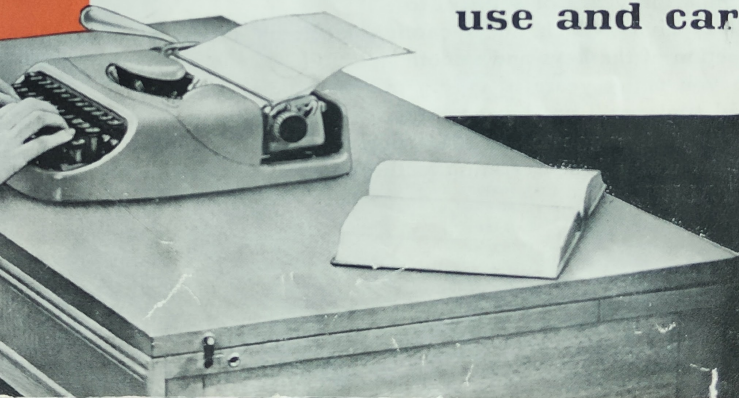


your New

**ROYALITE**®

instructions for its  
use and care!



## Introducing your new

Congratulations, you are now the owner of a new Royalite, a portable typewriter manufactured by the World's Largest Manufacturer of Typewriters.

Yours is a precision-built machine from its sturdy frame, built for years of service, to its finely aligned typebars, which, due to careful machining, assure uniform aligned printing. The light action of the keys and smooth operation of the carriage and all working parts will give you many years of typing pleasure and satisfaction.

The experienced typist will not have to refer to the instructions in order to use the machine. However, it is suggested that this booklet be read carefully in order to become thoroughly familiar with all the operating features so you will get the best possible results from your ROYALITE.



**ROYALITE**

„Royalite“ is a Registered Trade mark of Royal McBee Corporation

**Your Whole Family Will Benefit from  
Your New ROYALITE!**

**For the Student**

Skill in typing is an important factor in helping the students get better grades, improve their vocabularies and the neatness of their work. It proves to be of great benefit not only in school but in their early business careers. Ideal for student home work . . . writing reports, transcribing laboratory and lecture notes.

**For Mother**

Mother will enjoy using the Royal because she can keep it busy with club reports, notices and announcements, supplying copy to newspapers, preparing minutes of meetings.

**For Dad . . . The Businessman**

Dad can put a Royal Portable right to work on sales and other business reports, correspondence, drafts of speeches or lectures, articles for trade magazines, publicity, plans and presentations.

**INDEX**

	Page
Inserting Paper . . . . .	1
Carriage Operation . . . . .	2
Line Spacing . . . . .	2
Setting Margins . . . . .	3
Typing . . . . .	3
Spacing . . . . .	3
Back Spacing . . . . .	3
Shifting . . . . .	3
Typing on Ruled Paper . . . . .	4
Margin Release . . . . .	4
Ruling Lines . . . . .	4
Detachable Top Plate . . . . .	5
Care of Your Royal Portable . . . . .	5
Changing Ribbon . . . . .	6
Feature Chart . . . . .	7
Typing the Easy Way . . . . .	8
Lesson 1 . . . . .	9
Lesson 2 . . . . .	10
Lesson 3 . . . . .	11
Lesson 4 . . . . .	12
Lesson 5 . . . . .	13
Lesson 6 . . . . .	14
Supplies for Your Royalite . . . . .	15
Touch Typing Chart . . . . .	Inside Back Cover

## INSERTING PAPER



To insert paper properly place paper just behind the paper roller (cylinder) with your left hand. The paper should rest lightly in this slot as your

right hand slowly turns the right cylinder knob. The paper will feed around the roller.

When the paper appears in front of the roller, raise the paper bail (16) and continue to feed the paper through to the desired position. Then lower the paper bail over the sheet of paper.

If the paper needs adjusting or straightening, pull the paper release (18) forward and straighten the paper. Then move the paper release back to lock the paper in position.

When using several sheets of paper and carbon paper, the paper release lever should be pulled forward before the paper pack is inserted in the slot behind the cylinder. Then push back into the locked position.

## CARRIAGE OPERATION

The new carriage of the Royalite will hold a standard size envelope and can be locked for safe transportation. This is done by moving the carriage to the extreme right, depressing the lock lever (6), and moving the carriage back to the left until the lock is engaged. To free the carriage, raise the lock lever.

