

# ROYAL

*Presents*

# EASIER TYPING

NEW  
NO.  
1



SUGGESTIONS FOR USE AND CARE

## FOREWORD

Your new Royal Typewriter represents a startling advance in typing convenience and comfort. It truly sets a new standard of typewriter performance.

We have prepared this book of suggestions on its use so that maximum advantage may be taken of its many sensational improvements. Even the most experienced operator will find her typing made easier, faster and more enjoyable through careful reading of the following pages.

Complete familiarity with the conveniences of your new Royal will place at your command unequalled typing speed, ease and perfection.





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## **YOUR TYPEWRITER WAS DESIGNED TO HELP YOU.**

*Type Easily.* Every operating feature on the new Royal has been scientifically designed and positioned for your convenience. Greater typing ease and greater typing comfort have been built into every phase of its performance.

*Type Naturally.* Your typewriter has been designed to cooperate with you. After you have thoroughly familiarized yourself with its many improvements, you will find its use almost "second nature."

*Type Beautifully.* The Royal slogan has long been "Compare the Work." This phrase now takes on an even greater wealth of meaning. You will be proud of the clean, sharp type impressions your new Royal gives.

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## PARTICULARLY IMPORTANT EASY-WRITING FEATURES OF YOUR TYPEWRITER ❖

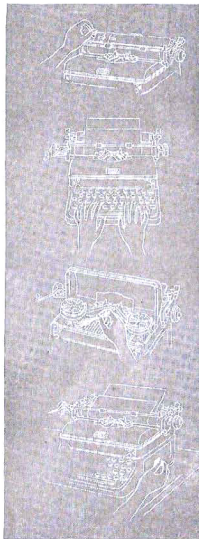
**MAGIC\* MARGIN.** The most sensational improvement ever placed on a typewriter. Royal has done away with hand margin setting. Margins are set automatically on your Royal. You merely position the carriage—let MAGIC Margin do the rest.

**EASY ON THE EYES.** A new top plate design conceals the movement of the typebars. Shift Freedom eliminates the up-and-down movement of the carriage. New non-glare finish “kills” reflections. Result—no movement, no glare, to obstruct vision, cause eyestrain.

**FINGER-FLOW KEYBOARD** offers a new conception of balanced, functional engineering and smart appearance. The rectangular Shift, Tabulator and Back Space Keys provide greater finger surface, are more convenient, result in new typing comfort, greater speed and smooth rhythm.

**HINGED TOP DESIGN.** You have the first completely enclosed typewriter—all mechanism protected from dust and dirt for long service. The top raises quickly, easily—giving plenty of room for cleaning type, changing ribbons.

**TOUCH CONTROL.\*** Without stretching or straining you can instantly and uniformly adapt the tension of all the keys to your exact finger pressure. The knob and dial on the right side of your Royal are your guides to perfect typing comfort.



\* Trade Marks Reg. U. S. Pat. Off.

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# THE EASY WAY TO TYPE . . .

These typing position "tips" are suggested by Albert Tangora, holder of the World's Typing Record of 141 net words per minute for an hour's writing, achieved on a Royal. They are helpful reminders of easy-typing principles.



Head held erect, turned slightly to right, eyes on copy.

Wrists on a line with the hands. This ensures equal reaches over all four rows of keys.

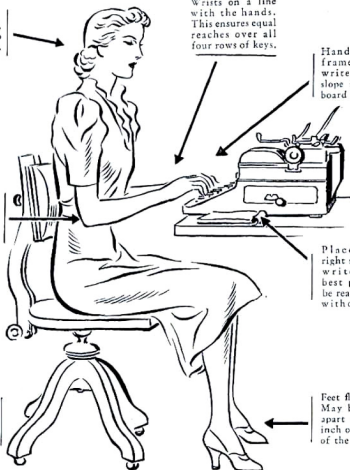
Hands close to frame of typewriter on same slope as the keyboard itself.

Arms drop naturally from shoulders, and remain motionless. They are completely relaxed, and without tension.

Place copy on right side of typewriter, in the best position to be read easily and without strain.

Chair properly adjusted to the height of the desk, making for correct posture and maximum comfort.

Feet flat on floor. May be slightly apart and one an inch or two ahead of the other.



