

THE NEW EASY-WRITING

ROYAL

TYPEWRITER



DIRECTIONS

FOR ITS USE AND CARE

Directions

FOR THE USE AND CARE OF THE ROYAL STANDARD TYPEWRITER

SO MANY IMPROVEMENTS in operating convenience have been made in the New Easy-Writing Royal Standard Typewriter, that even the most experienced operator will find interest and benefit in reading this book of suggestions and directions carefully. Minutes of valuable time can be saved by the proper use of these new convenience features. Thorough knowledge of the new Royal Typewriter places at the disposal of every typist, the finest writing instrument that has ever been brought to the service of business; one which will fill every office writing need with speed and perfection.

TABLE OF CONTENTS

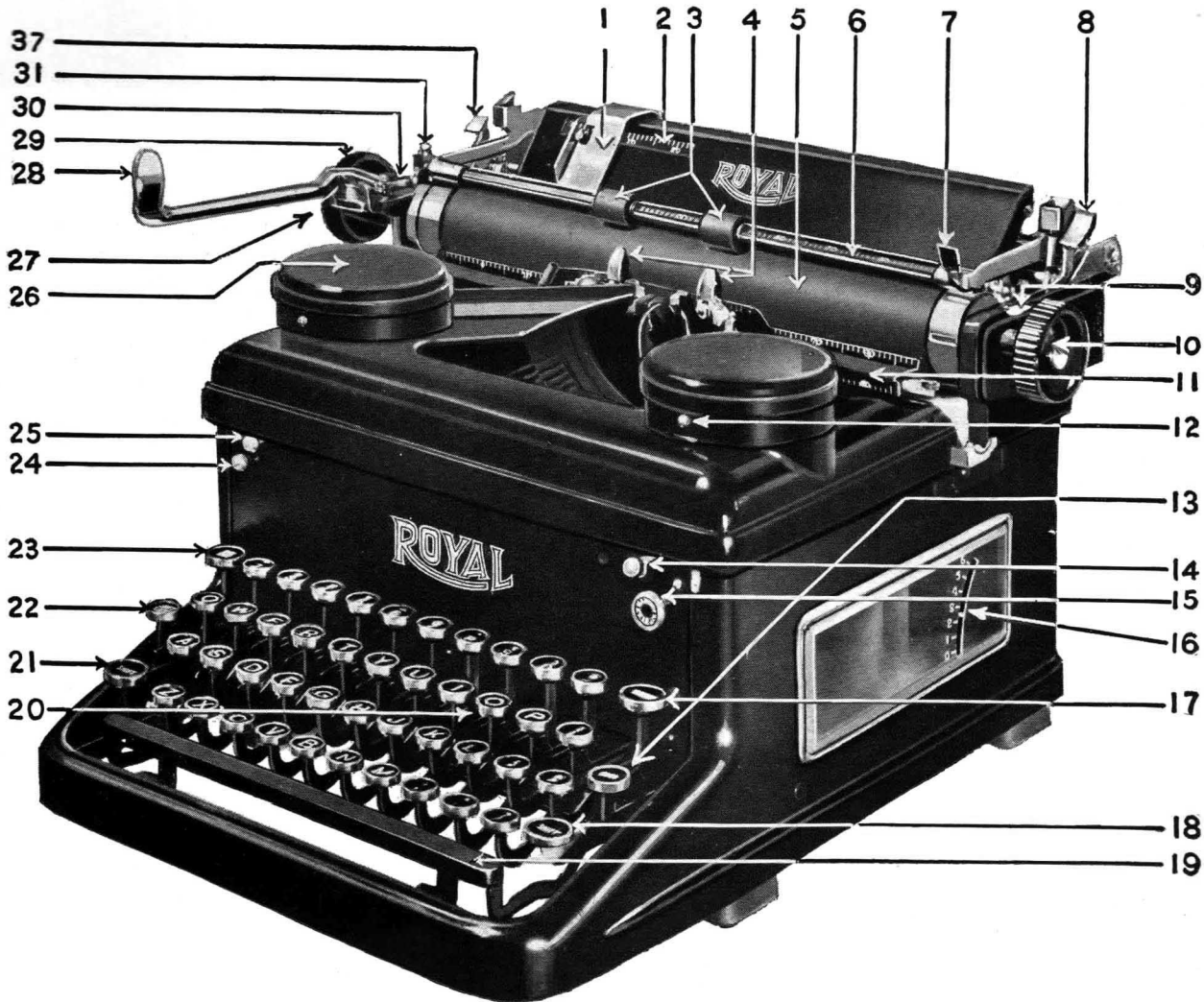
Care and cleaning	p. 12	Ribbons	
Erasures	p. 8	Changing ribbons	p. 9
Inserting and adjusting paper		Ribbon mechanism	p. 9
Inserting paper, adjusting	p. 3	Ribbon reverse	p. 9
Inserting and writing on cards	p. 7	Scales	p. 9
Narrow or wide paper	p. 5	Spacing	
Paper lock	p. 6	Back spacer	p. 7
Keyboard controls	p. 7	Fractional spacing	p. 8
Margins		Line spacing	p. 8
Margin release key	p. 8	Line space disengaging lever	p. 8
Setting margins	p. 3	Stencil-cutting	p. 9
Operation		Tabulation	
General method	p. 3	General information	p. 4
Major operating parts	p. 2	Setting tabulator stops	p. 4
Visible touch control	p. 11	Hand-set tabulator model	p. 5

