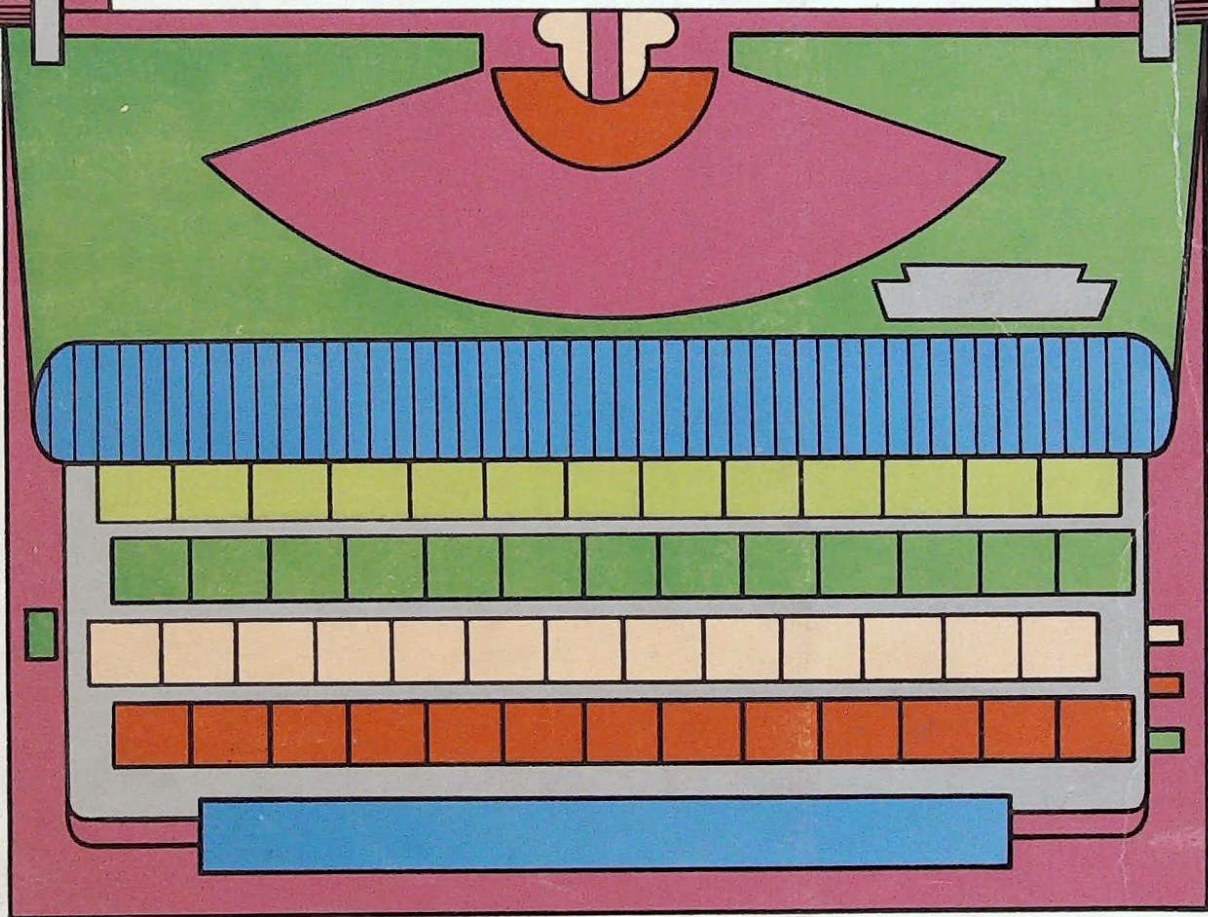


... a new experience in typing perfection



get acquainted with your

**ROYAL**  
**SKYLARK**





## INTRODUCING THE **ROYAL<sup>®</sup>** **SKYLARK**

You'll have a pride of ownership and a pleasure in typing you have never experienced before when you begin to use your new Royal SKYLARK portable typewriter. It was designed and built to give you the utmost in performance and ease of operation.

.....

At Royal, reliability is paramount. That is why vigorous testing, quality assurance controls, and performance analysis are mandatory before any new product is placed on the market. YOUR ROYAL IS RUGGED, TOO — die-cast magnesium frame . . . tempered steel type bars . . . plus many more endurance features.

