MAGNIFIC 1
To determine left margin, hold MAGIC Margin lever forward, never carry margin to point where margin is desired and tighten lever. The margin will be automatically set.

BATCHET RELEASE 2
Full forward to take cylinder out of carriage, permitting writing on ruled lines. Pull back to return to previously written position.

LINE SPACER SELECTOR 3
Move to rear position for single line spacing—more forward for double line spacing.

VARIABLE SPACER 4
Saturated on cylinder knob (see below illustration). Press in and turn knob to permanently change writing line and spacing from last print.

CARRIAGE RETURN 5
Move to right to secure carriage and start new line. Automatically returns the paper up.

CARRIAGE SQUARES 6
Use to enter carriage, paper, and ink, and to locate writing positions on the paper.

TIMESAVER TOP 7
Raised by pressing key to change ribbons or clean type. Protects mechanism from dust.

RIBBON REVERSE 8
Ribbons travel left when this lever is in left position. Left when right position is used. Ribbons reverse automatically in the reel.

TOUCH CONTROL 9
Moves to left for light key tension; right for heavier tension in desired degree.

BACK SPACE KEY 10
Press to bring writing point one space back.

SHIFT LOCK 11
Press down to prevent accidental capital or upper indicated characters on any letter key. Press either shift key to release this lock.

LEFT SHIFT KEY 12
There is a shift key on each side of the keyboard. For capital letters or upper indicated characters on backspace keys, press down, does not strike the proper key.

RIBBON CHANGE LEVER 13
Move to left to write on lower level of ribbon, to enable to write on upper half—press down and to right for curing inks.

KEYS 14
Strike to print character on paper. Use with shift key for capital or upper case characters.

SPARE CARTRIDGE 15
Press with blank side for spare between words.

MAGNIFIC RELEASE 16
To type to right of right margin stop, press down and to left of right margin stop, to type to left of MAGIC Margin stop, backspace and interpage control is depressed into.

RIGHT SHIFT KEY 17
There is a shift key on each side of the keyboard. For capital letters, or upper indicated characters on backspace keys, press down, then strike the proper key.

PRINTING INK

PAPER TABLE 18

PAPER TABLE 21

PAPER TABLE 20

PAPER RELEASE LEVER 22
Pull this in order to release paper for adjustment or to remove it from the typewriter.

CYLINDER KNOBS 23
One on each side of the carriage. Turns to move the paper in and out of the cylinder.

CARRIAGE RELEASE LEVER 24
One on each side of carriage. Press forward to print carriage to be moved from side to side freely to select any writing position.

IMPORTANCE OF THE RIGHT MARGIN

There is a right way and a wrong way to operate a typewriter. By following these suggestions you will get finer, evenly printed, beautifully spaced letters from any typewriter.

1. Do hold your hands high so that your fingers move straight up and down.
2. Do touch the keys lightly and evenly. DON'T use too much effort; it isn't necessary with the modern, easy-writing Royal Portable.
3. Do hit and hold. Press the typewriter key like a piano rather than an organ.

Know Your Royal Portable
Unlock and throw open the top of the case. You can use your Royal Portable in the case if you wish. Simply press down the small lever and remove the top of the case by sliding it out to the right.

If you prefer to remove your Royal Portable completely from the case, press the two clip handles in the case on each side of the machine front and back, and then lift the machine right out of the case.

You are now ready to insert your sheet of paper. Drop the paper lightly behind the cylinder and turn the cylinder knob to bring it around and up until the paper shows in front of the cylinder.

Lift the paper bail rod slightly and continue to turn the paper up with the cylinder knob, placing the paper under the two little rubber rollers on the bail rod. Drop the bail rod so that the rubber rollers hold the paper against the cylinder and you are ready to set your margin.

To set the margin, hold the MAGIC Margin lever forward and move the carriage so that the little arrow below the point where the type strikes is exactly where you want your left margin. (If you are moving the carriage to the left, press carriage release lever simultaneously.)

You are now ready to write. Tap the key for whatever character you wish printed and the letter or character will appear at the printing point. If you wish to type by touch, the typing chart material will show you the fingers to use for each key.

If you want to write a capital letter, press either the right or left shift key and hold it down while you touch the letter key. To space between words, press the black bar. Where there are two characters on one key, the upper character is written when the shift key is down.

To return the carriage for another line of writing, push the carriage return lever to the right. This also automatically turns the paper to the next line when the carriage is returned. If you want to doublespace instead of single-space, or to write on ruled lines, see instructions inside.

As you become used to typing, you may want to make the key tension heavier or lighter. Royal's exclusive Touch Control will do this for you. Move the Touch Control lever to the left for light—to the right for heavy. Note what position suits you best and keep the lever there.

There are many other controls and conveniences on your Royal Portable which will greatly facilitate your typing. By reading the detailed instructions inside this sheet, you can learn the use of these and enjoy all the easy-writing comfort your Royal holds for you.

First, wind as much of the ribbon as possible on one spool. Then, with the top cover closed, move ribbon change lever to left, above red dot.

Raise two keys so that they lock together at printing point. This lifts ribbon vibrator and permits easier ribbon handling.

Now take hold of the ribbon and lift it up and out of the little hooks.

Then drop the ribbon towards you down and in front of the little hooks.

And lift it up and behind the vibrator.

Your ribbon is now free.

This diagram illustrates the proper position of the ribbon in the Royal Portable. Notice particularly the direction the ribbon takes around the ribbon spools, as this is important. The arrows indicate this direction around each spool.

Now that the ribbon is free from the vibrators, raise the top cover of the Royal Portable and take the ribbon out of the little gates at the entrance of each ribbon spool. Lift out both ribbon spools. Detach the ribbon from the empty spool. Pull out about a foot of the new ribbon from the new spool and hook it on the hub of the empty spool. Drop the empty spool on one spindle and the full new spool on the other. Insert loose length of ribbon into the gates and close the top cover of the Royal Portable. Now put the ribbon back into the vibrator, simply reversing the operations shown above.

Use Roytype Ribbons and Carbon Paper for best results.

ROYAL TYPEWRITER COMPANY, INC., 2 PARK AVENUE, NEW YORK, U. S. A.

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