

INSTRUCTIONS
FOR USING

THE
ROYAL



**STANDARD
TYPEWRITER**

ROYAL TYPEWRITER CO.
NEW YORK

Instructions For Using
The **ROYAL**



STANDARD
Typewriter

Keep this Book in a Handy Place for Reference

Royal Typewriter Company
NEW YORK, N. Y.

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Introductory

This book is issued for the purpose of instructing the inexperienced as well as the experienced operator in the proper method of operating the Royal Standard Typewriter.

A careful perusal of the following pages will enable anyone to become proficient in the use and care of this machine.

Generally speaking, the operation of the Royal Standard is practically the same as that of any other standard machine, except that it is much simpler and more easily mastered, enabling the beginner to become expert in its use in a much shorter space of time than is usually required. Experienced operators, especially, appreciate the ease and facility with which the Royal Standard is operated. Its speed is unlimited, its action the softest and most responsive, and its utter freedom from cumbersome attachments and "new things to learn" immediately commends it to even the most exacting.

This Book Does Not Tell You

how to take the machine apart. Do not attempt to "tinker" with it. Keep it *clean*, oil it sparingly, as instructed, but let *our adjusters*, employed at every branch, take care of any repairs the machine may need.

More trouble is occasioned by inexperienced persons taking the machine apart, simply to put it together again, than from almost every other source.

The
**ROYAL
 STANDARD**

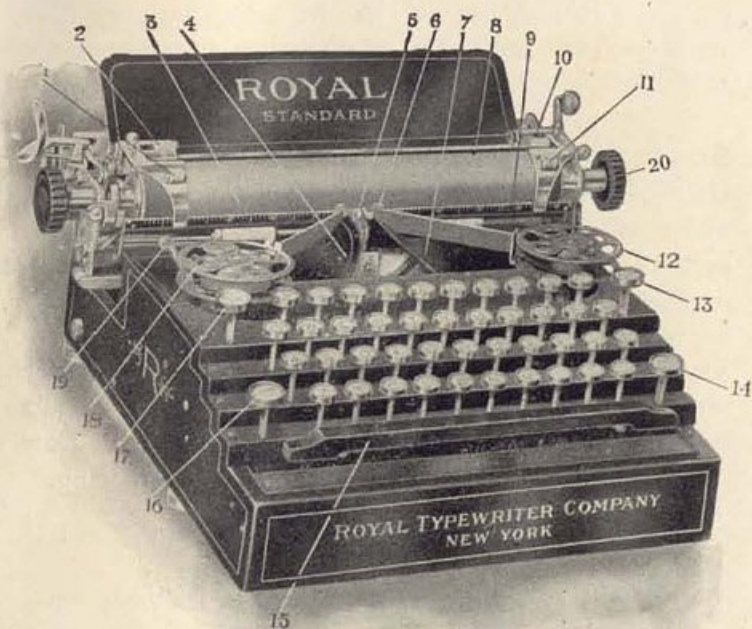


PLATE 1

Front View

The
**ROYAL
 STANDARD**

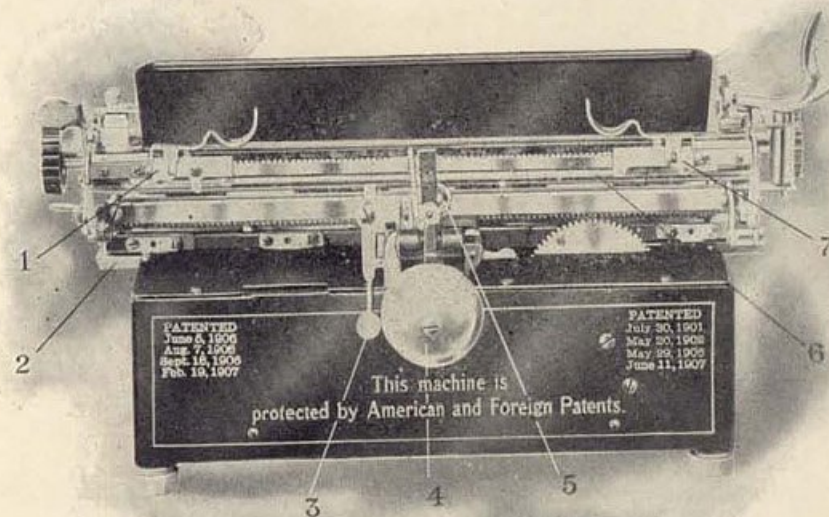


PLATE 2

Rear View

Insertion of Paper

Insert the paper in the usual manner by resting it against the Paper Table; Plate 1, Figure 8; so that it will feed under the Left-Hand Paper Guide; Plate 1, Figure 2.

