

GETTING  
TO KNOW  
YOUR

*New*

REMINGTON  
PORTABLE

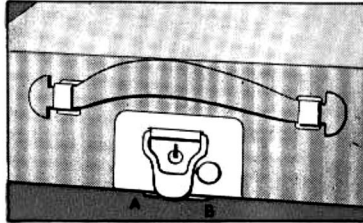
Getting to know  
your NEW  
REMINGTON  
PORTABLE

*Now* you have it at last—the smallest, lightest, strongest portable typewriter in the world—the one favored by great explorers, great writers—a little miracle of compactness and efficiency—the best friend to constructive thinking ever invented. . . . The first Remington Portable—brought out in 1921—revolutionized the world's writing habits. But the new one—recently launched—with many new features—is the last word in beauty, speed and ease of operation.

Here it is, ready to serve you. . . . We want you to get to know it thoroughly—everything it will do.

## Chapter One

# GETTING READY TO WRITE



A. LATCH

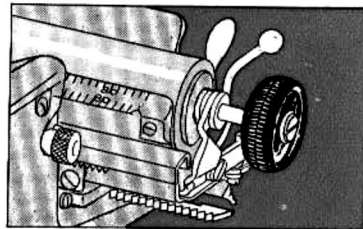
B. BUTTON

**I ♦ Uncasing ♦** In its case, it is practically indestructible—so easy to carry, so safe to ship, so handy to slip into a desk drawer when you aren't using it. To take it out—

1. Lift the latch of the lock (A).
2. Move the button (B) to the left.

Then raise the cover.

Now it stands on its own table, with cushioned feet that won't scratch the furniture.



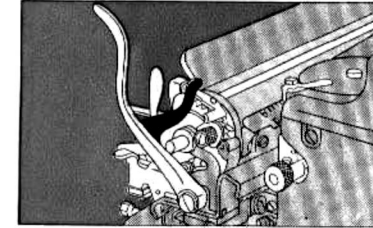
RIGHT  
SIDE VIEW

THUMB  
WHEEL

**II ♦ Unlocking ♦** For safety's sake, the writing part of your machine is still locked. To clear for action—

Pull out the big black thumb wheel with your right hand, as far as it will go.

LEFT SIDE  
VIEW

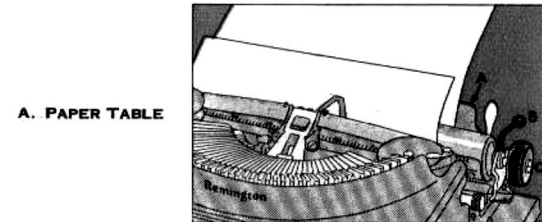


LOCK  
LEVER

**III ♦ Re-casing ♦** When you're all through and want to put your machine back into its case—

Pull the lock lever toward you and hold the carriage still with your left hand—push in the thumb wheel with your right hand as far as it will go . . . If you then run the carriage smartly from one side toward the other it will lock precisely in the centre.

## IV ♦ Inserting the Paper ♦ ♦ ♦ ♦ ♦



A. PAPER TABLE

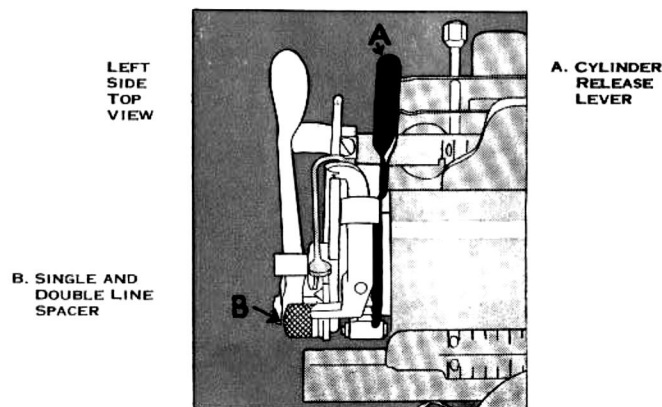
B. FEED  
RELEASE

C. THUMB  
WHEEL

Place the sheet in front of paper table and back of the rubber cylinder. Hold the paper with the left hand, and, with the right hand, turn the cylinder thumb wheel.

If necessary to straighten the paper after inserting, press back the feed release lever, adjust the paper and then pull the lever forward. Always pull release lever forward before writing.

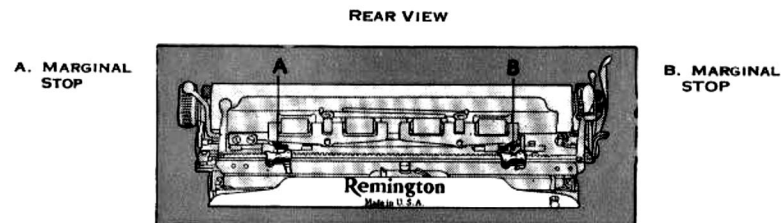
**V • Line Spacing •** Some work looks better single-spaced; some looks better double-spaced. This refers to spacing between lines on the page. Usually short lines are single-spaced; long lines double-spaced—but this is not a fixed rule.