We thank you for choosing Royal . . . and to assure you of our continued interest in your typing enjoyment and satisfaction.

.....

## **GUARANTEE**

Royal Typewriter Company, Inc. will replace any defective part of your new Royal Portable Typewriter without charge other than labor or shipping for five years from date of original purchase. Additionally, Royal Typewriter Company, Inc. will make any necessary adjustment or necessary replacement of parts during the first 90 days of your ownership of this fine portable typewriter without charge for parts or labor. This guarantee does not include rubber parts, ribbons or cleaning, nor any damage caused by accident, misuse or neglect; and shall only be effective while the typewriter is owned by the original purchaser.

If your Royal portable typewriter requires service during the guarantee period, take it to the nearest Royal Typewriter Company, Inc. District Office or to the authorized dealer from whom purchased.

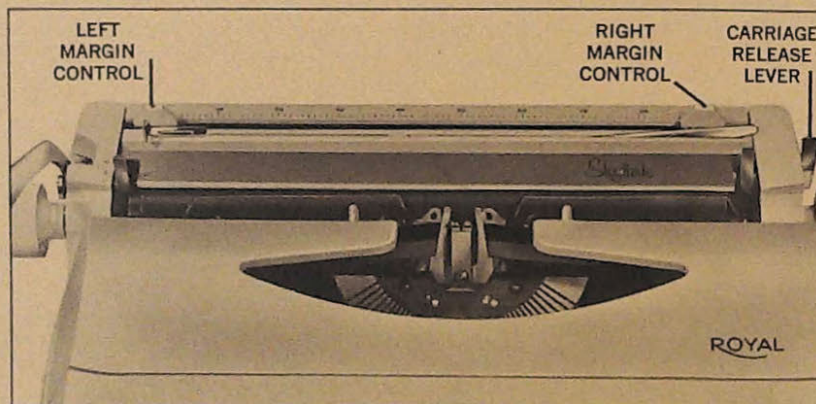


# GET ACQUAINTED WITH ALL THE ADVANCED FEATURES OF YOUR NEW ROYAL SKYLARK

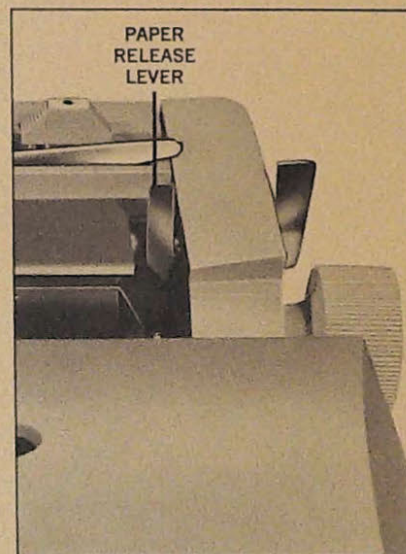
## 1 TOUCHSET MARGIN CONTROL

To set the left margin, just depress the carriage release lever and position the carriage where you want your writing line to begin. Release the lever and slide the left margin control from left to right until it stops. Your left margin is now set.

To set the right margin, depress the carriage release lever and position the carriage where you want your writing line to end. Release the lever and slide the right margin control from right to left until it stops. That's it... your margins are set.

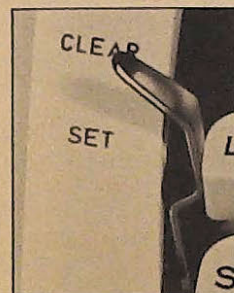


## EASY PAPER HANDLING:



To insert properly, place the paper against the paper table behind the cylinder with your left hand. The paper should rest lightly in this slot with left edge flush against the paper guide as your right hand slowly turns the right cylinder knob to feed the paper around the cylinder.

Is the paper straight? If not, simply pull the paper release lever forward and straighten paper. Then push paper release lever back to its original position. When using several sheets of paper and carbon paper, pull the paper release lever forward and insert paper back in the slot behind cylinder. Then move paper release lever back to its original position to lock paper pack into position.