ILLUSTRATIONS

Diagram of major operating parts	p. 2	Fractional line spacing controls	p. 8
Tabulator and margin stops	p. 4	Method of changing ribbons	p. 9
Inserting paper, adjusting paper lock and removing paper	p. 6	Scales for locating carriage and adjust- ing paper	p. 10
Insertion and writing of cards	p. 7	Adjusting wheel and scale for Visible Touch Control	p. 11
Keyboard with operating and keyboard control keys	p. 7		

Diagram

OF THE MAJOR OPERATING PARTS



1. Paper guide
2. Paper guide scale
3. Paper lock rolls
4. Card holders
5. Cylinders
6. Automatic paper lock
7. Paper lock handle
8. Paper release handle
9. Right carriage release
10. Right cylinder knob
11. Full-length cylinder scales and carriage-locating scale
12. Ribbon cover release
13. Key-set set key
14. Ribbon-color change and stencil lever

15. Margin release key
16. Touch control scale (operating dial is at rear of machine)
17. Correspondence tabulator key
18. Right shift key
19. Space bar
20. Operating keys
21. Left shift key
22. Shift lock
23. Back space key
24. Ribbon reverse (manual)
25. Ribbon feed release
26. Ribbon cover

27. Variable spacer (at center of knob)
28. Line-space and carriage return lever
29. Left cylinder knob
30. Left carriage release
31. Line-space selector
32. Left margin stop
33. Right margin stop
34. Central stop
35. Tabulator rack with stops
36. Tabulator stop clearing lever
37. Line-space disengaging lever

See
page 4

Operation

OF THE ROYAL STANDARD TYPEWRITER

GENERAL METHOD: The directions to follow will be given in the order in which a typist ordinarily uses the various features of a typewriter in her day's work.

INSERTING PAPER: Pull forward paper lock (6) with the thumb or forefinger of the right hand by means of paper lock handle (7). Set paper guide (1) with the arrow at zero on the paper guide scale (2). Grasping lower edge of paper or papers with left hand lower it gently behind cylinder (5) so that the left hand edge of the paper rests against paper guide (1) and until it is in straight contact with the long feed roller behind cylinder, then turn right cylinder knob (10) until paper comes down through the cylinder and up underneath the paper lock. The paper should now be straight and parallel, but if it is not, adjust it as follows:

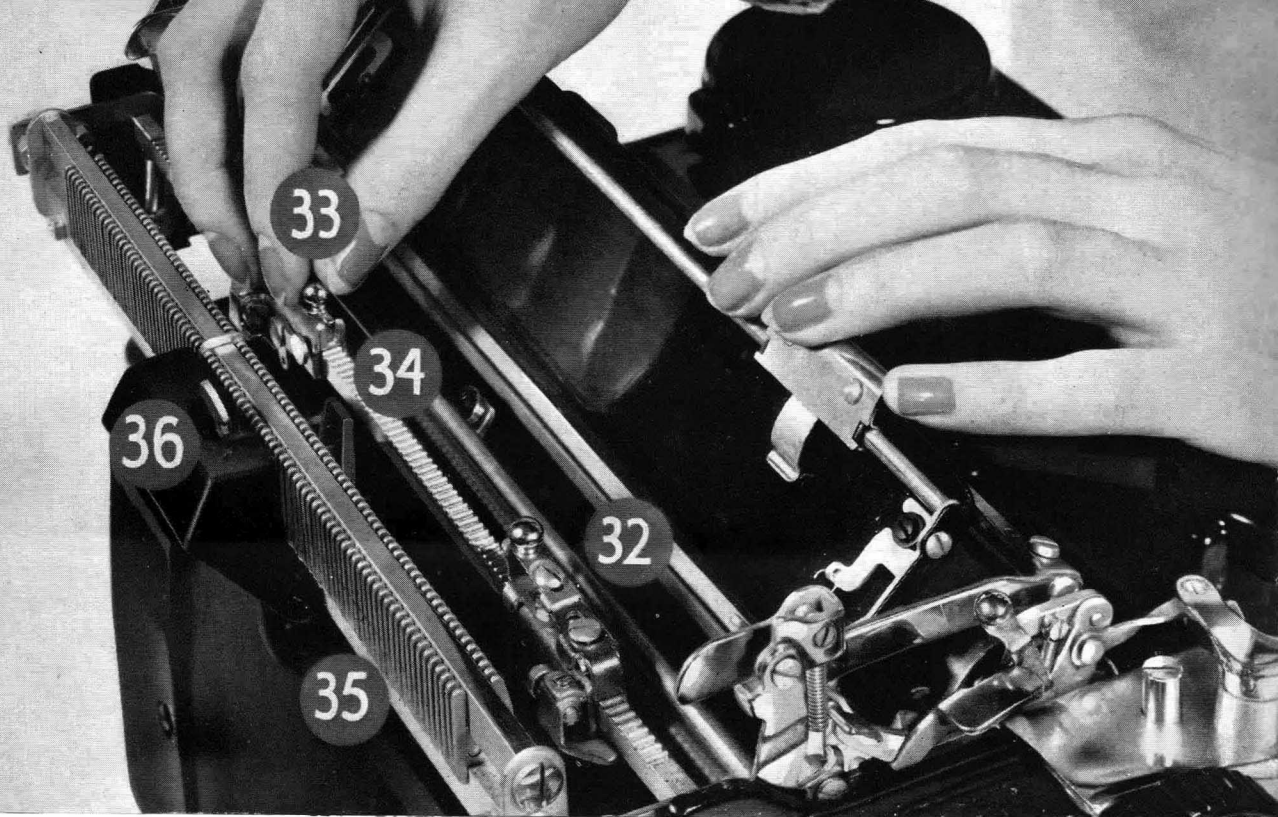
ADJUSTING PAPER: Pull forward paper release lever (8), grasp the upper edges of the paper and straighten them so that the horizontal edges of the paper will parallel the cylinder scale (11) or the paper lock (6). When it is straight, return paper release lever (8) to its original rearward position. Now push back the paper lock by its handle (7), and you will find that it rolls the paper back into position for writing. In ordinary work the card holders (4) should be pressed down by the handles adjacent to them so that full visibility of the writing line will be insured. The paper lock when it is in position holds paper securely and gives at the same time full visibility to the writing line without using card holders.

