

HERE IS YOUR **GRAY MAGIC ROYAL** WORLD'S NO. 1 TYPEWRITER

It is fully guaranteed; and has been adjusted and inspected to give perfect performance. As its owner, you will find it the fastest and easiest-writing typewriter you have ever used. Your typewriter will serve you best if you follow these suggestions:

1. Have your Royal representative thoroughly demonstrate your Royal to you.
2. Make use of this booklet on its use and care.
3. Use Royal's complete line of Roytype Ribbons, Carbons, and Supplies, unexcelled for clear, neat typing.
4. For any need connected with typewriters, consult your Royal representative; his fully staffed sales and service facilities are ready to serve you.

**ROYAL TYPEWRITER COMPANY, INC.**

Executive Offices: 2 Park Avenue, New York 16, N. Y.

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## To the ROYAL operator

Your Royal Typewriter, made by the world's largest manufacturer of typewriters, is famous for the ease of its operation and the beauty of its typing.

You will agree, after using your Gray Magic Royal, that it is the finest typewriter in the world. For Royal has set a standard of performance unsurpassed in the entire typewriter field.

The soft Royal gray tone of the finish is restful on the eyes, and will grace any office. The remarkable convenience features will enable you to type with greater ease, and with more speed and accuracy than you believed possible. But before using your Royal, read and study this booklet carefully. You will be rewarded with faster, easier typing. Even

if you are an experienced operator, you will find your typing simplified and made more pleasant by a careful reading of these pages.

This booklet describes the operation of every convenience feature of the Royal Typewriter. Fully explained are such established time and work saving features as "Magic" Margin, "Touch Control," Automatic Paper Lock plus more recently developed features like Finger-Flow Keys and Removable Cylinder.

To use this booklet to best advantage, read it with the Diagrammatic Chart (inside the back cover) flapped *out*, so that you always have before you a picture of the feature under discussion.

# How to care for your ROYAL

Your typewriter will perform at its best if it is fastened securely to your desk. Your Royal representative will gladly take care of this for you.

The following suggestions will help gain full satisfaction from your typewriter while using it, and will also aid in prolonging the life of the machine.

## EVERY MORNING

Dust the exterior and accessible parts with a brush or a dry cloth which is free of lint and ravelled threads. Brush the accumulation from the erasure-protecting shields (35) off the typewriter and onto the desk or a piece of paper.

Move the carriage first to the extreme left, and then to the extreme right, wiping the exposed surfaces of the carriage rails with a dry cloth. Wipe both the under surface of the top rail which is part of the carriage, and the upper surface of the bottom rail which is part of the typewriter frame.

Wipe the slots in the segment (the curved metal framework in which the type-bars move) with dry cloth — wiping *towards* you so that dirt is not forced into the slots.

Clean the type with a dry bristle brush. It is not necessary to use cleaning fluid daily if you clean the type this way.

## ONCE A WEEK

Hold the paper table (8) forward and wipe the exposed nickel parts with a cloth slightly moistened with a little oil.

The same oil-moistened cloth may be used to clean the carriage rails. Clean the type with Roytype Type-Cleaner Fluid. A cloth placed on the headrest underneath the type will absorb excess fluid. Clean the cylinder and the paper feed rolls with a cloth moistened with denatured alcohol. See Removing Cylinder, Page 11.



*Clean the type daily with a dry brush.*

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## WHEN WRITING STENCILS

The life of the cylinder and feed rolls can be prolonged by feeding two-sided blotting paper, preferably size 8½" x 11", through the machine several times after the typewriter is used for writing stencils.

When the machine is used continuously for stencil writing, the blotting operation should be used three or four times daily.

## USE PROPER SUPPLIES

You can produce sparkling work and keep your Royal in topnotch condition by using a superior quality ribbon and carbon paper. Two such running-mates of your typewriter are Roytype Ribbons and Roytype Carbon Paper. Both are quality products manufactured by the Roytype Division of the Royal Typewriter Company, Inc., and are as superior in their fields as is the Royal Typewriter itself. There is a special Roytype Ribbon and Carbon for every type of work. Consult your local Roytype representative on your requirements.