## FOR MAXIMUM OPERATING SATISFACTION...

*These suggestions on the care of your Royal will aid you in gaining the fullest benefit from its design and construction superiorities.*

**Oil Sparingly**—The Royal 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.

**Clean the Type Daily** with the bristle brush furnished with the machine. The new hinged top cover is raised by grasping the opening in the top near the printing point. It is automatically held up by a spring clutch, permitting easy access to the type for cleaning. The use of a good cleaning fluid like Roytype Cleaner will keep the type bright 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.

**Wipe Carriage Raceways Occasionally**—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.

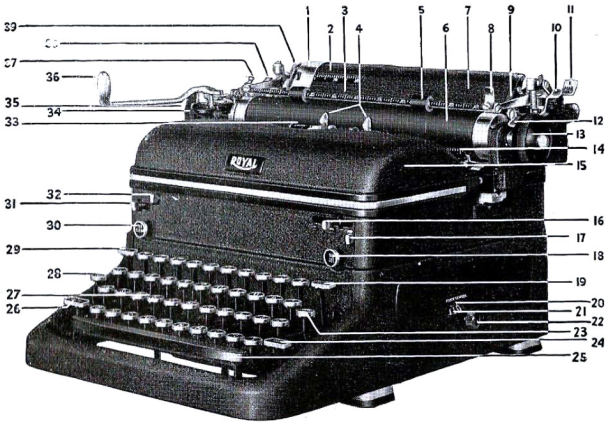
**Clean With Dry Cloth Occasionally**—Your machine can be kept looking like new by occasionally dusting all chromium-plated and enamel parts with a soft dry cloth.

**Use Proper Supplies**—You will find that your Royal is at its best when the proper ribbons and carbons are used with it. We recommend Roytype Ribbons and Carbon Paper. Their use will ensure your Royal giving you the superior work for which it has been designed. There is a special Roytype Ribbon and Carbon for every type of work, and we suggest that you consult with the local Roytype representative on your requirements.



Cleaning the Type

# THE CONTROLS ARE SCIENTIFICALLY PLACED FOR YOUR CONVENIENCE



- |   |   |
|---|---|
| 1. Paper Guide                            | 23. Margin Release Key                      |
| 2. Paper Guide Scale                      | 24. Right Shift Key                         |
| 3. Paper Lock Scale                       | 25. Space Bar                               |
| 4. Card Holders                           | 26. Left Shift Key                          |
| 5. Paper Lock Rolls                       | 27. Operating Keys                          |
| 6. Cylinder                               | 28. Shift Key Lock                          |
| 7. Paper Table                            | 29. Back Space Key                          |
| 8. Paper Lock Handle                      | 30. Tabulator Clear Key                     |
| 9. Automatic Paper Lock                   | 31. Ribbon Reverse (manual)                 |
| 10. Paper Release Handle                  | 32. Ribbon Feed Release                     |
| 11. MAGIC Margin Set (Right)              | 33. Card and Writing Line Scale             |
| 12. Right Carriage Release                | 34. Left Cylinder Knob                      |
| 13. Right Cylinder Knob                   | 35. Variable Spacer (at center of knob)     |
| 14. Full Length Cylinder Scales           | 36. Line Space and Carriage Return Lever    |
| 15. Hinged Top Cover                      | 37. Line Space Selector                     |
| 16. Ribbon Color Change and Stencil Lever | 38. Line Space Disengaging Lever            |
| 17. Stencil Stop Lever                    | 39. MAGIC Margin Set (left)                 |
| 18. Tabulator Keyset Set Key              | 40. Left Carriage Release                   |
| 19. Tabulator Key                         | 41. Tabulator Rack with Stops               |
| 20. Touch Control Pointer                 | 42. Auxiliary Tabulator Stop Clearing Lever |
| 21. Touch Control Dial                    | 43. Right MAGIC Margin Stop                 |
| 22. Touch Control Adjustment Knob         | 44. Left MAGIC Margin Stop                  |