If you're writing on ruled paper or fill-in forms, you can disconnect the ratchet spacing control and put each line just where you want it by pressing down the Cylinder Release Lever at the back on the left (marked "A") and turning the thumb wheel on the right . . . This provides what is known as variable line spacing.

For single spacing, pull out knob indicated above by "B" and turn it forward. For double spacing, pull it out and turn it back.

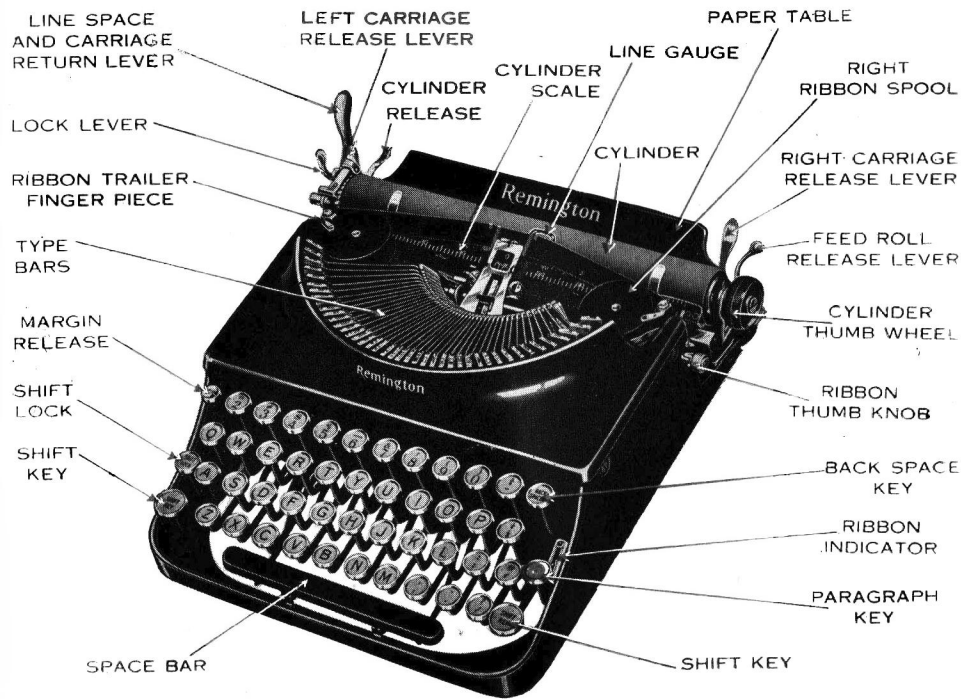
**VI • Setting Your Margins • • • • •**



Margins in good proportion—to the size of the paper and the amount you wish to write—are essential for a workmanlike appearance. When your margins are right, you're out of the amateur class. . . . So at the back of your machine are marginal stops, attached to a scale with numbers corresponding to those on the cylinder scale. (Cylinder scale is shown in illustration on page 6.)

1. Press the little corrugated knob at the end of marginal stop "A"—and move the stop wherever you wish.
2. Repeat on marginal stop "B".

Your bell will ring six spaces before the carriage reaches the end of the line as determined by the position of the marginal stop on the right. If you're in the middle of a word when the carriage stops, you can go on by pressing the margin release at the left of the top row of the keyboard. When you press the margin release it releases both marginal stops—right and left.



## The New Remington Portable Typewriter

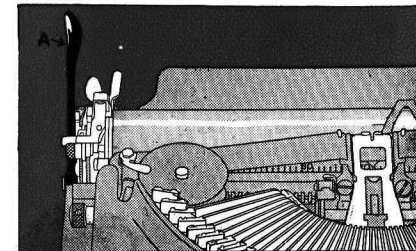
Learn the names and locations of the parts used in operating. Actually find on the machine all the parts shown in the above diagram. Refer to the diagram frequently until every part is memorized. It will take but a little time to do this and you will be repaid by the time you will save later in knowing where every part is located and how to use it efficiently.

## Chapter Two

### ON THE JOB

.....  
**W**e've gone into all this so thoroughly because we want you to understand the special features of your Remington Portable—the short cuts to speed. Just now—you've got the paper in, but you haven't written a word. Well, where do we go from here?

**1 • Getting Into Position •** To get the carriage into position to begin, pull the carriage-return lever toward you—you'll find it at the extreme left—at the same time pushing the carriage to the right as far as it will go by means of the same lever. . . . This carriage-return lever is the thing you'll use oftener than anything else, for you repeat the forward-and-to-the-right movement at the end of every line, to bring the carriage back to start each new line and to space between lines. You'll find that it is cleverly curved to fit the first finger of your left hand, and working it with its trick double-action will soon become automatic.