SETTING MARGINS: There are three methods of setting margins on the new Royal Typewriter. The first is the conventional method. The other two are possible because

of new conveniences in the machine. Their use is suggested to the experienced operator.

1. With the paper in the machine and the paper guide set at zero, the paper table (2) is pulled forward by the left hand. Directly in the rear of the paper table are margin stops (32) for left hand margin and (33) for right hand margin. Each margin stop carries an arrow against a scale which corresponds to the front scale of the machine. If you desire a left hand margin of 10 spaces, press down on the button on margin stop (32) and move to proper position until the arrow points to 10, letting it return to its position. Determine the number of spaces desired for the right hand margin by noting on the scale (11) the position of the end of the paper, deducting from this the number of spaces desired for the margin, and then setting the right hand margin stop (33) at the point indicated. For instance, if the right hand edge of the paper is at 85 and a 10 point right margin is required, set right hand margin stop at 75. When the right hand margin stop is used, a bell will ring five spaces before the margin stop takes effect to warn the operator. This method is used in first setting the margin stops. Thereafter the margin stops may be set for other forms in this same manner or method 2 or 3 may be used.

2. When you use method 1 you have paper guide (1) at zero and margin stop (32) at 10. If on another letter you require a five point wider margin, you merely have to move paper guide (1) to five points left of zero and you have a fifteen point margin. To secure a narrower margin, simply move paper guide (1) to the right to 5 or whatever the required number of spaces is, and you immediately have a narrower margin on the next sheet you insert. In using this method, it is customary to dispense with the use of the right hand margin



Tabulator and margin stops and their adjustment

stop by merely moving it to the extreme right hand end of the margin rod.

3. Insert paper, set writing point (where type strikes) at the point where you wish to begin, then tilt paper table forward and move left hand margin stop (32) so that its stop surface is in contact with the left hand edge of the center stop (34). Then move your carriage to the right by pressing down on right carriage release (9) to the point where you wish your right hand margin on the paper and take your hand off carriage release (9). Again pulling forward the paper table, move right hand margin stop (33) so that its stop surface will be in contact with the center stop (34).

SETTING TABULATOR STOPS: Tabulators are used for the purpose of paragraphing, salutations, etc., and also for columns of figures, etc. The standard model Royal type-

writer is equipped with a key set tabulator which greatly facilitates the setting and clearing of tabulator stops. Instead of placing the tabulator stop in the tabular rack by hand a key (13) is provided in the keyboard which upon pressure automatically sets the stop in the desired position.

The swinging tabulator stops (35) are located to the rear of the margin stops and run the full length of the writing line. As many stops may be set as the nature of the work requires.

To set the tabulator stops (35) it is merely necessary to press the tab set key (13) after the carriage has been moved to the point at which it is desired to have the carriage arrested. The depression of the tab set key automatically moves the tabulator stop from inoperative to operative position.

If the machine is equipped with a Royal decimal tabulator and it is desired to write a column of figures in dollars and cents, a tabulator stop should be set (by depressing the tab set key (13)) at the position where the decimal point is to appear in each column of figures.

When it is necessary to clear the tabulator stops (35) in beginning work or where a new set-up is required, move and hold the tabulator stop clearing lever (36) forward and move the carriage either to the right or left its full length by means of either the right or left carriage release lever. This causes all stops to be returned automatically to their inoperative position.

If for any reason, such as an error in the set-up, it is necessary to clear an individual stop, move the carriage until the tabulator stop is exactly opposite the colored line on the tabulator stop clearing lever (36); pull the lever forward.

In ordinary correspondence work, operators find it is unnecessary to set tabulator stops again after the first set-up of the machine has been made, since by using method 2 for setting margins, the tabulator stops remain in the same relative positions with the margins of the letter and need not be changed for other set-ups.

On machines equipped with Keyset Decimal Tabulator Keys, the key on the extreme left marked with a period (.) will, upon being depressed, permit the carriage to move automatically to the place in a column where the decimal point (.) is to be written, or in other words stop the carriage at the place in the writing line where a tabulator stop is set. Each subsequent Decimal Tabulator Key to the right of the period key will, when operated, cause the carriage to stop so that typed impressions will be made successively one

space further to the left. As an illustration—this means that when the period key is operated, the carriage will move to the decimal place in an amount to be written. When the key marked 1 is operated, the carriage will move to the place in the amount where units of dollars are to be written. When the key marked 10 is operated, the carriage will be caused to move to the tens of dollars place. Each subsequent numbered right hand key will cause the carriage to assume the 100, 1000 and on up to millions position.