A quick turn of the Right-Hand Platen Knob, or Twirler; Plate 1, Figure 20; will bring the paper to the printing point.

Then set the Right-Hand Paper Guide; Plate 1, Figure 10; over so the roller rests upon the paper. Be sure that both Rollers; Plate 1, Figures 1 and 11; have a firm grip upon the paper.

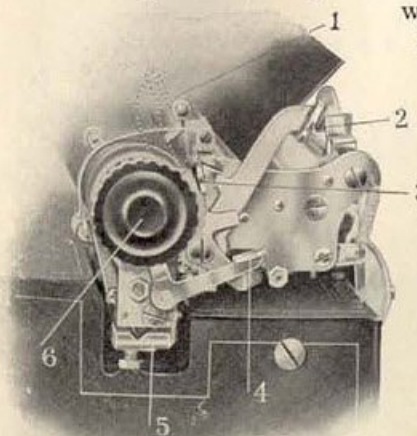


PLATE 3

To Straighten or Adjust Paper

The paper feed of the Royal Standard is so perfect in construction that if the paper is *started* straight it will *feed* straight to the printing point; but if, for any reason, it does not, or it is desired to move the paper laterally to any given point, throw the Paper Release Lever; Plate 3, Figure 2; forward. This releases the feed rolls which hold the paper against the platen, or cylinder, and allows the paper to be moved to any desired position. At the same time it raises the Line Scale; Plate 1, Figure 9; to the printing point so that an absolute straight edge is obtained. The Paper Release Lever, when thrown forward; see Plate 3, Figure 1; remains locked until reversed, permitting the free use of *both* hands in arranging the paper. When the paper is adjusted be sure to throw this lever back into position, as shown in Figure 2.

The Printing Point

How to Locate it How to Make Corrections

The printing point on the Royal Standard is immediately behind the center of the Type Guide (See Plate A) and is located by sight instantly without consulting the scale.

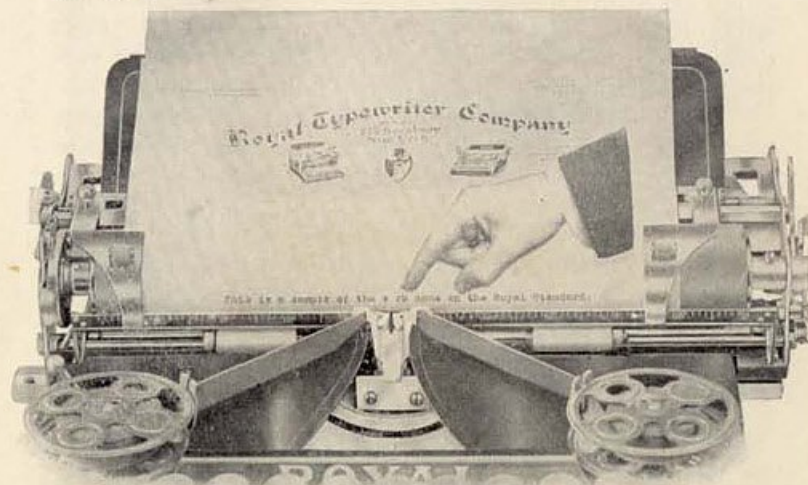


PLATE A

To Make a Correction

If the paper is still in the machine, press the Line Scale Lever; Plate 3, Figure 4; throwing the scale into position; hold it and turn platen backward until the bottom of the line upon which the correction is to be made joins the top of the scale. Release the Line Scale Lever and move the carriage to the right or left, as needed, until the blank space appears directly behind the slot in the Guide as shown in illustration.