## A FEW DON'T'S FOR EASIER TYPING

### DON'T ...

erase directly over the printing point. Move the carriage a little to the left or right so that erasure grit will fall onto the erasure-protecting shields (35) or desk.

### DON'T ...

tie your eraser to your typewriter. It can become caught in the working parts of the machine.

### DON'T ...

use a pin to clean the type. The brush that is delivered with your Royal is safe and thorough.

### DON'T ...

use too much oil in wiping the parts of the machine.

### DON'T ...

leave the typewriter uncovered when not in use.

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## The correct typing position

The greatest comfort, accuracy and speed in typing is attained when your typing position is correct. These suggestions will help:

1. Hold your head erect and turned slightly to the right; keep your eyes on the copy.
2. Keep your fingers close to the keys, with your hands held on the same slope as the keyboard.
3. Hold your arms and elbows in a relaxed position, allowing the forearms to slope naturally with the hands and keyboard.
4. Place the copy to the right of the typewriter so that the carriage return will not interfere with your line of vision.
5. Keep both feet flat on the floor, a little apart. One may be slightly ahead of the other.
6. Adjust the height of the chair with relation to the height of the typewriter for comfortable typing.

4

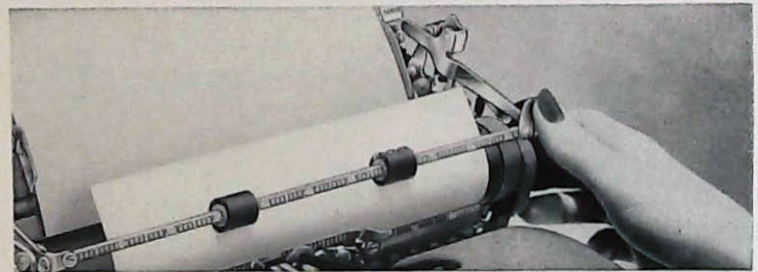
## Paper Handling

### TO INSERT A SHEET OF PAPER

Set the paper guide (2) at 0, and pull the automatic paper lock (12) forward by the fingerpiece. Drop the paper behind the cylinder (7) so that the left edge rests against the paper guide. The bottom edge should rest evenly in the slot between the master feed roll and the cylinder. Now turn the right cylinder knob (14) until the paper comes up under the paper lock.

If the operator places the paper evenly in the slot, *it will feed in straight* thus saving any subsequent adjustment. However, should any straightening be necessary, pull forward the automatic paper lock (12) and the paper release lever (10) to make the adjustment. Then return the automatic paper lock and paper release lever to their closed positions. Royal's master feed roll eliminates creeping carbons and insures perfect registration of type on original and carbon copies.

In closing the automatic paper lock, note that the paper lock rolls (6) contact the paper a full half-inch *below* their final stopping place, and then roll upward, ironing the paper flat against the cylinder. This exclusive feature of the



The Automatic Paper Lock smoothes the paper against the cylinder.

Royal prevents the paper from buckling, subdues the strike-type noise, and insures that the lines are printed perfectly parallel to each other. The rolls should always be placed so that they divide the paper or card approximately in thirds.

### TO REMOVE PAPER

Pull forward both the paper release lever (10) and the paper lock (12) and remove. The paper may also be rolled out by means of either cylinder knob (14, 39).

### TO TYPE ON CARDS

Raise the card holders (5), pull the paper lock forward, and adjust the paper lock rolls to divide the card in thirds. Then insert the card in the same way you insert paper.

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## TO TYPE ON CARDS (continued)

When your typing has raised the card above the paper lock (12) close the lock on it. The card holders (5) and paper lock rolls (6) will hold the card steadily in position for typing on any part of the card, including the extreme upper and lower edges, as well as to either side. To reverse the card for typing on the other side, simply turn the cylinder knob until the card is rolled over the cylinder and is automatically reversed and re-inserted.

## Moving the Carriage

Whenever the carriage must be moved a number of spaces, as in setting margin or tabular stops, card-writing and erasing, move it by holding left or right cylinder knob (14 or 39) at the same time depressing with the thumb the carriage release lever (13 or 40) located near either knob.