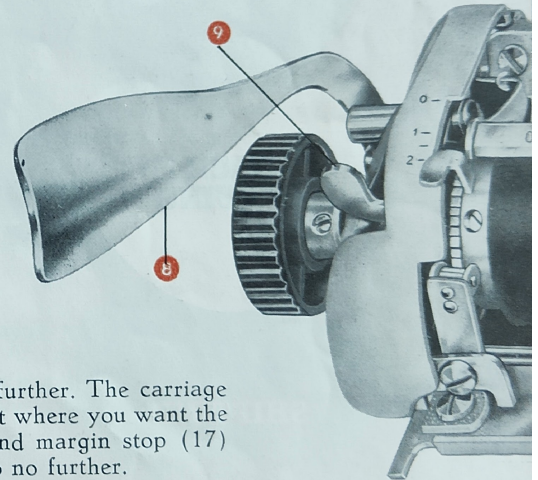
To move the carriage freely to left or right, hold the right- or left hand cylinder knob and pull the carriage release lever (19) forward.

## LINE SPACING

For single line spacing, move the line space selector (9) to the figure 1. For one and a half line spacing, move the indicator to the notch between figures 1 and 2. For double spacing, set the indicator at 2. Setting the indicator at 0 you disengage the selector mechanism altogether. The carriage return lever (8) is used to return the carriage after a line of typing is completed. Simply push the carriage lever to the right until the carriage hits the margin stop. The paper will automatically position itself for the next line of typing.

## SETTING THE MARGIN

Place the carriage in the desired starting position (at the beginning of the line) and move the left margin stop (11) along to the right until it will go no further. The carriage should then be moved to the spot where you want the line to end and the right-hand margin stop (17) moved to the **left** until it will go no further.



## TYPING

The best method is to strike the keys sharply and quickly, with a light staccato touch.

## SPACING

Spaces between successive words are made by depressing the space bar (1).

## BACK SPACING

When the back spacing key (21) is pressed down the carriage moves one space backwards.

## SHIFTING

Capitals and other characters may be typed by depressing one of the shift keys (2 or 22). The shift key should be kept down while typing the capital letter. If more than one capital is required, the shift lock (3) should be depressed; depressing the left-hand shift key (2) again releases this lock.

**TYPING ON  
RULED PAPER**

**MARGIN  
RELEASE**

**RULING LINES**

To free the cylinder for typing on ruled paper and allow it to turn freely without line spacing, set the line spacer (9) at "0" and turn cylinder knob as desired.

Several additional characters can be typed after the bell has rung. If you wish to continue typing beyond the margin, depress the release key (4). The same procedure should also be followed if you wish to type to the left of the left-hand margin.

Insert the point of a pencil in one of the grooves of the positioning scale (12), after which a horizontal or vertical line can be drawn by simply moving the carriage to and fro or by rotating the cylinder.



## **DETACHABLE TOP PLATE**

The typewriter is provided with a detachable top plate (5).

To remove it for ribbon change or type cleaning, simply press down on the edge of the top plate nearest to the cylinder.

## **CARE OF YOUR ROYAL PORTABLE**

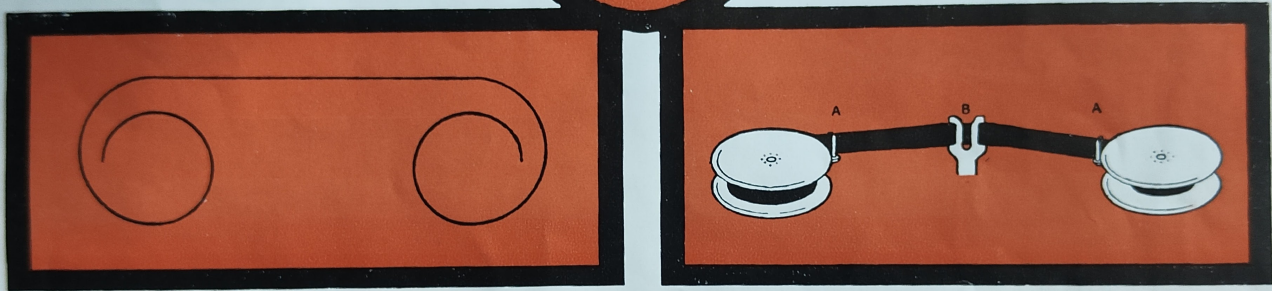
To increase your typing satisfaction, follow these simple rules:

- 1 From time to time, dust the outside and accessible parts with a brush or dry cloth.
- 2 Clean the type frequently with a dry bristle brush.
- 3 Wipe the carriage rails and other nickel parts occasionally with a cloth slightly moistened with very little oil.
- 4 Don't erase directly over the printing point. Move the carriage to either side, then erase.
- 5 Keep your Portable **covered** when not in use.