If the paper has been removed from the machine reinsert it as originally, throw off the Paper Release; as described on Page 8; set the paper to the proper position as shown above, reset the Paper Release and

strike in the character desired. With a little practice it will be found that corrections can be made, and omitted letters inserted, in less time and with greater accuracy than on any other machine.

To Erase

It is not necessary to remove the paper from the machine or to turn the cylinder up in order to erase, even when making carbon copies. Simply set the carriage to either side of the printing point and erase.

This is not only much easier but it also prevents erasings from dropping into the mechanism, as they are caught by the Dust Shields; Plate 1, Figures 4 and 7.

To Erase on Carbon Copies

Throw the Paper Guides; Plate 1, Figures 2 and 10; backward, as shown in illustration, and allow the sheets to drop forward, one at a time, when erasures can be made very easily.

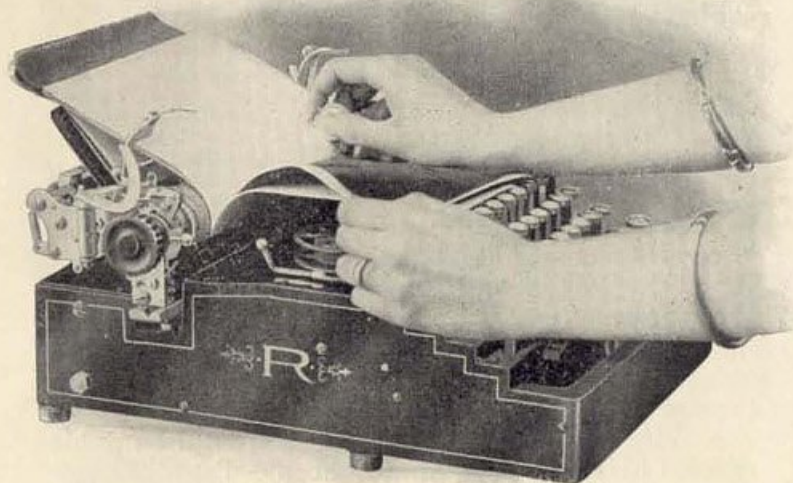


PLATE B
10

To Adjust Margins

To Write on Varying Widths of Paper

The normal length of the Royal Standard writing line is 9 inches; though, if desired, one hundred spaces, or 10 inches, may be secured by use of the Left-Hand Marginal Release; Plate 1, Figure 17; which admits of printing outside the left margin in the ten spaces marked to the left of O. By adjusting the Paper Guides and Marginal Stops; Plate 2, Figures 1 and 7; the platen, or cylinder, may be made to accommodate any width of paper up to 11 inches.

While the paper clamps may be moved to any position on the platen, it is better to let the Left-Hand Marginal Stop and Paper Guide remain stationary at the extreme left end of the carriage, and make adjustments for varying widths of paper with the Right-Hand Guide and Stop; *i. e.*, feed the paper under the Left-Hand Paper Guide, as in starting, then move the Right-Hand Guide over until the small roller rests upon the paper. Then set the Right-Hand Marginal Stop by throwing it over to the left as far as it will go. (See following paragraphs.)

To Vary Margins

Set the carriage so that the Type Guide Slot is directly in front of the point where it is desired to *start* the line of writing, then slide the Left-Hand Marginal Stop; Plate 2, Figure 7; over to the right as far as it will go, when it will *set automatically* without reference to the scale.

Then set the carriage so that the type slot indicates where you want the line of writing to *end* and adjust the Right-Hand Marginal Stop, Figure 1, in the same manner.

To reset the margin, simply press down on the handle of the marginal stops and slide them back to the desired point. Incidentally, we would state that the

Royal Standard has the most perfect marginal stops ever placed on a machine. They present a positive lock at the end of the line, impossible to pass even with the space bar. They are likewise the most easily adjusted and can be set to control *any* length of line at *any* point on the carriage.

To Write Beyond the Marginal Stop

The Marginal Release Key

To insert marginal notes to the *left* of any given margin, hold the Marginal Release Key; Plate 1, Figure 17; down, and pull the carriage back the desired distance. After writing the marginal note the carriage will then pass the margin without further adjustment and on its return will stop *automatically* at the point designated by the marginal stop.