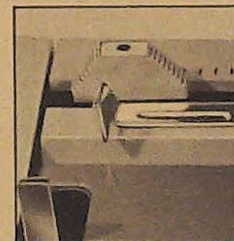


### FAST, ACCURATE COLUMN SETTING:

The dual-action column-set handle is located on the left side of the keyboard. Individual columns are set by moving the carriage to the desired position, then pressing handle forward to "SET". You may set a column at any point on the writing line.

When your columns are all set, the carriage will automatically move from one column setting to another by simply pressing the TAB key down and holding it until the carriage stops automatically.

If an individual column is to be removed, use "TAB" key to reach the column and move column-set handle to "CLEAR". All columns may be cleared automatically by pressing up on the dual action handle to "CLEAR" and releasing carriage to the left.



### THE PAPER GUIDE:

Acting as a straight edge, the paper guide assures perfect alignment of your paper at all times. Paper always stays straight in a Royal.

### MARGIN SET AND POSITIONING SCALE:

The positioning scale spans the width of the cylinder on the carriage back cover. Use it to determine margins or to center headings on the paper.



### PLASTIC CARD SCALES:

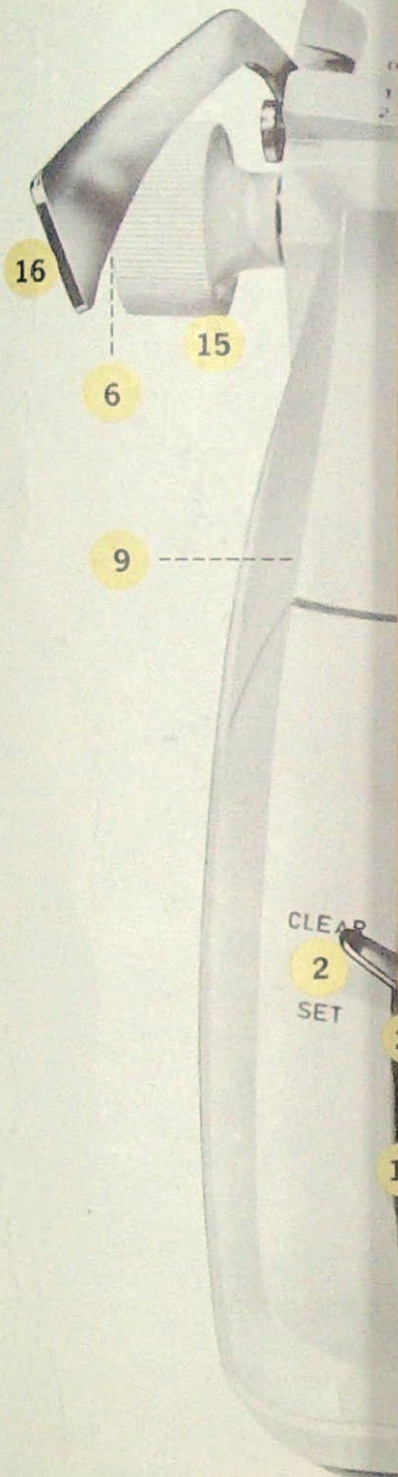
These scales hold the paper firmly and smoothly in place.



### THE VARIABLE LINE SPACER:

To change the line spacing permanently, press in the variable line spacer button (on the left cylinder knob), while turning the cylinder knob to a new setting. Release the variable button and the spacing is permanently changed.





7

### TWO COLOR RIBBON AND STENCIL CUTTER:

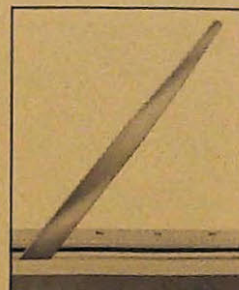
The color change lever on the right side of the keyboard permits typing in red or black. Move lever to red mark or black mark to select color. For stencil cutting, move lever to white mark. The ribbon will automatically reverse when it reaches the end of the ribbon spool.



8

### THE HIDEAWAY PAPER SUPPORT:

The hideaway paper support keeps the paper up and in full view at all times. Fold the paper support down when not in use.



9

### TOUCH CONTROL®:

"Touch Control" automatically adjusts the sensitivity of the keys to your personal preference. To locate the Touch Control lever, remove top plate cover; the lever is on the left side of the keyboard, just above the column set handle. Move lever to "L" if you prefer a light touch, or to "H" if you favor a heavy touch.

Practice will help you determine the touch setting that's exactly right for you.