Also see diagrammatic views on pages 11, 14, 16 and 17



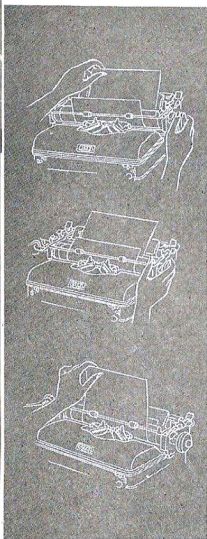
# CORRECT USE OF ITS MANY FEATURES WILL HELP YOU TO GET THE MOST OUT OF YOUR TYPEWRITER ❖ ❖ ❖

**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:** Set paper guide (1) with the arrow at 0 on the paper guide scale (2). Pull forward paper lock (9) with right hand by means of the paper lock handle (8). Place paper back of cylinder (6) so that the left hand edge rests against paper guide (1) and in straight contact with the long feed roller behind cylinder. Now turn right cylinder knob (13) until paper comes up under the paper lock.

The paper should now be straight and parallel, but if it is not, adjust it as follows. Pull forward paper release lever (10) and straighten so that the horizontal edges of the paper are parallel with cylinder scale (14) or the paper lock scale (3). When it is straight, return paper release lever (10) to its original rearward position.

Push back the paper lock by its handle (8) which will roll the paper back into position for writing. This rolling action holds the paper tightly to the cylinder and locks it in place so that there is no slippage or inaccuracy, resulting in better impressions and bet-



Inserting, adjusting and removing paper

ter carbon copies, and at the same time giving full visibility to the writing line.

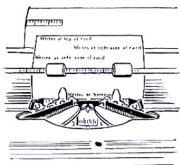
*Using Wider or Narrower Paper*—Paper of any width up to 11" may be used on the 11" model. The paper guide (1) should be moved to the left from its zero position when using paper wider than 9". No other adjustment on either wider or narrower paper is necessary except to set margins.

**PAPER ROLLS:** The paper lock rolls (5) should be so adjusted on the paper lock scale that they divide the cylinder approximately in thirds. In this position the rolls hold the paper solidly and it will not buckle.

**REMOVING PAPER:** In removing paper from the machine, the paper may be grasped by its upper edge and pulled forward and upward. In this way the paper lock is automatically thrown forward into position before receiving a new sheet of paper. Paper may be removed also by pulling forward the paper lock by means of the handle (8) and then rolling out the sheet, using cylinder knob (13). In pulling paper rapidly from the machine, it is necessary that the card holders (4) be in their inoperative position.

**INSERTING CARDS:** No adjustments are necessary to handle any kind of card work. Grasp card holders (4) and raise them to their upper position. See that the paper lock rolls (5) are in proper position according to the





Insertion and writing of cards

with this inbuilt card device. It permits ordinary correspondence typewriters to be used the same as special machines for card writing.

**MOVING CARRIAGE:** Carriage is moved to either left or right by pressing down on either left carriage release lever (40) or right carriage release lever (12)—moving carriage to position desired—and taking hand off carriage release lever.

**SETTING MARGINS:** On this new Royal you have at your command a truly amazing typewriter improvement—**MAGIC\*** Margin—a new and startling contribution to easier and faster typing. This Royal achievement, an exclusive Royal feature, obviates the necessity of setting margin stops by hand. With **MAGIC** Margin, stops are set automatically. Use this marvelous convenience as follows:

To set margins at any given point, merely pull **MAGIC** Margin lever forward—move carriage to point where margin is desired—push lever back—and margin will be set. Use left **MAGIC** Margin lever (39) for *left-hand margin*—right **MAGIC** Margin lever (11) for *right-hand margin*.



Setting **MAGIC** Margin

\* Trade Mark

width of the card, 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 (5) are holding 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

This is all there is to setting margins with **MAGIC** Margin. No more fuss, no more fret—the margin's set instantly.

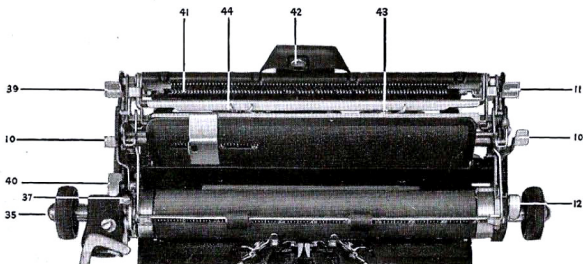
The **MAGIC** Margin stops can be set by hand if wished by taking hold of the stop arms (43

and 44), pressing slightly, and moving the stops. This requires far more effort and time and is not recommended.

