

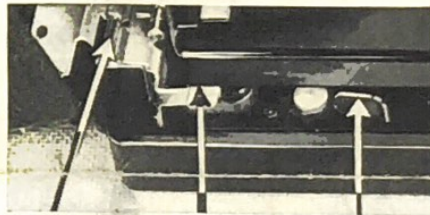
Group 12

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# Your ROYAL PORTABLE

## PROPER USE OF DUO CASE

Place case with machine on table so that the smaller section of the case with rubber suction cups is down, then move button on lock in sidewise direction away from hasp. Hasp will spring open permitting top of the cover to be lifted by hand. Machine is then ready to operate in case if so desired. Top of case may be removed by pressing down release B, and sliding case top to the right. To remove machine completely from case, open latches C, under each foot and lift machine straight up. When returning machine to case see that

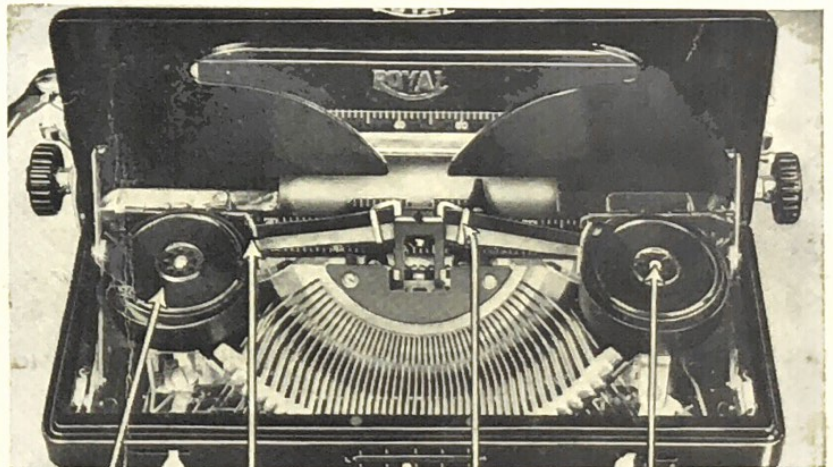


A—Locked sliding hinge B—Cover release lever C—One of four fastening latches

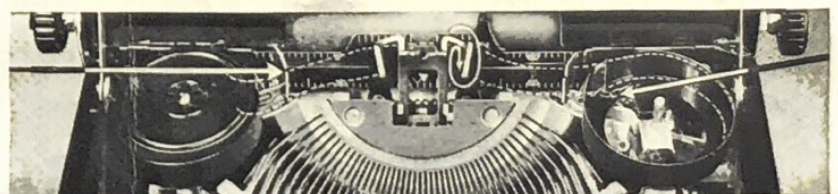
the feet are directly over projecting pins and then close latches. Before closing case center carriage by seeing that the arrow on scale 11 (see inside illustration) is directly under center pointer.

## CHANGING RIBBONS

To change ribbon, lift cover plate, then wind ribbon completely on one spool and remove from vibrator F, by one up and down motion. Lift out spool. Pull out about a foot of the ribbon from the new spool, and hook on hub of empty spool. Drop empty spool on left hand spindle G, and full spool on right spindle G—insert loose length of ribbon into gates E, on each side, then grasp center section of ribbon with fingers, press down between vibrator and cylinder, up over vibrator and then under prongs of vibrator as shown by arrow. Wind on empty spool until ribbon is taut, close down front plate and then machine is ready to operate. Ribbon automatically reverses when it is wound on one spool or the other, but may be reversed by hand with lever No. 21.



D—Ribbon spool E—Ribbon gates one on each side F—Ribbon vibrator G—Ribbon spool spindle