To Secure Additional Characters at the End of a Line

It is simply necessary to press the Marginal Release Key—don't hold it—and any number of additional characters may be written.

To Space Between Words

The Space Bar; Plate 1, Figure 15; is used for spacing between words and is to be struck once with the thumb between each word and after each initial letter and three times between each sentence.

To Start a New Line

Push the carriage back to the right as far as it will go by using the Line Space Lever; Plate 4, Figure 1; situated on the left-hand side of the carriage. The

movement of this lever not only returns the carriage, but spaces between the lines as well with *one* movement. The spacing between lines is described under the next subject. If it is not desired to space between the lines when returning the carriage, do not use the Line Space Lever but push the carriage back by the cylinder knob.

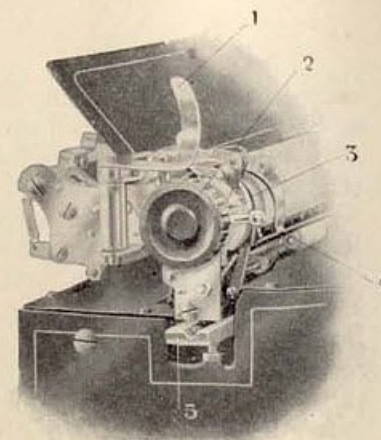


PLATE 4

To Regulate Space Between Lines

On the left-hand end of the carriage; Plate 4, Figure 4; will be found the Variable Line Space Lever, which, when set at number 1, as indicated on the Lever Shield; Plate 4, Figure 3; will permit a single space between lines; number 2, a double space, and number 3, a triple space.

One particular advantage will be found in the operation of this lever, and that is, that regardless of whether it spaces single, double or triple, the Line Space Lever; Plate 4, Figure 1; has the same movement at all times.

To Write on Ruled Lines

Throw the Variable Line Space Lever up until the Shield, Figure 3, indicates O. Then the ratchet is released and the cylinder, or platen, may be turned up or down any desired distance. To strike the ruled line, press the Scale Lifting Lever; Plate 3, Figure 4. The scale will then rise to the printing point and its upper

edge becomes an aligning bar. Turn the platen forward or back, as needed, until the ruled line is just at the top edge of the scale, drop the scale and the line will be written on in perfect alignment.

When finished with ruled line work, re-engage the spacing ratchet by setting the variable line indicator back to number 1, 2 or 3, as desired.

One signal advantage in connection with this device is that when set for ruled line work it is impossible for the line space lever to feed the cylinder, thus avoiding the irregular spacing between lines caused by operators forgetting to set the lever back to regular spacing as is possible with other machines.

The Capital Shift Keys

The Royal Standard is equipped with two Shift Keys for single capitals; Plate 1, Figures 14 and 16; which, when depressed, enable the operator to write one capital. Remove the finger after the capital has been printed and the carriage will drop back to the lower case, or small letters. The Capital Shift Key is also used for all characters appearing on the upper half of the key papers.

To Write a Line of Capitals

Press the Shift Lock; Plate 1, Figure 13; which locks the carriage in the capital position. While in this position the machine will write all capitals until the Shift Lock is released.

To Release Capital Shift Lock

Press either of the single Shift Keys; Figures 14 and 16; which returns the carriage to the lower case.

The method of shifting for capitals, locking and releasing, as employed in the Royal Standard, is the simplest and most convenient ever incorporated in a writing machine.

To Release the Carriage

For the purpose of moving the carriage to the left to any desired point, place the thumb on the front side of the Platen Knob, or Twirler; Plate 3, Figure 6; then press the Carriage Release Lever; Plate 3, Figure 3; toward the cylinder knob. This raises the Carriage Feed Rack, and releases the carriage. Hold on to the twirler while carriage is released until the desired point is reached, then remove the finger from the Carriage Release Lever and the carriage will again set in the spacing mechanism.

To Change Travel of Ribbon

When the Ribbon has become unwound on one Spool and it is desired to re-feed it, turn the Lever; Plate 1, Figure 19; in the opposite direction as far as it will go. When this Lever is lying towards the left of the machine, the ribbon is feeding on the Right-Hand Spool. When the Lever is lying towards the right of the machine, it is feeding on the Left-Hand Spool.