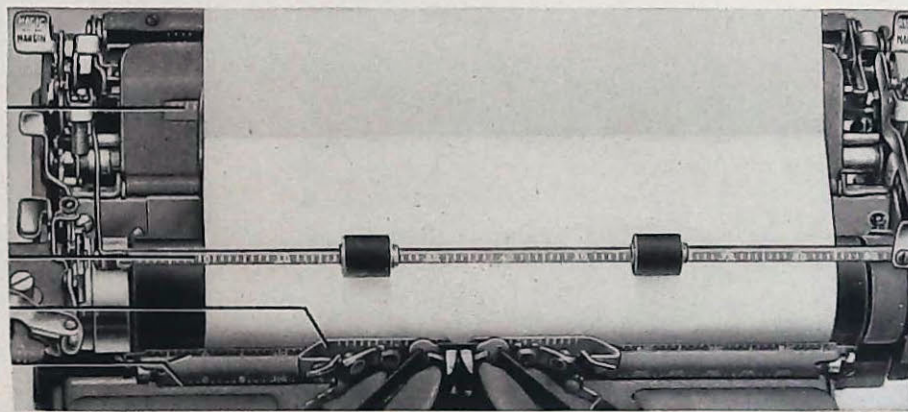
## Using the Scales

PAPER GUIDE SCALE (3)

PAPER LOCK SCALE (4)

CARD AND WRITING-LINE SCALE (36)

CYLINDER SCALES (15)



All the gray, easy-on-the-eye scales of the Royal are synchronized and read from left to right.

### THE PAPER GUIDE SCALE (3)

This is used to position the paper guide (2) which is usually set at 0 on the standard 11" machine. If the paper width is greater than 9 inches the guide may be set to the left. For positioning a series of cards or envelopes, it may be set to the right of 0.

### THE PAPER LOCK SCALE (4)

The paper lock scale spans the cylinder and is completely visible at all times. Measurements made on this scale are referred to the cylinder scales (15) to locate them at the printing point.

The paper lock scale (4) may be used to re-determine margins or tabular settings used on an upper part of the page. Simply raise the scale to its full height, hold the paper forward against it, and make the readings.

### THE CARD AND WRITING-LINE SCALE (36)

This small scale on either side of the printing point is used to align characters with work already on the page or card. As the name indicates, the edge of the scale denotes the base of the writing line. For perfect strike-overs or additions, use the variable line spacer (38) to find the writing line. Then pull the paper release lever (10) forward and slide the

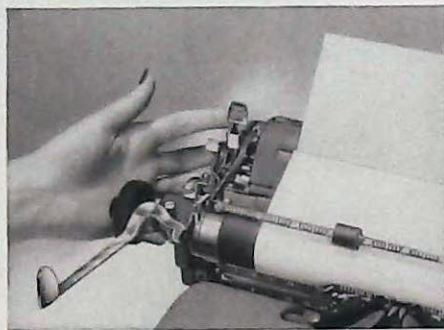
paper or card horizontally until the white lines of the writing-line scale (36) are exactly under the center of the previously typed characters. Characters whose exact center can be readily seen, such as the period, "l", "v", or "I", afford convenience and accuracy in positioning for the fill-in. The new characters may then be typed in perfect alignment.

### THE CYLINDER SCALES (15)

These are used to locate the carriage at a specific printing point. To position the carriage at a given point, move it until the desired number or calibration appears at the indicator directly below the printing point. To find the center of a page, take half the distance between the scale reading at the left edge of the paper and the scale-reading at the right edge. For instance, if the left edge of the paper is at 0, and the reading at the right edge of the page is 84, it may be centered at the printing point by moving the carriage until the figure 42 on the cylinder scale (15) appears directly over the indicator at the printing point.

The cylinder scales (15) are also used in centering headings. To do this, locate the center point at the printing point (as above), then backspace once for each two letters and spaces in the headings.

# "Magic" Margin Setting



The "Magic" Margin lever is right at your fingertips!

