the following sentences, and when using the period
or the comma strike them lightly so as not to indent the paper:—

"Words contrasted in form do not
always bear the same contrast in their
meaning. The word MALEFACTOR, for ex-
ample, would, from its derivation,
appear to be exactly the opposite of
BENEFACTOR: but the ideas attached to
these words are far from being directly
opposed; for while the latter expresses
one who confers a benefit, the former
denotes one who has violated the laws."

"If a novelist or dramatist, for
example, proposed to delineate some
vulgar personage, he would wish to have
the power of putting into the mouth
of the speaker expressions that would
accord with his character; just as an
actor, to revert to a former compari-
son, who had to personate a peasant,
would choose for his attire the most
homely garb, and would have just reason
to complain if the theatrical wardrobe
furnished him with no suitable costume"

"The Invoice showed that a balance of
£55.15.0 was outstanding and the price
of the article was at the rate of
1/2½d. per sq. inch. The original
discount was 22½%.

One final word of advice to beginners: Concentrate on being
accurate—speed will come by steady practice.