*Other Uses of MAGIC Margin*—MAGIC Margin is so simple and convenient to use that it saves time and effort on other operations in addition to the regular setting of margins. For instance, in the addressing of envelopes, the left margin can be instantly adjusted for the proper indentation for the three or four lines of the address after the envelope is in the machine, and immediately reset for the letter margin when starting the next letter.

MAGIC Margin can be used in one-key tabulator operations by setting the *right* MAGIC Margin stop at the point where the tabulator stop would ordinarily be set. For example, you may want to write a column of figures opposite a column of other items. Set the *right* MAGIC Margin stop where you want the figures. Then write the first item—move the carriage to the right hand margin stop by pressing the carriage release (12 or 43)—and, pressing the margin release key (23), write the first figure. Repeat for each item.

**TABULATION:** The tabulator is used for paragraphing, salutations, writing columns of figures, and so forth. With the keyset tabulator on the Royal, the tabulator stops may be set, the tabulation performed and the stops cleared, all from the *front* of the machine. It is not necessary to reach to the rear of the typewriter in the performance of any of these operations. The tabulator stops themselves (41) are located



MAGIC Margin and Tabulator stops.  
See page 7 for key to numbers

at the rear of the carriage and run the full length of the writing line. As many stops may be set as the work requires.

*Setting Tabulator Stops*—After the carriage has been moved to the desired point, press tab set key (18). This automatically moves the tabulator stop from inoperative to operative position. Repeat the above procedure for every tab stop that is desired.

When it is desired to write a column of figures in dollars and cents, a tabulator stop should be set (by pressing the tab set key, 18) at the position where the decimal point is to appear in each column of figures.

*Clearing Tabulator Stops*—When it is desired to clear the tabulator stops (41) in beginning work or where a new set-up is required, press and hold the tabulator clear key (30) and move the carriage to the right or left its full length by means of the right or left carriage release lever (12 and 40). 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 opposite the auxiliary tabulator stop clearing key (42) and press clearing key (30).

If it is desired, the auxiliary tab stop clearing lever (40) may be used to clear the tab stops instead of the tabulator clear key (30). The same method as is used in clearing with the tabulator clear key (30) should be followed.

*Keyset Decimal Tabulator*—On machines equipped with the 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 stop the carriage at the place on 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—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 tabulator work, tabulator key (19) 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

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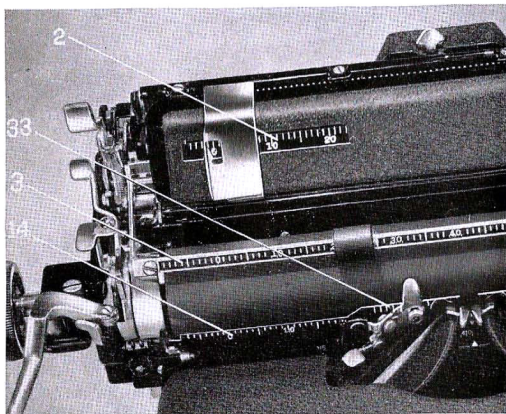


the printing point comes at the place where indentation or column is to be located. Remove the tabulator stop by lifting it up and then place it so that it is at the point indicated by the line on the center stop. Each tabulator stop is set in the same way.

**USING 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.

*Scale to Which Card Holders (4) Are Attached*—is the writing line scale and this scale is used to accurately register the printing points in comparison to the exact spot to be



The scales on the new Royal. See page 7 for key to numbers

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.

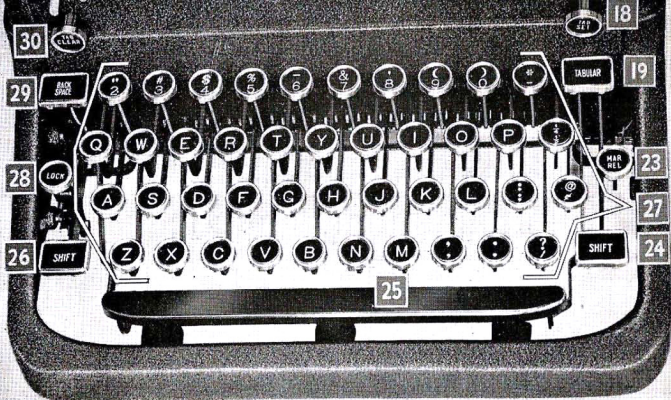
*The Cylinder Scale*—The full length cylinder scale and carriage locating scale (14) are a great convenience. In locating the carriage at a given point it is merely necessary to look at the pointer directly below the printing point which indicates on this scale the exact position of the carriage by number.