The procedure is the same for currencies other than the dollar system. Keys marked with a comma (,) are to provide for the comma place between hundreds and thousands. It is of course understood that where "cents" are to be written, the period or decimal key is used to move and stop the carriage at the decimal place, after which the period key in the keyboard is struck; the fraction of dollars then being written in the usual way.

For the usual correspondence tabulating work, tabulator key marked (13) may be used.

HAND-SET TABULATOR MODEL:

On models not equipped with the key set tabulator, the tabulator stops on the tabulator rack at the rear of the machine behind the margin stops should be set by hand. The scale on the tabulator rack corresponds to the other scales on the machine and the easiest method of setting tabulator stops is to move the carriage again by means of the carriage release levers, so that the printing point comes at the place where indentation or column is to be located. Remove the tabulator stop by lifting it up and then place it so that it is at the point indicated by the line on the center stop. Each tabulator stop is set in the same way.

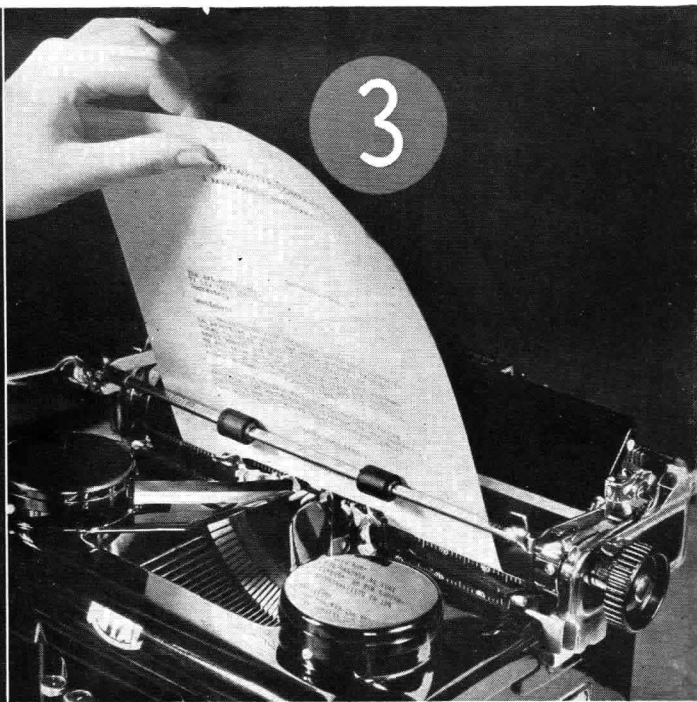
USING WIDER OR NARROWER PAPER:

Paper of any width up to 11" may be used on the 11" model without making any adjustment except to set margin stops as already explained according to width of paper.

PAPER LOCK The paper lock is a revolutionary new method of holding paper in the new Royal Typewriter. Its action permits paper to be fed into it directly when it is in its forward position. When it is pressed back by means of paper lock handle (7), it has a rolling action holding the paper tightly to the cylinder and locking it in place so that there is no slippage or inaccuracy and resulting in better impressions and better carbon copies.

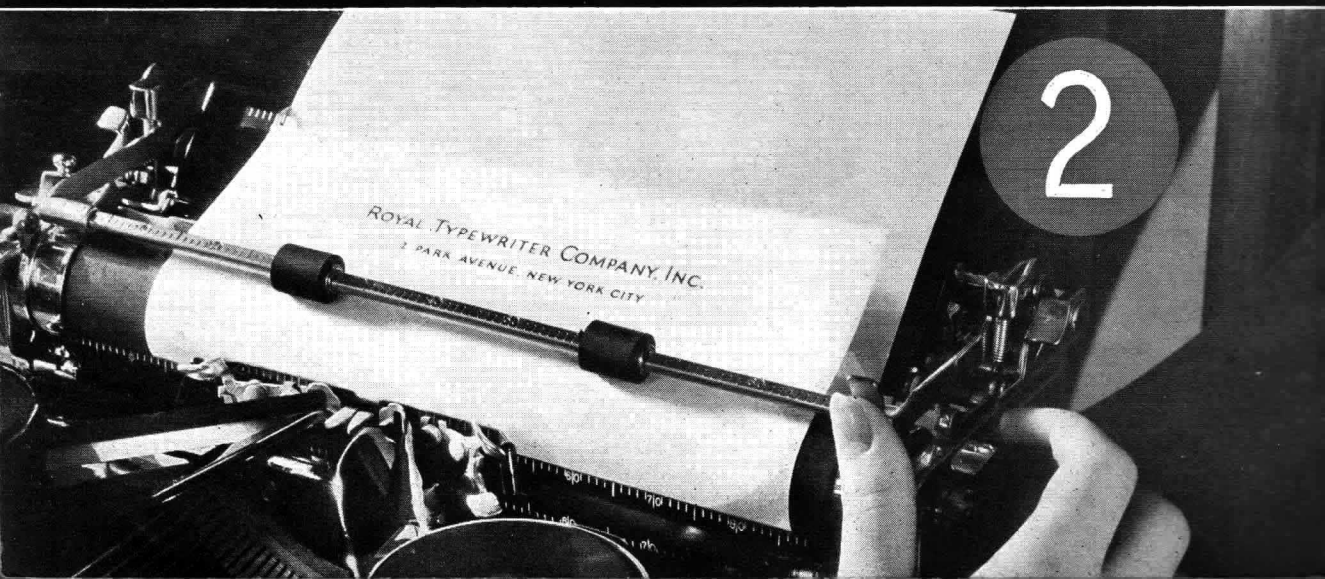
In removing paper from the machine, it may be grasped by its upper edge and pulled