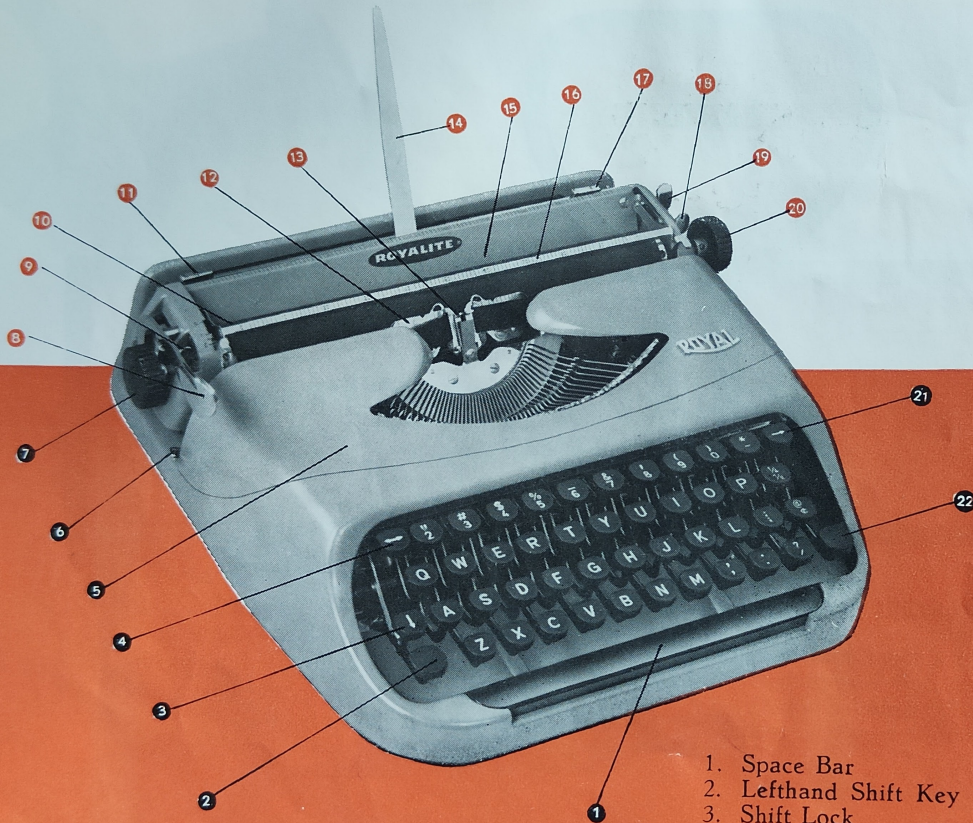
Your Royal Portable serial number is located on the frame, behind and beneath the right hand ribbon spool. Record it on your bill of sale, your instruction book, or in some other safe place.



## CHANGING OF RIBBON



1. Remove top plate, lock in shift position and wind ribbon on one spool.
2. Release ribbon from empty spool, remove and discard full spool. (Note: Before running ribbon from ribbon carrier (13), notice **how** it is threaded, and the direction it winds on to the spools.)
3. Attach new Roytype Vertex 8-yard Cotton Ribbon to empty spool. Place spools in holders. The ribbon should then be inserted in the ribbon guides (B) as shown in the illustration above, after which it should be passed through the ribbon forks (A).



## FEATURE CHART

1. Space Bar
2. Lefthand Shift Key
3. Shift Lock
4. Margin Release Key
5. Detachable Top Plate
6. Carriage lock
7. Lefthand Cyl. Knob
8. Carriage Return Lever
9. Line Space Selector
10. Cylinder
11. Lefthand Margin Stop
12. Positioning Scale
13. Ribbon Carrier
14. Paper Support
15. Paper Table
16. Paper Bail
17. Righthand Margin Stop
18. Paper Release
19. Carriage Release
20. Righthand Cyl. Knob
21. Back Spacing Key
22. Righthand Shift Key

## TYPING THE EASY WAY



### THE TOUCH TYPING CHART

The Touch Typing Chart on inside back cover is designed to help the beginner quickly learn the proper positioning and use of the fingers for typing by touch.

Tear the chart out of book and place to the right of your typewriter. Always use the chart as your guide — never the typewriter keyboard. Sit erect, feet flat on the floor. Place the fingers on the HOME KEYS: f, d, s, a, for the left hand; j, k, l, ;, for the right hand.

From its HOME KEY position, a finger may strike any letter indicated for that finger in the chart, and then return to its HOME position. Strike the keys crisply with a staccato stroke. Strive for accuracy. Speed in touch typing will follow. Practice each of the following lessons until you can type them without looking at the chart.