In centering and in centering writing, all that is necessary is to release the paper by means of the paper release lever (10) and move the paper so that it is in exact relation to the scale. For instance, with the left hand end of the paper at 0 and the right hand end at 84, the center point is 42.

In the centering of headings with this scale, simply 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 (29) down for the first letter and letting it up for the second, pressing it down for the third, etc. In this way, the heading is exactly centered.

*Scale on Paper Lock (3)*—may be used also for centering the paper in place of full length cylinder scale (14) if this is found more convenient. This scale is also used for determining the position of the paper lock rolls. As noted, it is important that these paper lock rolls should always be kept within 10 to 15 spaces from the center in writing on ordinary letter sized paper. They should *not* be at the ends of the paper lock as they are not paper fingers and should not be so used. They were placed on the machine to eliminate the disadvantages of the old-fashioned paper fingers at the end of the paper.





Keyboard with operating and control keys. See page 7 for key to numbers

**KEYBOARD CONTROLS:** Operating keys (27), space bar (25) and shift keys (24 and 26) are, of course, used for writing in the ordinary way. In writing all capitals, press shift lock (28) and when it is desired to return to lower case letters, the shift lock may be released by pressing either shift key (24) or (26). Notice that on the Royal the carriage does not move up and down when writing capital letters. By means of Shift Freedom, a Royal feature, 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. The new Royal also insures the operator against harmful eyestrain due to flashing keys as they rise to meet the paper. The movement of the keys is concealed by the new front hinged top cover.

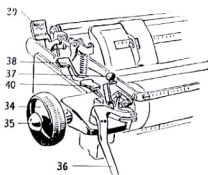
*The Back Spacer*—is used for filling in, making corrections, centering headings, etc. A touch of the back space key (29) moves the carriage backward one space.

*Margin Release Key*—When it is required to write to the left of a predetermined left hand margin or to the right of a predetermined right hand margin, the margin release key (23) should be pressed down 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 key is locked, a single touch of the margin release key is sufficient to release the center stop. It is then possible to go on writing to the end of the carriage limit. Note that on the new Royal when the right hand margin is reached, the keys and space bar (25) lock so that another key cannot be struck over the last letter. This feature guards against errors—ensures cleaner typing.

**LINE SPACING:** Carriage return and line spacing are accomplished with a single movement of the left hand pressing against line space lever (36). To change the width of space between lines, move line space selector (37) until the pointer indicates one, two or three 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 (34) in your left hand and press the palm of the hand against the line space release button in the center of the left cylinder knob (35). Then turn cylinder until the place to be written on is in line with the top of the line scale (33) to which card holders (4) are attached. Now release the button and write. **IMPORTANT:** Ordinary line spacing by means of the lever will start in at exact point where the button is released. In order to fractional space and return to your original line spacing, push out line space disengaging lever (38). When this lever is pulled forward, the cylinder is temporarily freed, making it possible to write between the 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.



Line spacing controls.  
See page 7 for key to numbers

**TOUCH CONTROL:** This Royal improvement makes it possible for you to instantly and exactly adapt the key tension of the typewriter to your own individual finger pressure. By moving the Touch Control knob (22) on the right side of the machine, the tension of all the type bars is uniformly changed. The Touch Control dial (21) indicates whether the tension is being increased or decreased. Adjust to the lower numbers for a lighter tension, to the higher numbers for a heavier one. Remember the number which most perfectly suits your own finger pressure and keep the Touch Control dial set at this point. You will note that the dial protrudes from the side of the machine so that it is possible to read and adjust it from the normal operating position at the keyboard without stretching or straining.