When the Lever is standing perfectly straight it is not feeding on either spool and the ribbon can be freely wound from one spool to another by turning either spool desired with the fingers. As the Ribbon Spools are perforated on their tops, it is easy to observe the amount of ribbon on either spool at any time.

To Put on a New Ribbon

Ribbons are changed on a Royal Standard with greater ease and cleanliness than on any other machine.

It is immaterial in what position the carriage stands when it is desired to make the change.

Before removing the Spools; Plate 5, Figure 1; from the machine, wind up all the ribbon on one spool by turning the ribbon spool with the finger. Before the reeling is done the Ribbon Release Lever; Plate 5,

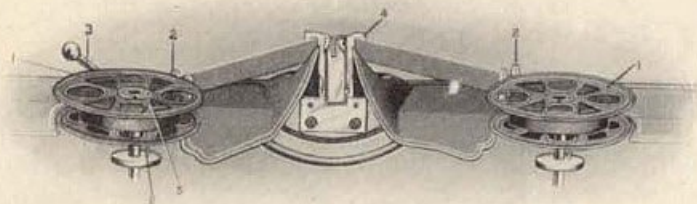


PLATE 5

Figure 3; should stand in the central position, otherwise it is impossible to reel the ribbon from one spool to the other. Then lock the carriage in the capital shift by pressing the Shift Lock; Plate 1, Figure 13; which makes the Vibrator; Plate 5, Figure 4; more easily accessible. Then remove the ribbon from the vibrator; then disconnect the ribbon from the empty spool. Attach the new ribbon, which should be on a spool such as are supplied with the machine, to the empty spool and replace it in the vibrator. The ribbons on both spools, before being used, should be inserted in their Guides; Plate 5, Figure 2; and the ribbon arranged to feed from the insides of the spool as shown in Plate. Care should be taken, however, to see that the Ribbon Reverse Lever, Figure 3, stands in the extreme left position, as shown in Plate 5. (If the ribbon is fed from the outside of the spool, the machine will not work.) By following the illustration and noting the direction of the arrows in Plate 6, the proper feed of the ribbon will be insured. Each spool has a small hole in its hub, Figure 5, which fits over a pin in the top of the Shaft, when properly connected; Plate 5, Figure 6.

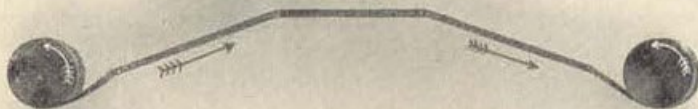


PLATE 6
16

To Get the Longest Wear from the Ribbon

The Ribbon of the Royal Standard travels in a direct horizontal line. The type strike on the upper half only, thus wearing the ribbon down gradually and evenly. When the upper half is worn out, reverse the ribbon spools so that the lower half is presented for wear. In that way the entire surface of the ribbon is used.

To Write on Library or File Cards

Use the Card Attachment Wire furnished free with every machine. This device is adjusted by placing the ends of the Wire; Plate 7, Figures 3 and 4; in the little Spring Clips; Plate 8, Figures 1 and 2; and pressing them down firmly, being careful to see that the bend in the upper end of the Clip; Plate 7, Figure 1; faces the front of the machine and also that the Holder itself is in back of the ribbon and ribbon vibrator as shown in Plate 8.

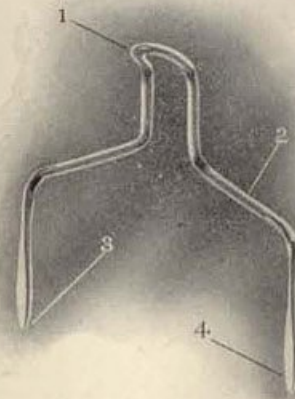


PLATE 7

This Card Holder grips the card firmly, and by adjusting the paper guides so that the rollers rest upon the card, it is possible to write upon any portion of its surface without blurring the impression or curling the card.