# lesson I

## First Finger Vowels and Consonants

Type each exercise through without stopping;  
repeat each exercise only once:

1. ju ju ju ju jug jug jug jug fu fu fu fu fur fur fur fur  
gu gu gu gu gum gum gum gum hu hu hu hu hut hut hut hut
2. ru ru ru ru run run run run mu mu mu mu mug mug mug mug  
tu tu tu tu tub tub tub tub nu nu nu nu nut nut nut nut
3. bu bu bu bu bug bug bug bug by by by by buy buy buy buy  
hy hy hy hy thy thy thy thy ry ry ry ry fry fry fry fry
4. ju7 fr4 ju7 fr4 ju7 fr4 ju7 fr4 ju7 fr4 ju7 fr4 ju7 fr4
5. j7j f4f j7j f4f j7j f4f j7j f4f j7j f4f j7j f4f j7j f4f
6. j6j f5f j6j f5f j6j f5f j6j f5f j6j f5f j6j f5f j6j f5f
7. Type one line of each: thug bury numb turn funny buggy
8. Type one line of each: 746 547 567 546 657 645 546 475

## lesson 2

### First and Second Finger Vowels and Consonants

Type each exercise through without stopping;  
repeat each exercise only once:

1. ji ji ji ji jig jig jig jig fe fe fe fe fed fed fed fed  
ki ki ki ki kit kit kit kit de de de de den den den den
2. he he he he her her her her ge ge ge ge get get get get  
ce ce ce ce ice ice ice ice bi bi bi bi bin bin bin bin
3. be be be be beg beg beg beg ve ve ve ve eve eve eve eve  
ti ti ti ti tin tin tin tin di di di di dim dim dim dim
4. ki8 de3 ki8 de3 ki8 de3 ki8 de3 ki8 de3 ki8 de3 ki8 de3
5. k8k d3d k8k d3d k8k d3d k8k d3d k8k d3d k8k d3d k8k d3d
6. Type one line of each: dike grub city very theft thumb
7. Type one line of each: 876 345 634 587 754 476 657 568
8. Type one line of each phrase; space once after a comma:  
in it, if the time, under the, very much, in the event,

# lesson 3

## First, Second, and Third Finger Vowels and Consonants

1. jo jo jo jo jog jog jog jog ho ho ho ho who who who who  
lo lo lo lo low low low low so so so so sow sow sow sow
2. bo bo bo bo box box box box wo wo wo wo won won won won  
no no no no now now now now do do do do dot dot dot dot
3. fo fo fo fo for for for for co co co co cow cow cow cow  
to to to to toy toy toy toy yo yo yo yo you you you you
4. lo9 sw2 lo9 sw2 lo9 sw2 lo9 sw2 lo9 sw2 lo9 sw2 lo9 sw2
5. 191 s2s 191 s2s 191 s2s 191 s2s 191 s2s 191 s2s 191 s2s
6. Type one line of each: down kind more give swing vowel
7. Type one line of each: 191 214 189 531 419 791 916 281
8. Type one copy of each; repeat:  
Think before you write. Mr. Orval Brock, New York City

# lesson 4

## All Fingers All Vowels and Consonants

1. ja ja ja ja jar jar jar jar pa pa pa pa pay pay pay pay  
ma ma ma ma map map map map ta ta ta ta tag tag tag tag
2. ha ha ha ha hat hat hat hat la la la la lap lap lap lap  
ba ba ba ba bay bay bay bay wa wa wa wa wax wax wax wax
3. sa sa sa sa saw saw saw saw ca ca ca ca car car car car  
pa pa pa pa pan pan pan pan la la la la law law law law
4. ;p0 aqa ;p0 aqa ;p0 aqa ;p0 aqa ;p0 aqa ;p0 aqa ;p0 aqa
5. ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0; ;0;
6. Type one line of each: aqua vary lake loaf quiz marine
7. Type one line of each: 190 209 106 305 807 406 605 160
8. Type one copy; indent five thumb spaces:  
In the best books, great men talk to us, give us  
their most precious thoughts, and pour their souls into  
ours.

## lesson 5

1. First and Second Finger words; type one line of each:  
mink this vice cent tiny city deck either rhythm  
rung nine duck much tree junk thud thence either
2. First, Second, and Third Finger words:  
work rule oxen from whim meow those which swings.  
lion busy from foxy meow oven while often smooth
3. All Finger words:  
quiz pyre wall peek pave waxy peony extra zephyr  
iota lake zinc racy thaw pyre gypsy yacht wizard
4. Words of high frequency; type through without stopping:  
be with have not as is will it was for you that in to I  
a the of and your so at me we all are on he from dear  
which his this my but by at her there would or she been  
were very has had they one if no more letter thank work
5. Speed Sentences: It is a duty of a man to do me a turn  
and if he can he is to do it.  
  