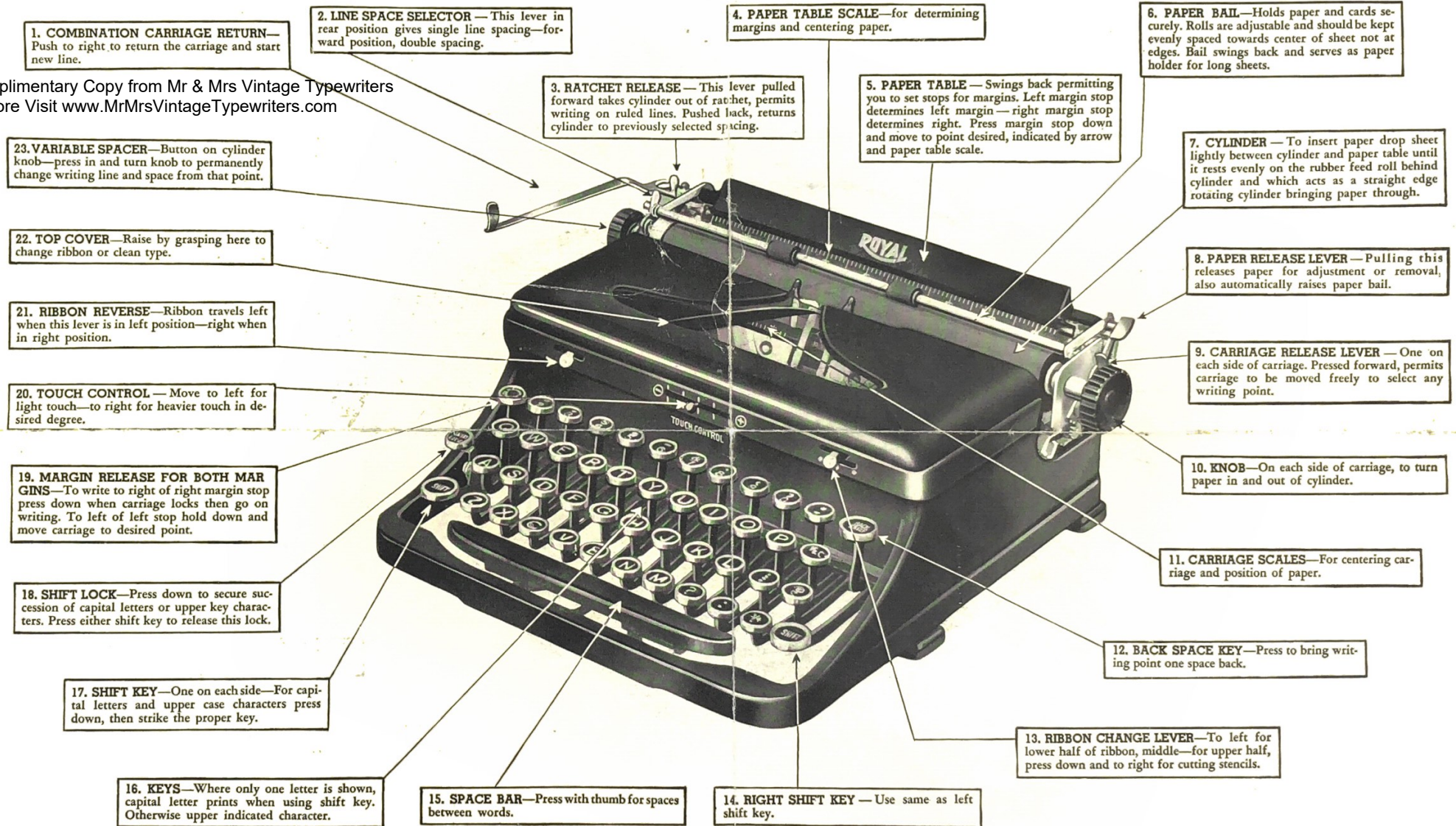


Left arrow indicates ribbon gates, right arrow shows pointer in spool housing which indicates direction of ribbon. Dotted line shows position of ribbon and curved line shows down and up motion by which ribbon is inserted in vibrator.



# KNOW YOUR ROYAL PORTABLE

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**T**HE above directions show a completely simplified method of learning all about your Royal Portable Typewriter. First, read over the directions for each of the parts, beginning with (1) and following to the right around the machine. Take your machine and operate each one of the parts according to directions so that you can see what it actually does. The machine is constructed so simply and all of the operations shown are so easy to perform that even a novice will have no difficulty in acquiring all there is to know about the Royal Portable in a few minutes' time. The Touch Control lever is particularly important and is

added to give you the greatest comfort out of the use of your typewriter. Move it a little to the left and a little to the right until you find the position in which your own touch operates the machine with the greatest ease, and results in the best work.

Some simple additional suggestions follow. If you want to make an erasure move the carriage by means of the carriage release lever (9) to one side or the other so that the erasures do not drop right down among the typebars. The dust plates to the right and left will protect the machine from erasure dust. Also in making erasures, raise the paper bail,

(6), to give you free access to the paper and carbon copies. When inserting paper in the machine, assemble your paper and carbon copies; then insert them lightly between the cylinder and long feed roll which acts as a straight edge, and the paper will invariably come up straight and will not require adjustment as it does on the ordinary typewriter, saving you additional operation.

Keep your machine clean. Wipe it occasionally with a dry cloth. Lift the front plate and use the type brush supplied with the machine to clean the type. A little care in keeping the machine clean will give you finer typewriter performance over the life of your machine.