10

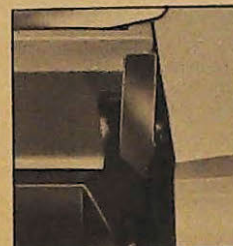
### MARGIN RELEASE KEY AND ANTI-JAM KEY:

Several additional characters may be typed after the bell rings and before the carriage locks. To type beyond the point at which the carriage locks, depress the margin release key. You may free type bars tangled at the printing point by using this key also.



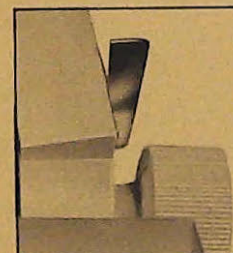
### DETACHABLE TOP PLATE:

The top plate of your new Royal portable is detachable for easy access to ribbon and for routine cleaning. To remove the top plate, simply lift up on edges nearest to the cylinder.



### PAPER RELEASE LEVER:

By moving this lever forward, you may adjust paper while it is still around the cylinder. This makes paper adjustment and removal simple and fast.



### BALL BEARING CARRIAGE:

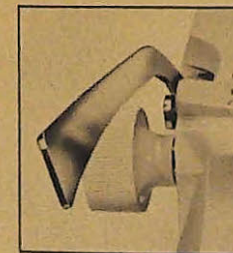
18 bracketed ball bearings set in a precision double track produce the smoothest, extra-easy carriage movement ever.

### CARRIAGE RELEASE LEVER:

Grasp the paper release lever, then press the carriage release lever forward to allow the carriage to be moved freely in either direction.

### CYLINDER KNOB:

A twirl of either of these knobs, conveniently located at the ends of the carriage, allows you to insert or remove paper or make vertical line adjustments quickly and easily.



### THE LINE SPACE LEVER:

By pushing this streamlined lever from left to right, carriage return and line spacing are accomplished simultaneously with one easy motion. This specially designed touch lever affords maximum speed and ease of operation.





16

15

6

9

CLEAR  
2  
SET

2

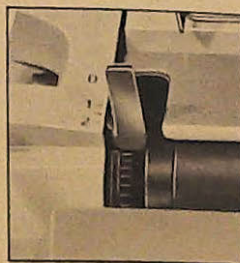
19

20

21

**LINE SPACE SELECTION:**

Set the line space lever at the figure 1 for single line spacing or at 2 for double line spacing. For one-and-a-half line spacing, set lever at line between figures 1 and 2. By setting the line space lever at "O", you automatically disengage selector mechanism, and permit insertion of characters between lines.

**BACK SPACE KEY:**

You move backward one space on your writing line for each time you depress this key.

**SHIFT KEY:**

You will find one of these keys on either end of the bottom row. Capitals and upper case characters may be typed when one of these is depressed.

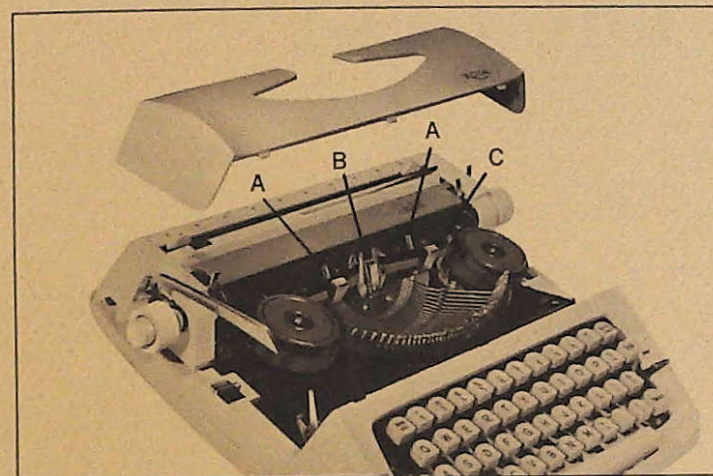
**SPEED SPACER:**

A gentle touch of either thumb to this bar gives you fast letter and word spacing.

**SHIFT LOCK KEY:**

By depressing this key, the shift is locked in position for typing capitals and upper case characters. This lock can be quickly disengaged by touching the left Shift Key.