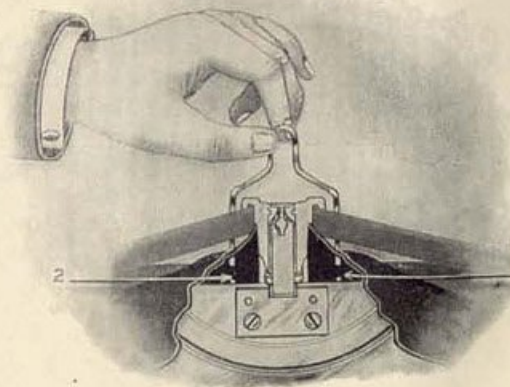


PLATE 8

To Cut a Stencil

It is not necessary to detach the ribbon from the spools or to remove the spools from the machine. Disengage the ribbon from the Vibrator; Plate 1, Figure 6; and let it rest over the front plate of the machine, as shown in illustration (C). Set the Ribbon Release

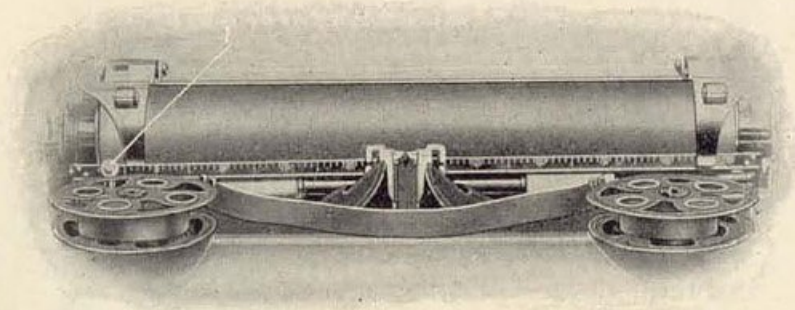


PLATE C

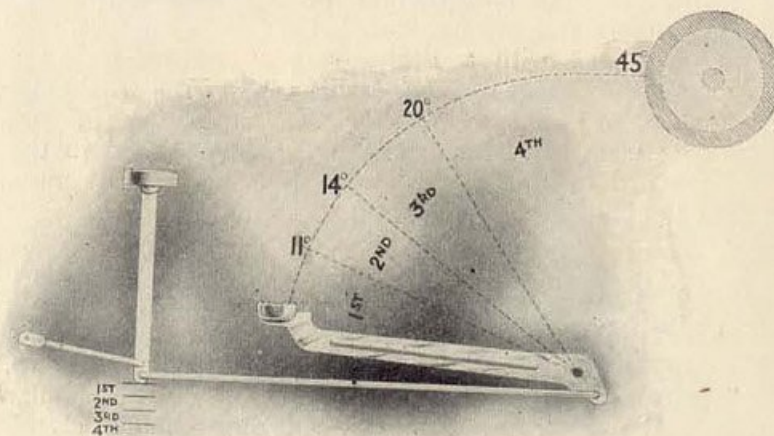
Lever, figure 1, in the center, or vertical position, which stops its feed or travel. Stencils may then be cut without further adjustment. Special attention is called to the neatness with which this class of work is accomplished on the Royal Standard.

Manifolding

No special adjustment is necessary to secure good, clean carbon copies of any reasonable number. The Royal Standard is the heaviest, and, at the same time, the most perfect manifolder on the market. It is not necessary to "pound" (as on other machines), to get results. The accelerating movement of the type bars enables the operator to secure a *perfect* result with a *normal* touch. (See description of accelerating movement on opposite page.)

The ROYAL Accelerating Type-bar Action

TENSILE STRAIN THROUGHOUT



Note that in the first quarter of the stroke the bar travels 11°; in the second quarter, 14°; in the third 20°; and in the last 45°; accelerating, gaining speed all the time without any extra effort on the part of the operator.

**Lightest, Fastest, Strongest
Type-bar Construction
Yet Introduced.**

The Royal Tabulator

The Royal Standard may be purchased either with or without the Tabulator, an additional charge of \$10.00 being made when it is applied. By the use of this device all classes of statement work, billing, etc., is accomplished with great speed and accuracy. Its construction is very simple and strong, and, being equipped with a Brake, enables the Carriage to *glide* easily, yet *swiftly*, to the desired point *without jarring the mechanism* in any way. The Tabular Key is conveniently located in the Keyboard, making it possible to tabulate without moving the hand from the normal operating position.