"Magic" Margin, one of Royal's most valuable features, enables you to set margin stops automatically. To set the left margin, move the carriage to the point where you wish the margin to start, then flip the left margin lever (1) toward you and back again. That's all you

do—the margin is set. To set the right margin, position the carriage at the point where you desire the lines to end, then flip the right margin lever (9) forward and back. The line lock will take effect at this point and the warning bell will ring several spaces before the carriage reaches this point.

To type *past* the margin stops on a particular line, press the margin release key (25). This allows you to type beyond either margin stop on that line, while retaining the original margins on the lines that follow. When it is necessary to

leave the original left margin to indent for a quotation or listing, you can return immediately and accurately to the original margin by following this simple rule: At the time you set your original left margin, push in the tab set key (23). This establishes a tab spot as your margin reference point.

# "Touch Control"

"Touch Control" is the remarkably effective feature that permits you to adapt the tension of the keys to the natural striking force of your fingers.

Set the "Touch Control" Dial (21) at different tension numbers until you find the setting most comfortable to your personal touch. If you have a light touch and desire a light tension, dial the lower numbers. If you have a firm touch that follows the keys down, you may increase the tension by dialing the higher numbers.



To save finger energy, turn the "Touch Control" dial for desired key tension.

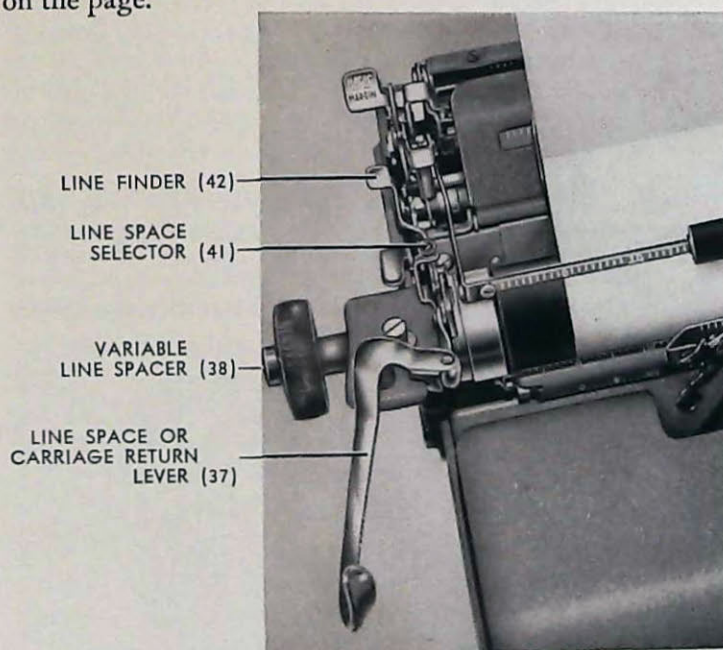
# Line Spacing

Both line spacing and carriage return are accomplished together with a single sweep of the left hand against the line space lever (37). From start to finish of the carriage movement, the line space lever takes full advantage of the curved finger contact surface.

To change the space between the lines to single, double, or triple spacing, move the line space selector (41) until the pointer indicates the desired number.

Fractional line spacing is often necessary to make insertions or corrections, or to adjust the paper for typing on ruled lines. This requires turning the cylinder (7) to a fraction of a line space. You can do this on a Royal in two ways: To change the line spacing temporarily without losing your original line spacing (as in typing subscripts, exponents, and chemical formulae), bring forward the line finder (42). Then turn the cylinder by rotating either cylinder knob (14, 39) until the level you wish to write on appears at the edge of the writing-line scale (36). After you finish using the fractional space set-up, push back the line finder (42) and you can return precisely to your original spacing.

To make a permanent change in the line spacing, press in the variable line space button (38) in the center of the left cylinder knob as you watch the edge of the writing-line scale (36), and locate the work exactly where you want it on the page.



## Horizontal Spacing

The space bar (27) is used for ordinary horizontal spacing; the tabulator key (24) is used for spacing between tab stops.