## CHANGING THE RIBBONS



1. Remove the top plate, depress shift lock key and wind all the ribbon onto one spool. (Note: Before disengaging ribbon from ribbon vibrator, notice how it is threaded and the direction it winds onto spools).

2. Release ribbon from empty spool, remove and discard full spool.

3. Attach new ribbon to empty spool. Place spools on ribbon spool shafts with black half of ribbon on top. The ribbon should then be inserted in the ribbon vibrator (B), after which it should be passed through the ribbon forks (A) and the ribbon guides (C).

4. Automatic Ribbon Reverse: The ribbon reverses automatically in the opposite direction after the full length of the ribbon has been used. If you wish to reverse the ribbon by hand, remove the top plate and move the ribbon guide (C) on either spool in the opposite direction.

**ERASURE TABLE:**

Provides a flat smooth surface, which permits you to make clean and neat erasures. To minimize erasure grit falling into the machine, make erasures away from the printing point.

**DRAWING LINES:**

You can draw horizontal and vertical lines by simply inserting a pencil or ballpoint pen in the Drawing Line Aperture on either one of the two Plastic Card Scales. To draw vertical lines, turn the cylinder knob forward or back. To draw horizontal lines, move the carriage to the right or left.

14

15

11

7

22

23



# 6 STEPS FOR TAKING CARE OF YOUR ROYAL SKYLARK



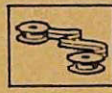
1. From time to time, dust the outside and accessible parts with a brush or dry cloth.



4. Keep your portable in its carrying case when not in use.



2. Clean the type regularly with a recommended type cleaner and a short bristle brush.



5. Replace ribbon at regular intervals. This will assure clean, sharp typing at all times.



3. Do not erase directly over the printing point. Move the carriage to either side, then erase.



6. If your Royal Skylark requires mechanical attention, especially cleaning and oiling, return to the dealer from whom purchased or the nearest Royal Typewriter Company, Inc. District Office.