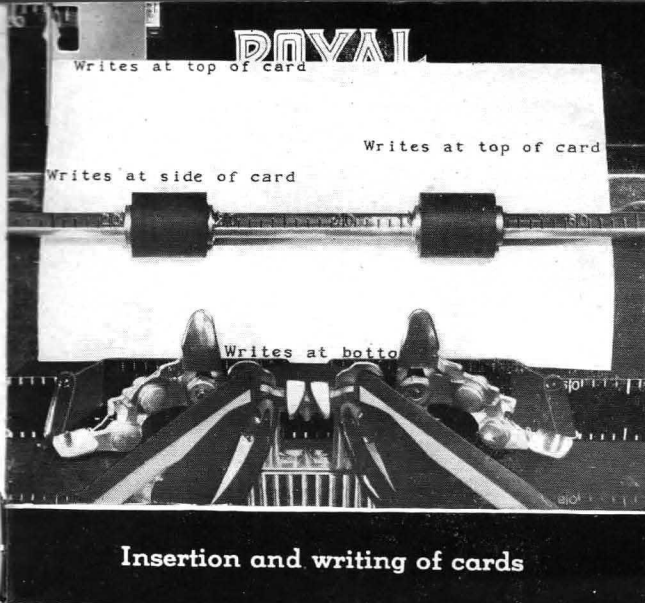
forward and upward and in this way automatically throws forward the paper lock into position for receiving a new sheet of paper, or the paper lock may be pulled forward again by means of handle (7). In pulling paper rapidly from the machine as described above, it is necessary that the card holders (4) be out of the way, as previously described. It is always advisable to have the rolls (3) on the paper lock near to the center of the paper, as indicated in the demonstrations, since in this manner the paper is held solidly and will not buckle after it is rotated back.



1. Inserting paper with paper lock forward
2. Paper lock in position for writing

3. Removing paper, throwing paper lock forward



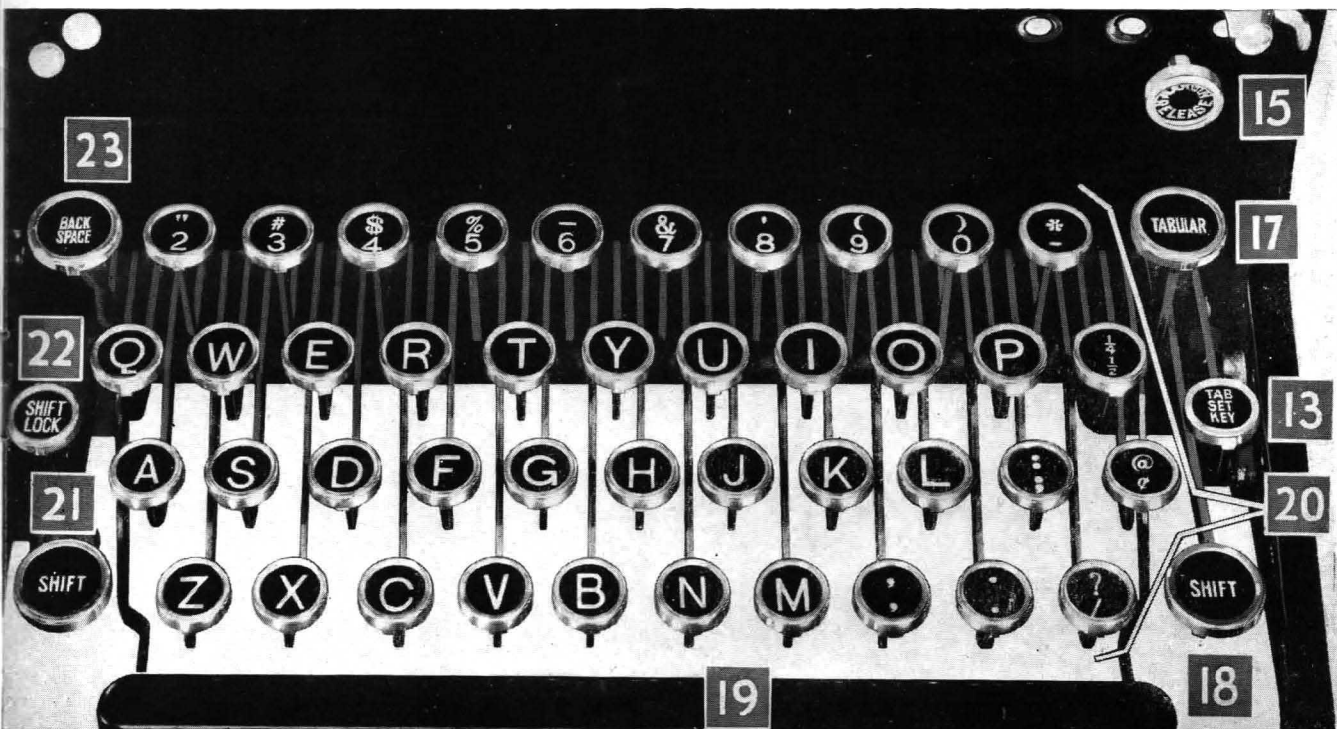


INSERTING CARDS: No adjustments are necessary to handle any kind of card work. Grasp card holders (4) and raise them up to their upper position. See that the paper lock rolls (3) are in proper position, and the paper lock pulled forward. Insert card and write. When the card is high enough in the machine throw back the paper lock so that the paper lock rolls (3) will hold the card tightly

to the cylinder. It is possible to write to the extreme upper and lower and right and left hand edges of the card with this inbuilt card device. It permits ordinary correspondence typewriters to be used the same as special machines for card writing.