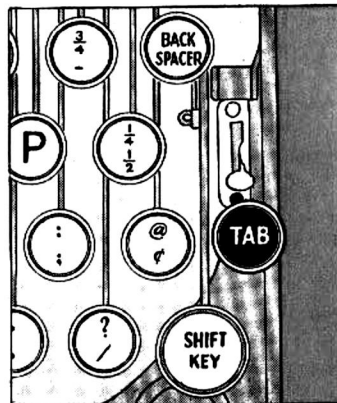
A. CARRIAGE-RETURN LEVER AND LINE SPACER

## II • Paragraphing

♦ ♦ ♦ Indenting names and addresses and paragraphs used to be done largely by guess, and ragged indentations were the hall-mark of the beginner. In fact they're likely to be even yet—if beginning is done on anything but the New Remington Portable. You, however, can turn out work that shows professional finish in this respect the very first time you try, thanks to the little red tabulator key marked "TAB."

Tap this automatic tabulator once for five spaces—or twice for ten—and it indents paragraphs uniformly for you without the bother of counting—and with lightning speed. Here is a feature found on no other portable—and what a convenience it is!

When you graduate out of the amateur class and find yourself doing complicated work like lining up sub-heads, putting figures in columns and so on, the little red key will be a life saver. For every time you tap it, it gives you five more spaces! Nothing to set and reset like the old fashioned tabulating devices that took valuable time from your work. Simple as a space bar, and *five times as fast!*



RIGHT SIDE  
OF KEYBOARD

TABULATOR AND  
PARAGRAPH KEY



## III • Writing Words ♦ ♦ ♦ ♦ ♦

Capitals are made by holding down either shift key while you strike a letter.

If you want nothing but capitals, push down the shift lock. To come back to small letters, touch either shift key and the lock will release.

Spacing between words is done by striking the space bar.

If you want to go back a space—strike the back spacer.

## Chapter Three

### THINGS TO DO ONCE IN A WHILE

#### 1 • Clean Your Machine ♦ ♦ ♦ ♦ ♦

Brush the type faces with the brush you'll find clamped into the top of the case—especially o, e, a, s and any other letters with enclosed spaces.

If you neglect this and the brush won't take out the dirt—use a pin.

Keep your machine covered when not in use.

*Warning: Do not clean machine with alcohol, as it is injurious to Duco colors.*

## II • Oil • Sparingly.

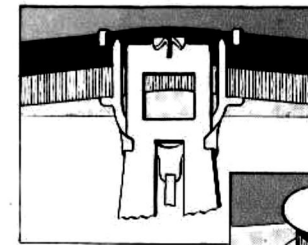
Once in a while, put a drop on each of the two angular runways on which the carriage moves.

**III • Changing the Ribbon •** On many typewriters this is a temper-destroying job—but not on the Remington Portable. Study the position of the old ribbon carefully before you begin, then proceed as follows:

1. Pull the ribbon thumb knob (see page 6) to the right and wind the old ribbon as far as it will go onto the right spool.
2. Turn the left ribbon trailer finger piece (A) and lift off the spool.
3. Hold the left spool with the left hand and pull the ribbon with the right, which will release the clip that attaches the end of the ribbon to the spool.
4. Turn right ribbon trailer finger piece (A), and lift off the right spool with the old ribbon on it.
5. Put the new spool with ribbon on the right spool-shaft (B) and thread the ribbon around the trailer post (C) but under the ribbon trailer (D).
6. Push the ribbon thumb knob (see page 6) to the left.
7. Pull about 8 inches off the right spool and attach new ribbon to left spool by putting ribbon under the clip and snapping clip over the hub of the spool—be sure ribbon isn't twisted.
8. Hold back the left ribbon trailer finger piece (A) and put the spool on its shaft.

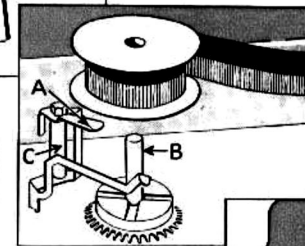
9. Thread the ribbon around the left trailer post (C) but under the ribbon trailer (D), the same as on the right.
10. Hold the ribbon between thumb and first finger of each hand, turn the bottom of the ribbon toward you and thread it through the ribbon-carrier in the centre where the type prints so that it looks as it does in the first illustration below.

When using a black and red ribbon move the lever on the ribbon indicator to the color desired. The ribbon indicator is on the extreme right side of the keyboard (see page 6). The life of an all-black ribbon can be lengthened by moving the lever to "red" when the upper part of the ribbon is no longer serviceable.

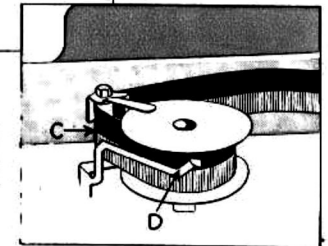


WHEN THE RIBBON IS THREADED THROUGH THE RIBBON CARRIER CORRECTLY, IT LOOKS LIKE THIS.

PULL BACK RIBBON TRAILER FINGERPIECE (A) WHEN YOU SLIP THE SPOOL ON OR OFF THE SPOOL-SHAFT. (B)



NOTE: RIBBON GOES AROUND TRAILER POST (C), BUT UNDER THE RIBBON TRAILER (D) WHICH HOLDS RIBBON AGAINST THE SPOOL.



NOTE: Both right and left ribbon spool mechanisms are referred to in the accompanying instructions, but for simplification only the left is shown in these illustrations.