Changing Ribbons

Remove Ribbon Spool Guards (No. 12 Right and Left) by depressing the Covers at the sides nearest the type bars and then lifting covers off toward the outside of machine; as shown on following cut.

Wind the ribbon all on one Spool by turning thumb-screw on right side of machine and lift both Spools from Ribbon Movement Shafts.

Attach end of new ribbon to empty Spool, and wind it around until the eyelet (in all Ellwood Ribbons) reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both Spools and through the slots in Automatic Ribbon Reverse Arms.

After setting Carriage by Capital Shift Lock, loop the ribbon in back of the two pieces marked “A”, on sketch of Ribbon Guide, then pass ribbon through slots marked “B” from the front, after which Carriage can be released. Best Results are secured by using Ellwood Ribbons.

Marginal Stops—Shown above govern the length of the writing line. They are moved by pressing against the corrugated side. The Right Hand Stop (A) as you face the machine, governs the margin at end of line and rings bell. The Left Hand Stop (B) governs the margin at the beginning of line.
How to Use
THE UNDERWOOD
PORTABLE TYPEWRITER
TO UNLOCK CARRIAGE — SIMPLY
MOVE CARRIAGE TO THE RIGHT

Centralising Carriage
See that the Variable Line Spacer Platen Knob (No. 22) is pressed in, then raise the Carriage Centralizing Lock (No. 20) at left side of Carriage Rail, then depress Carriage Release until Carriage stops, when it will be locked.

machine. To tabulate for figures in several columns or indent for letter writing, place Tabulator Stops on Rack at numbers where column or indentations are desired. Press Tabulator Key as far as it will go and HOLD IT until Carriage stops. Figures on Stop Rack correspond with figures on Paper Scale.

14. Shift Key, Right — For writing capital letters.
15. Space Bar — Used in spacing between words.
16. Shift Key, Left — For writing capital letters.
17. Shift Lock — To lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 16.
18. Back Spacer — To move Carriage one or more spaces to the right.
20. Carriage Centralising Lock — Locks Carriage in central position, before replacing Cover.
21. Line Space Adjusting Lever — Set for single or double spacing between lines.
22. Variable Line Spacer Platen Knob — When pulled out, Cylinder can be turned by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.