The back space (31) is used to return to a space for a fill-in, and to center headings as described in the paragraph headed *Cylinder Scale*.

As a *horizontal fractional spacer*, the back space (31) may be used whenever a single character must be inserted within a line already typed. This is done by positioning the carriage one space beyond the point to be filled in. Then depress the back space until the point to be filled in is centered at the printing point, and hold it there while the character is typed in place.

## Tabulating

Tabulation is used for setting up lists, columns of figures, variously indented paragraphs, and so forth. Royal's convenient tabulating system makes possible complete tabulation from the *front* of the machine. Before setting the tabular stops, clear all previous settings to eliminate false stops. To



Royal's uniquely shaped Finger-Flow Keys are designed to fit the contour of your fingers. The straight front edge of the keys gives greater clearance between rows for faster and more accurate operation. The Tab Clear Key and the Tab Set Key balance each other above the keyboard. Also shown is the oblong Tabular Key.

do this, hold the tab clear key (32) in and move the carriage its full width from side to side. After clearing, set the new tab stops by moving the carriage to the desired positionings, pressing the tab set key (23) for each stop. As many tab stops may be set as the nature of the work requires. The tabulator key (24) is then used to move from one tab stop to the next. An individual stop may be removed without canceling the others by tabulating to it and pressing the tab clear key (32).

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## Removable Cylinder



Removing the cylinder of the Royal is a simple motion requiring but two fingers.

For cleaning the cylinder and paper feed rolls or for substituting a cylinder, lift the automatic paper lock (12) up and back, pull forward the cylinder release (11) and lift out the cylinder with the thumb and finger of your right hand. When you wish to replace it, fit the cylinder into the left carriage end and drop into place. Now re-lock the cylinder release (11) and again the machine is ready for typing.

## Stencil-Cutting

In stencil-writing, the ribbon must be made inoperative in order that the type may strike directly against the stencil. To make the ribbon inoperative, use the thumb of the right hand to move the ribbon color change lever (19) to its stencil stop position over the white dot. At the same time, press the stencil lock (20) to the left with the right index finger.

Note that the stencil lock lever (20) protects you in ordinary typing from accidentally throwing the ribbon color change lever (19) into stencil-writing position when changing from red to black.

## Ribbon Mechanism

### RIBBON REVERSE

The movement of the ribbon is reversed automatically when the end of the ribbon is reached. However, it may be reversed at any time by moving the ribbon reverse lever (33) to its opposite position. The ribbon reverse lever always points to the spool on which the ribbon is winding.

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## COLOR SELECTION

Either one-color or two-color ribbons may be used on the Royal. When the ribbon color change lever (19) is in its central position over the blue dot, the type strikes the upper half of the ribbon. When the lever is over the red dot, the type strikes the lower half of the ribbon. The ribbon color change lever therefore permits you to use both the upper and lower halves of any ribbon.

## RIBBON CHANGE

Your Royal comes equipped with a Roytype ribbon which is wound on unique *Clean Change Spools*. The ribbon should be replaced when necessary with the same type of ribbon and spool. To change the ribbon, depress the shift lock key (30),

move the ribbon color change lever (19) over the red dot, and depress any two central keys at the same time so that the type-bars stand up together. These steps raise the vibrator (17) and make it easy to disengage the ribbon and drop it over the type-bars towards you.

Next, raise the time-saver top (18). Then, holding the ribbon release lever (34) to the left, wind the ribbon as far as possible on the right spool. Unhook the ribbon from the empty spool and discard the worn ribbon and spool.