KEYBOARD CONTROLS: Operating keys (20), spacebar (19) and shift keys (18) and (21) are, of course, used for writing in the ordinary way. In writing all capitals press shift lock (22) and when it is desired to return to lower case letters, the shift lock may be released by pressing either shift key (18) or (21). Notice that in the Royal the carriage does not move up and down when writing capital letters. The type itself moves and is locked in its upper and lower case position at all times to prevent vibration and insure superior quality of work.

BACK SPACER: The back spacer is used for filling in, making corrections, centering headings, etc. A touch of the back space key (23) moves the carriage backward one space.



Keyboard with operating and keyboard control keys

MARGIN RELEASE KEY: When it is required to write to the left of a pre-determined left hand margin or to the right of a pre-determined right hand margin, the margin release key (15) should be pressed in while the carriage is moved left or right of the margin stops as may be required. When a right hand margin stop is reached in writing and the keys lock, a single touch of the margin release key is sufficient to release the center stop and then it is possible to go on writing to the end of the carriage limit.

LINE SPACING: Carriage return and line spacing are accomplished with a single movement of the left hand by pressing against the line space lever (28). To change the width of space between lines, move line space selector (31) until the pointer indicates 1, 2 or 3 for single, double or triple spacing, as may be desired.

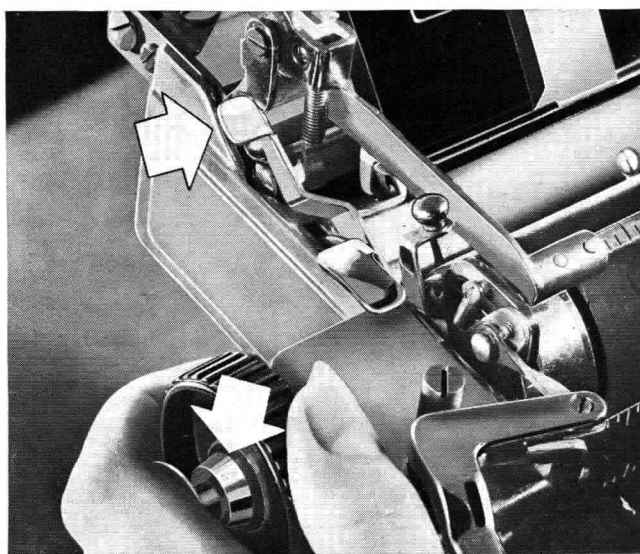
FRACTIONAL SPACING: To make insertions or corrections or to write on ruled lines, it is often necessary to turn the cylinder a fractional part of a space. To do this, grasp the left cylinder knob in your left hand and press the palm of the hand against the line space release button in the center of left cylinder knob (29). Then turn cylinder until the place to be written on is in line with the top of the line scale to which card holders (4) are attached. Then release the button and write. **IMPORTANT:** Ordinary line spacing by means of the lever will start in the exact point where the button is released. In order to fractional space and return to your original line spacing position, use

LINE SPACE DISENGAGING LEVER:

The line space disengaging lever (37) when pulled forward temporarily frees the cylinder, making it possible to write between lines, on ruled lines, or in any desired position, by turning either cylinder knob. The cylinder returns to original line spacing position by

moving the line space disengaging lever to its normal position and rotating the cylinder until the ratchet engages.

ERASURES: When making erasures, move the carriage to the right or left of the printing point so that the erasings will fall onto the dust plates and not into the working parts. It is unnecessary, generally, to raise the paper vertically from the printing point if it is simply moved in a horizontal direction to right or left by means of the carriage release levers (9)



Fractional line spacing controls

or (30). When it is necessary to make erasures on carbon copies, simply lift up the paper lock (6) to its top position, pull your carriage to right or left as far as it will go, making sure that the card holders (4) are out of the way, and then pulling the paper forward, erase on each carbon copy, one at a time, placing small sheets of paper underneath the point where the erasure is being made so that the rubbing of the eraser will not show on other carbons. When this is completed, throw your paper back and pull paper lock downward. It will then

automatically be in its forward position and by pushing it back by means of handle (7) the paper rolls into its original position and you are ready to make the correction, simply returning the erased place to the printing point.

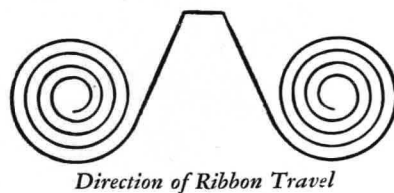
RIBBON MECHANISM: The Royal Typewriter permits the use of two-color or single-color ribbons. When ribbon color change lever (14) is in its central position over the blue dot, you are writing on the upper half of the ribbon. Ordinarily in the use of two-color ribbons, the ribbon part which is used the most is placed at the top. When color change lever (14) is moved to its left hand position, the lower half of the ribbon is in use. A positive bichrome device on the new Royal Typewriter insures accurate registration of colors so that one color will not bleed into another. In using single color ribbon, both halves of the ribbon may be used by running first with color change lever (14) in the central position and later in the left hand position.