Adjusting Touch Control mechanism

**ERASURES:** When making erasures, move the carriage to the right or left of the printing point so that the erasings will not get 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 from right or left by means of the carriage release levers (12 and 40). When it is necessary to make erasures on carbon copies, simply lift up the paper lock (9) to its top position, and release the carriage to right or left as far as it will go, making sure that the card holders (4) are out of the way. 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 the paper lock downward. It will then automatically be in its forward position and, by pushing it back by means of its handle (8), the paper rolls into its original position. Simply return the erased point to the printing point and you are ready to make the corrections.



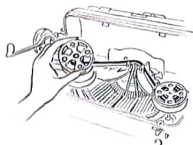
**RIBBON MECHANISM:**

*Color Selection* —The Royal Typewriter permits the use of two-color or single-color ribbons. When ribbon color change lever (16) 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 the color change lever (16) 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 run into another. In using a single color ribbon, both halves of the ribbon may be used by running with color change lever (16) in the central position and later in the left hand position.

*Ribbon Reverse* —The ribbon movement reverses automatically when ribbon is all wound on either spool. It may be reversed, however, at any time by moving ribbon reverse lever (31) to the opposite position.

*Changing Ribbons* —The ribbon spools and mechanism on the new Royal are entirely enclosed and protected from dust and dirt by the hinged top cover. To change ribbons, first raise the cover by inserting the fingers of the right hand in the cover opening and pulling upwards. This releases a spring catch which raises the cover and automatically holds it open.

Now wind the ribbon on the right hand spool by placing the thumb of the left hand against the ribbon feed release (32). With the forefinger of the right hand in one of the depressions at the top of the ribbon spool, rotate 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



Method of changing ribbons.  
Below, diagram of direction of  
ribbon travel

spool. Then throw the ribbon color change lever (16) to its left hand position and press two keys of the machine lightly at the same time (keys "J" and "G" for instance), 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 the left-hand spool and detach the end of 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 thumb and forefinger, insert the ribbon into the vibrator. Then close down the top cover (15), push down the two typebars which have been standing up, return the color change lever (16) to its center position, and you are ready to write.

**STENCIL-CUTTING:** In cutting duplicating stencils where the type is to strike directly against the stencil paper, it is necessary to make the ribbon inoperative. To do this, press the thumb of the right hand against the ribbon control lever (16) and at the same time press the forefinger against the stencil stop lever (17). This will bring the ribbon control (16) to its right-hand or "stencil" position, and the ribbon will be inoperative. This same position should also be used when typing on zinc offset sheets for lithographic machines. In stencil work, be sure that the type is well cleaned before cutting the stencil. You will note that when doing regular typing, the Royal stencil stop lever (17) protects you against throwing the ribbon into its inoperative position when moving the ribbon lever (16) from red to black.

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## FOR PERSONAL TYPING

For every member of the family the Royal Portable Typewriter is ideal. Meeting every requirement for speedy, convenient and fine-appearing personal writing, the Royal Portable is more than ever a home necessity. There are several models — one to fit every purse and purpose.

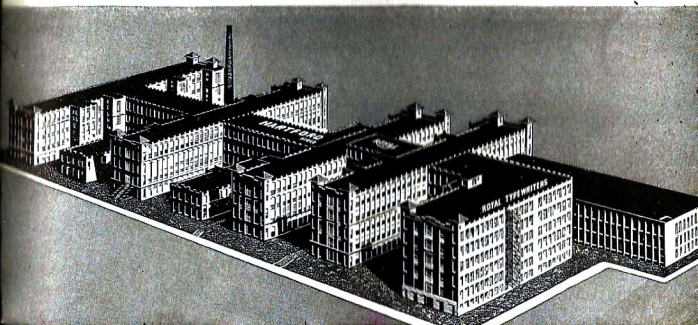
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## HE COMPANY BEHIND YOUR TYPEWRITER ❖

The Royal Typewriter Company is the world's largest company devoted exclusively to the manufacture of typewriters. The giant Royal plant at Hartford, Connecticut (shown below) is a great industrial showplace, combining the most modern manufacturing methods with craftsmanship of the highest order. Every Royal representative is trained to serve you, is a dependable, experienced typewriter man. For the maximum in typewriter satisfaction, skilled, courteous service, and honest, experienced recommendations, whatever your typewriter requirements may be, "Call Royal."

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

*Branches and Representatives the World Over*



**ROYAL**

MORE THAN EVER

**WORLD'S  
NO.**

**1**

**TYPEWRITER**