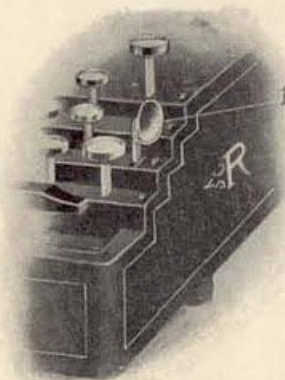


PLATE 9

To Set Tabulator

First refer to the Front Scale; Plate 1, Figure 9; to determine the points at which you desire the columns to appear on the paper, then set the Stops; Plate 10, Figure 3; to the corresponding locations on the Tabular Rod; Plate 10, Figure 2. To set Stops, hold back the Tabular Stop Retainer; Plate 10, Figure 1; lift the Stops from their Slots and reset them at the desired points, being sure that they are pressed down firmly in the Slots.

To Operate Tabulator

Press the Tabular Key; Plate 9, Figure 1; holding it until the Carriage stops at the first Stop, write in



PLATE 10

your amount, then press again, and so on. Press the Key firmly in order to properly engage the Brake and prevent slamming of the Carriage.

To Write on Envelopes

No special attachment is necessary. Simply feed one end of the envelope under the Left-Hand Paper Guide; Plate 1, Figure 2; and feed as an ordinary sheet of paper. The close proximity of the feed rolls to the printing point insures perfect feed and work.

For greater convenience, if a large number of envelopes are to be written at one time, set the Right-Hand Paper Guide over until the roller engages the free end of the envelope.

To Unpack. Use Care

Remove the screws from the top of the case, carefully remove the packing, lift the machine out of the case, then cut and remove the tape which holds the Rack Release Lever up, and also the tape which holds the wooden block that separates the margin stops.

Remove muslin and packing paper and be careful that no particles of excelsior are allowed to get into the machine.

On the top of each box will be found instructions as to how to unpack.

Each box contains 1 rubber cover, 1 type brush, and 1 cleaning brush broom.

To Fasten Machine to Drop Cabinets

If it is found that the carriage of the Royal Standard strikes the side of the desk, an elevated base board will be furnished to raise the machine to the proper height. A set of desk screws are also furnished. These should be screwed into the holes drilled for that purpose in the bottom of the machine frame on each side. Be careful not to fasten the machine too tightly to the cabinet, as the resiliency of the rubber feet is

impaired and noise will result. There should be a play of at least a half inch between the bottom of the machine and the desk in order to insure the best results.

Writing in Colors

The insertion of a few words in any color for emphasizing, etc., may be readily accomplished on the Royal Standard by simply setting a small piece of carbon paper of the desired color back of the ribbon vibrator and operating in the usual manner. No special bi-chrome attachments are necessary on this machine.

The General Care of the Royal Standard

What to Do and What Not to Do

Typewriters, like all other pieces of machinery, require a little attention each day to keep them in perfect running order. Above all things keep your machine *clean*. Wipe off the Back Rod; Plate 2, Figure 6; each morning with an oily cloth. Also the Ball Race; Plate 3, Figure 5; as far as you can reach with your *finger*. *Do not squirt oil* on these or any other parts of the machine. The cleaning of the above mentioned parts furnishes all the lubrication necessary, and, at the same time, removes all dust which may have accumulated.

A dust brush accompanies every machine for the purpose of brushing any erasings or dust from the top of the machine.

To Clean the Type

Brush daily.

The Type lie face upwards and are cleaned by brushing toward you with the type brush furnished with each machine. It is not necessary to pick up the type or to handle it in any way other than described. If the loop letters, a, e, o, etc., are filled up, beat down on them with the brush, which will clean them instantly *without soiling the hands*.

Keep your machine covered at night or when not in use. If in a drop cabinet, conceal it. If not, cover it with the dust proof cover, furnished with every Royal Standard.

Do not take the machine apart.

Do not change any of the tensions nor attempt to make any repairs.

We employ inspectors to do that work. Call on them if your machine needs attention.



The Royal Standard



What it is

{ The most practical
typewriter ever built
at any price

What it does

{ Everything any other
typewriter will do
only better
and for a longer time

What it costs

{ \$65.00

You save

{ \$35.00, and an endless
amount of worry

Royal Typewriter Company
NEW YORK

Represented in every principal City in the World