STENCILS: Pressing the thumb of the right hand against ribbon control lever (14) and the forefinger against the little catch to its right brings the control lever to its right hand position, in which position the ribbon is inoperative and the face of the type strikes directly against the material to be typed. This is the position to be used for writing duplicating stencils where the force of the blow goes directly against the stencil paper. Be sure that the type is well cleaned before cutting a stencil. This also applies to zinc offset sheets for lithographic machines.

CHANGING RIBBONS: The ribbons of the new Royal Typewriter are concealed by ribbon covers (26). In order to change ribbons, touch

ribbon cover release button (12) and raise each ribbon cover to its top position which makes the ribbons accessible. Now wind the ribbon all on the right hand spool by placing the thumb of the left hand against ribbon feed release (25) and with the forefinger of the right hand in one of the depressions at the top of the ribbon spool rotating until all of the ribbon is on one spool, with the exception of the little section which runs through the vibrator and is hooked to the spool. Then throw the ribbon color change lever (14) to its left hand position and press two keys of the machine lightly at the same time, for instance, keys J and G, so that they stand up together, bringing the ribbon vibrator up and making it easy to remove the ribbon from the vibrator.

Having removed the ribbon, lift out the left hand spool and detach the ribbon from the arrow shaped hook. Then lift out the right hand spool which contains the ribbon. Take your new ribbon and attach the lead end of it to the hook on the empty spool and place both spools on their hubs making sure that they have dropped down as far as possible over the pin. Grasping the ribbon between thumbs and forefingers, insert the ribbon into the vibrator. Then close ribbon spool covers, push down



the two type bars which have been standing up, return the color change lever to its central position and you are ready to write.

RIBBON REVERSE: The ribbon movement reverses automatically when ribbon is all wound on either spool. It may be reversed at any time, however, by moving ribbon reverse lever (24) to the opposite position.

SCALES: All the scales on the Royal Typewriter run in one direction and are calibrated alike from the left hand side to the right. The uses of these scales are as follows:

Paper guide scale (2) is used for adjusting the position of the paper in the machine and is



Method of changing ribbons

also used for varying margins, as illustrated on page 3.

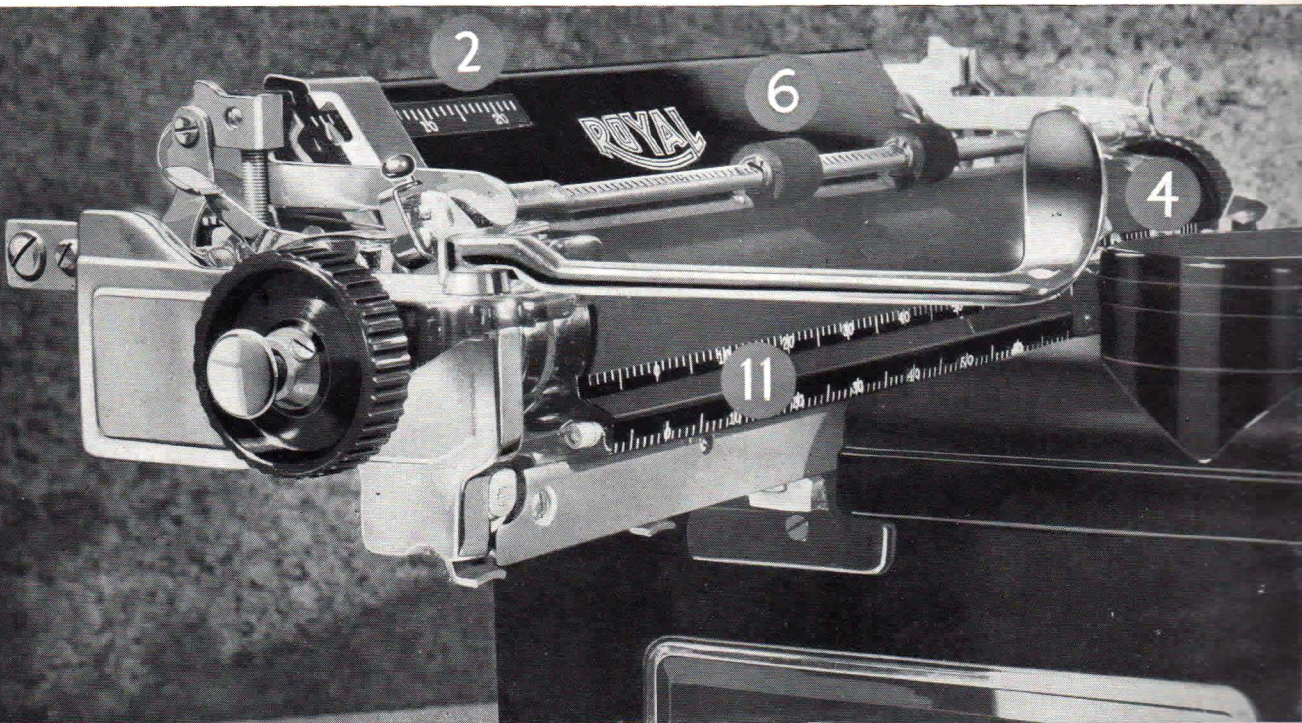
The scale to which the card holders (4) are attached is the writing line scale and this scale is used to accurately register the printing point in comparison to the exact spot to be written on the paper. For instance, if it is desired to write accurately in a certain space, place the paper in the machine so that the particular line is exactly even with the top of the writing line scale and the registration of the center of the letters is vertically in line with the white lines on this scale.