## ROYAL<sup>®</sup> SERVICE CENTERS

**ALABAMA**  
Birmingham  
Mobile  
Montgomery

**ARKANSAS**  
Little Rock

**CALIFORNIA**  
Burbank  
Culver City  
Long Beach  
Los Angeles  
Oakland  
Sacramento  
San Diego  
San Francisco

**COLORADO**  
Denver

**CONNECTICUT**  
Bridgeport  
Hartford  
New Haven

**DELAWARE**  
Wilmington

**DISTRICT OF COLUMBIA**  
Washington

**FLORIDA**  
Jacksonville  
Miami  
Tampa

**GEORGIA**  
Atlanta

**ILLINOIS**  
Chicago  
Rockford  
Springfield

**INDIANA**  
Evansville  
Fort Wayne  
Indianapolis  
South Bend

**IOWA**  
Cedar Rapids  
Des Moines

**KANSAS**  
Wichita

**KENTUCKY**  
Louisville

**LOUISIANA**  
New Orleans

**MAINE**  
Portland

**MARYLAND**  
Baltimore

**MASSACHUSETTS**  
Boston  
Springfield  
Worcester

**MICHIGAN**  
Detroit  
Flint  
Grand Rapids

**MINNESOTA**  
Minneapolis  
St. Paul

**MISSOURI**  
Kansas City  
St. Louis

**NEBRASKA**  
Omaha

**NEW JERSEY**  
Newark

**NEW MEXICO**  
Albuquerque

**NEW YORK**  
Albany  
Brooklyn  
Buffalo  
Hempstead  
New York  
Rochester  
White Plains

**NORTH CAROLINA**  
Charlotte  
Raleigh

**OHIO**  
Akron  
Cincinnati  
Cleveland  
Columbus  
Dayton  
Toledo  
Youngstown

**OKLAHOMA**  
Oklahoma City  
Tulsa

**OREGON**  
Portland

**PENNSYLVANIA**  
Allentown  
Harrisburg  
Philadelphia  
Pittsburgh

**RHODE ISLAND**  
Providence

**SOUTH CAROLINA**  
Columbia

**TENNESSEE**  
Chattanooga  
Knoxville  
Memphis  
Nashville

**TEXAS**  
Dallas  
Fort Worth  
Houston  
San Antonio

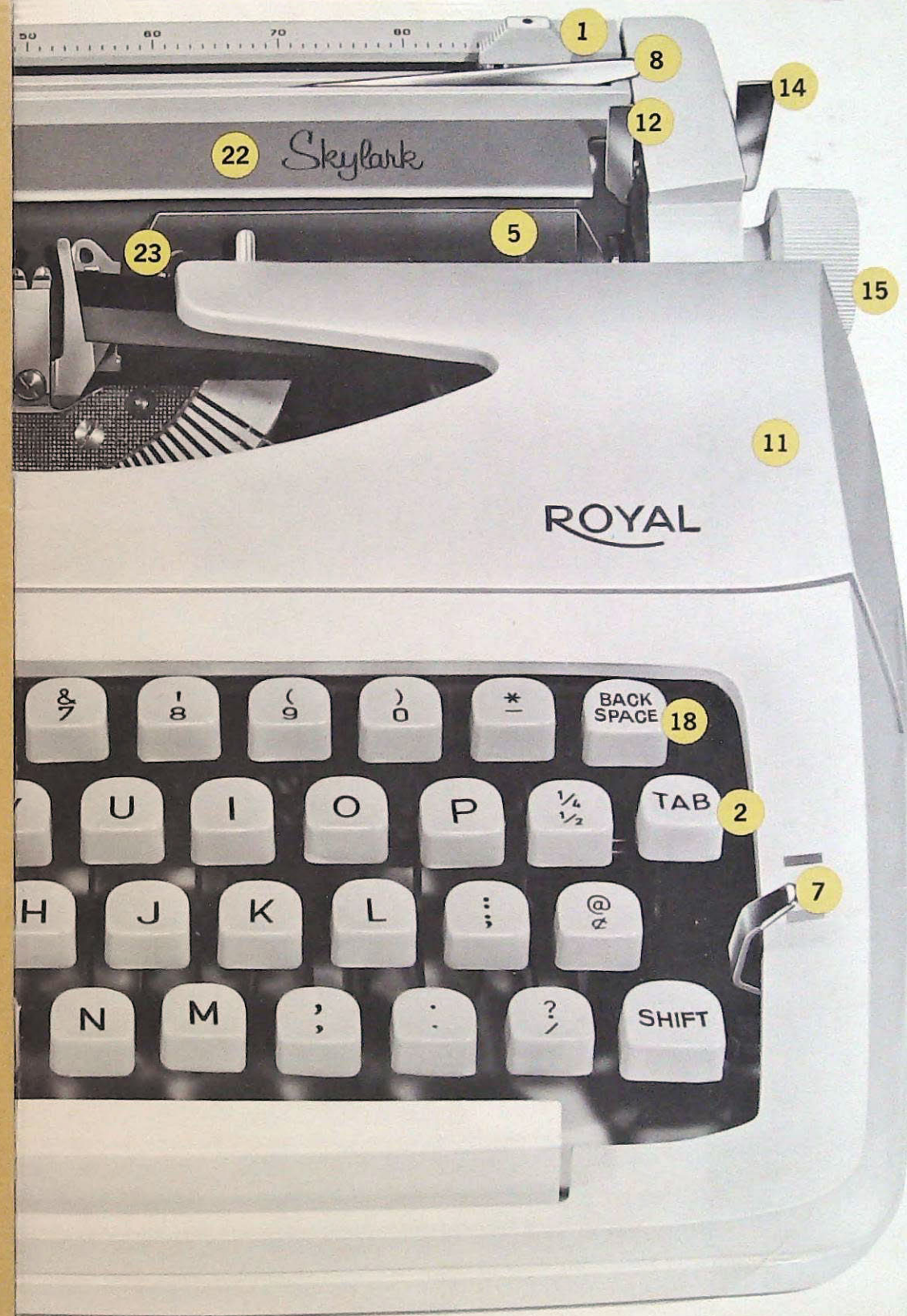
**UTAH**  
Salt Lake City

**VIRGINIA**  
Norfolk  
Richmond

**WASHINGTON**  
Seattle  
Spokane  
Tacoma

**WEST VIRGINIA**  
Charleston

**WISCONSIN**  
Madison  
Milwaukee





# ROYAL<sup>®</sup> SKYLARK

OSNER BUSINESS MACHINES, INC.  
393 AMSTERDAM AVENUE  
NEW YORK, N.Y. 10024  
(212) 873-8734