Probably my oxen will haul a dozen loads of new gravel.
6. Common words; type through without stopping:  
which his this my but work thank letter more would dear  
be with have not as is will it was for you that in to I  
from he are on all we me at so your and there would by



# lesson 6

## Keyboard Characters

Typewrite one line of each:

O'Day \$9.75 Paul's car #7 Do it now. June 3, 1940 25%

2 x 3 = 6 Dear Sir: "Star" 8 - 4 + 2 = 2 Alas! 3 7/8

Dear Mary, (very informal--followed by a comma). 90°

Typewrite the alphabet once in small letters following each small letter by its capital letter; repeat and follow each by a comma; by a colon; by a semicolon; by a dash; by a question mark; by a period.

buy and use...

**ROYTYPE**

supplies for your

Royalite

Portable!



Roytype<sup>®</sup> Carbon Papers and typewriter ribbons are manufactured and guaranteed by the Royal McBee Corporation.

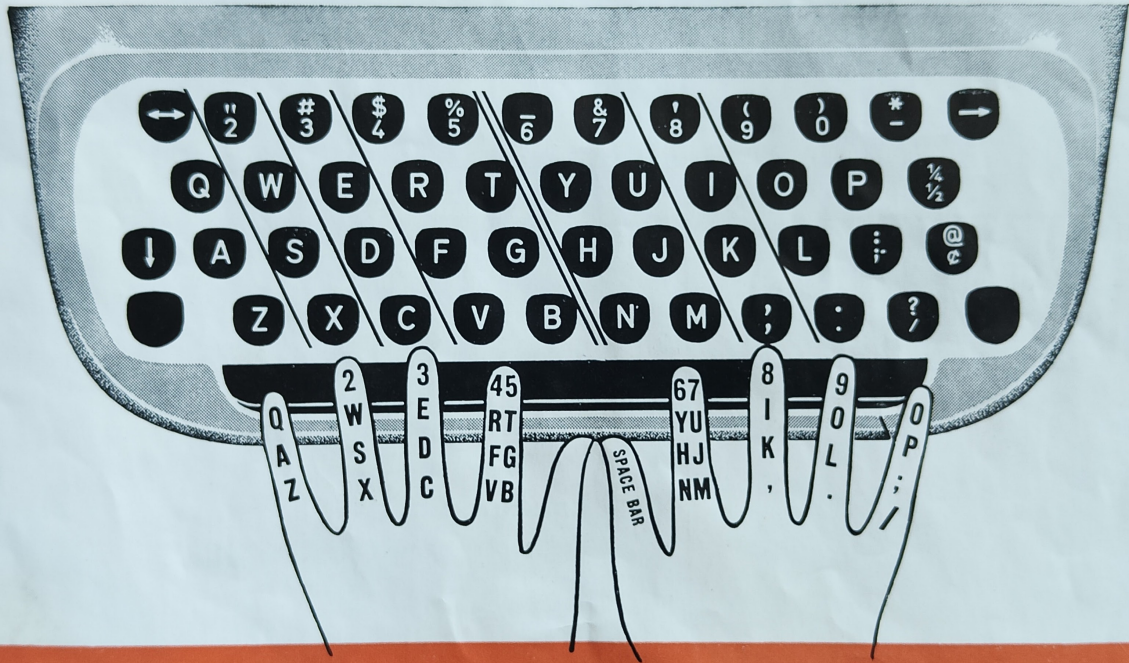
Roytype Park Lane<sup>®</sup> is the finest quality, plastic-backed carbon paper. It is non-curling, non-slip and hands stay clean.

Roytype R Brand Carbon Paper is a clean wax-backed paper that gives clean sharp copies.

Use Roytype Vertex<sup>®</sup> 8-yard cotton ribbons in your Royalite. They are noted for being a longer writing, cleaner writing ribbon.

Roytype is a registered trade mark of the Royal McBee Corporation.

# Touch Typing Chart



**ROYAL<sup>®</sup>**

**PORTABLE TYPEWRITERS**

PRINTED IN HOLLAND

FREDK. E. ROBERTS & CO. (BRISTOL) LTD.  
*Commercial Stationers*  
*Typewriter Specialists*  
1, BRIDEWELL STREET, BRISTOL, 1  
Telephone: Bristol 20597

**Royal McBee Corporation**  
**36, Worship Street**  
**London, E.C. 2,**  
**Tel.: Monarch 4020**