The cylinder scale—the new full length cylinder scale and carriage locating scale (11) are a great convenience. In locating the carriage at a given point it is merely necessary to look at the pointer directly below the printing point which indicates on this scale the exact position of the carriage by number. In centering paper and in centering writing it is merely necessary to release the paper by means of paper release lever (8), move the paper so that it is in exact relation to the scale as, for instance, with the left hand end of the paper at 0 and the right hand end at 84, the center point

should be 42. In the centering of headings with this scale it is merely necessary to locate the center point at the printing point and then back space for half the number of times that there are letters and spaces in the heading which it is desired to center. Many operators do this by repeating the letters of the entire heading and pressing the back spacer down for the first letter, letting it up for the second, pressing it down for the third, etc. In this way the heading is exactly centered.

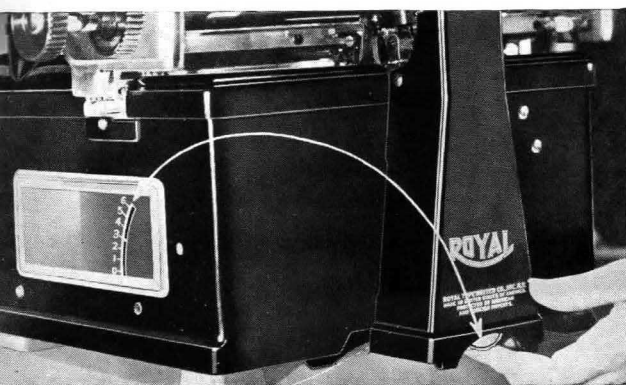
Scale (32) on the margin stop rack is for the purpose of setting margin stops.

Scale on paper lock (6) may be used also for centering the paper in place of full length cylinder scale (11), if this is found more convenient. This scale is also used for determining the position of the paper lock rolls. IMPORTANT: These paper lock rolls should always be kept within 10 to 15 spaces from the center in writing on ordinary letter size paper, not at the ends. They are not paper fingers and should not be so used. They were placed on the machine with the idea of eliminating the disadvantages of the old-fashioned paper fingers which were at the end of the paper.



Scales for locating carriage and adjusting paper

VISIBLE TOUCH CONTROL: The scale on the right hand side of the machine indicates the degree of tension on the keys of the machine. This may be varied at will by the



Adjusting wheel and scale for Visible Touch Control

operator by turning the wheel underneath the rear of the machine in the proper direction. The movement of the white marker on the scale indicates whether the tension is being increased or decreased. The lower numbers mean lighter touch, the high numbers heavier touch. Consequently, the lower numbers reflect a slower speed and the higher numbers faster. Since no two operators have the same touch, this visible touch adjustment changing the touch of all of the keys of the typewriter at one time, will be found very helpful in adopting the typewriter to your own individual preference. When the tension has been found which most perfectly suits your touch, it should not be further disturbed. Remember the number on the scale which indicates this preferred position, and keep it always in that position.

IMPORTANT: Be sure to read carefully the suggestions for the care of the Royal Typewriter on the following page.

FOR PERSONAL TYPING: For the student at school or college and for the home use of every member of the family, the Royal Portable Typewriter with Touch Control is ideal. Meeting every requirement for speedy, convenient and fine-appearing personal writing, the Royal Portable is a necessity in every home. Equipped with Royal's exclusive Touch Control, adapting the key tension of the machine to the user's individual touch, the same Royal Portable can be used perfectly by every member of the family. There are three models—one to fit every use and price.

Suggestions

FOR CARE

Like any fine mechanism, the Royal Typewriter runs best when it is properly lubricated, but it is constructed in such a manner that it requires very little oil and that oil lasts for a long time. Never use enough oil on any part to permit it to gum up with dust and dirt. After applying oil, wipe it off with a rag. A drop at a time in any part of the typewriter is sufficient for proper lubrication.

WHERE AND HOW TO CLEAN: 1. Clean type daily with the bristle brush furnished with the machine. The use of a good cleaning fluid like Roytype Type Cleaner, sold by the Royal Typewriter Company especially for this purpose, will keep the type bright and clean and most efficient to perform its function. The best way to keep type clean is to use a good ribbon such as the Roytype ribbon furnished with the machine.

2. The grooves of the carriage raceways should be wiped out with a dry cloth. No oil is required at this point as the carriage runs on ball bearings.

Your machine can be kept looking like new by occasionally wiping all chromium plated and enameled parts with a soft dry cloth.

USE PROPER SUPPLIES: You will find that your Royal is at its best when the proper ribbon and carbons are used with it. We recommend Roytype Ribbons and Carbon Paper. Their use will assure your Royal giving you the superior work for which it has been designed. Roytype Ribbons are unexcelled in producing the finest, most clear-cut typing and in giving longer ribbon life while Roytype carbon paper guarantees perfect duplication work and greater carbon economy. There is a special Roytype ribbon and carbon for every type of work and we suggest that you consult with your local Roytype representative on your requirements.

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BRANCHES AND AGENCIES THE WORLD OVER