Drop the loop of the new ribbon over the stud of the empty



The ribbon should follow the course shown here

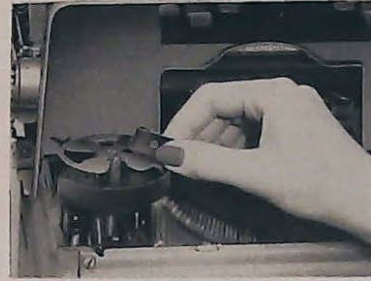
## 4 STEP RIBBON CHANGE



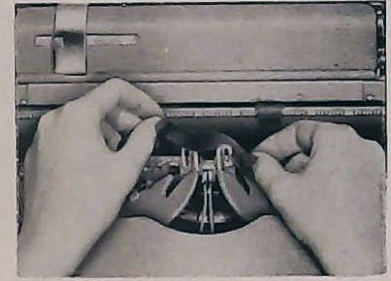
1. Depress any two central keys



2. Lift off the worn ribbon



3. Drop the new ribbon loop over the stud



4. Engage the ribbon in the vibrator

12

spool and place the new spool in its cup. The ribbon should travel in the course indicated by the arrow in each cup, and as illustrated by the diagram on Page 12. Now insert the ribbon in the guides beside each cup and draw out enough slack to drop over the erect type-bars. Close the top, then engage the ribbon in the vibrator. Finally, return the ribbon color change lever to its position over the blue dot (this automatically puts down the type-bars) release the shift lock key (30) and take up the ribbon slack by moving the carriage from right to left. You are now ready to type.

## Erasing

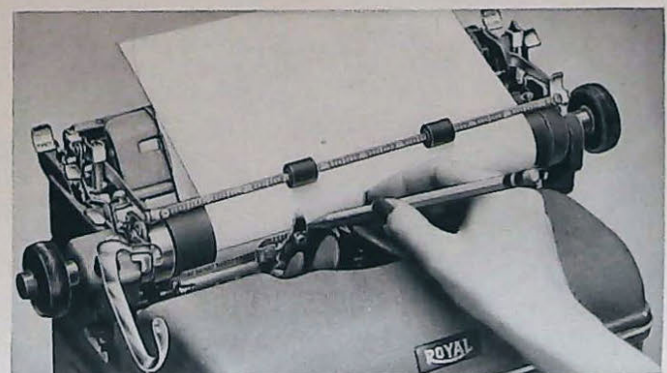
As stated in the section on the care of your Royal, when making erasures move the carriage to the right or left of the printing point so that the erasure grit does not get into the working parts. After doing this, proceed as follows:

To make erasures on carbon copies still in the machine, lift the paper lock (12) up and out of the way. Then place a card or heavy strip of paper behind the first sheet of carbon under the spot to be erased, to shield the other copies from the pressure of the eraser on the carbons. After each erasure, turn the erased page and the carbon paper under it toward you, and replace the shield behind the next carbon until the erasure has been completed on every paper.

## Drawing Lines

On the Royal, because the ribbon feeds when the carriage moves, a horizontal line may be made by holding the underscore against the cylinder and moving the carriage. Similarly, a vertical line can be made with the apostrophe.

To draw lines with a pen or pencil, raise either cardholder (5) and place the pen or pencil point in the angle formed by the cardholder and the edge of the writing-line scale (36). Then, move the carriage to either side of the drawing point for horizontal lines, or rotate the cylinder for vertical lines.



You can draw straight lines without removing the paper.

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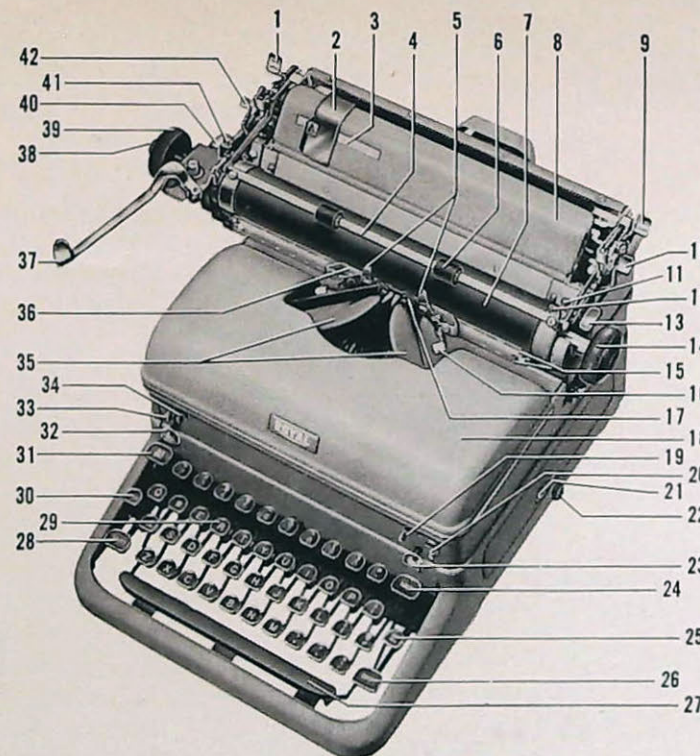
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## THE CONTROLS ARE SCIENTIFICALLY PLACED FOR YOUR CONVENIENCE

1. "Magic" Margin (left)
2. Paper Guide
3. Paper Guide Scale
4. Paper Lock Scale
5. Card Holders
6. Paper Lock Roll
7. Removable Cylinder
8. Paper Table
9. "Magic" Margin (right)
10. Paper Release Lever
11. Cylinder Release
12. Automatic Paper Lock
13. Right Carriage Release
14. Right Cylinder Knob
15. Full Length Cylinder Scales
16. Card Holder Release
17. Vibrator
18. Time-Saver Top
19. Ribbon Color Change Lever
20. Stencil Lock
21. "Touch Control" Dial
22. "Touch Control" Knob



23. Tab Set Key
24. Tabulator Key
25. Margin Release
26. Right Shift Key
27. Space Bar
28. Left Shift Key
29. Finger-Flow Keys
30. Shift Lock Key
31. Back Space Key
32. Tab Clear Key
33. Ribbon Reverse Lever
34. Ribbon Release Lever
35. Erasure-Protecting Shields
36. Card and Writing-Line Scale
37. Line Space or Carriage Return Lever
38. Variable Line Spacer
39. Left Cylinder Knob
40. Left Carriage Release
41. Line Space Selector
42. Line Finder

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Drop the loop of the new ribbon over the stud of the empty



*The ribbon should follow the course shown here*

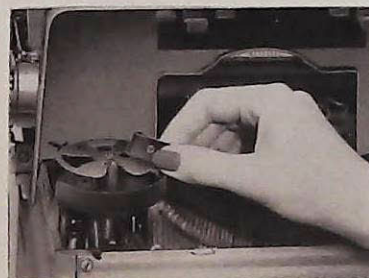
## 4 STEP RIBBON CHANGE



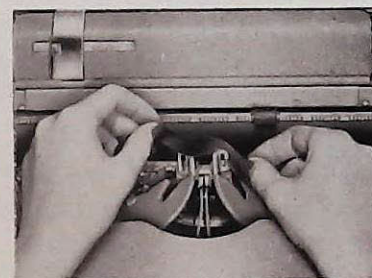
1. Depress any two central keys



2. Lift off the worn ribbon



3. Drop the new ribbon loop over the stud



4. Engage the ribbon in the vibrator

# Royal Typewriter Log

MACHINE NUMBER \_\_\_\_\_ DATE PURCHASED \_\_\_\_\_

SUPPLIED BY: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

*Call the above number for the finest typewriter ribbons, carbon papers, type cleaner fluid, and other typing supplies. Also for quick, reliable repairs and adjustments.*

**GUARANTEE:** We guarantee each Royal Typewriter sold to be in perfect working order and will replace at any time within one year from date of invoice any broken or defective parts, not caused by misuse, accident or neglect. This does not include cylinders, ribbons or cleaning.

# The Company behind your typewriter

ROYAL

The Royal Typewriter Company is the world's largest producer of typewriters.

The giant Royal plant at Hartford, Connecticut, combines the most modern manufacturing methods with craftsmanship of the highest order. Every Royal representative is an experi-

enced, dependable typewriter man trained to serve you.

To obtain the maximum in typewriter satisfaction, skilled service, and honest recommendations, whatever your typewriter requirements may be, *call Royal.*

## ROYAL TYPEWRITER COMPANY, INC.

2 Park Avenue • New York 16 • New York

*Branches and Representatives The World Over.*

