

### Carrying Case

Use case whenever you carry or store your Olympia. Set machine on rear baseboard prongs, then press into spring clips at sides. Insert case cover into rear hinges of the baseboard, close and lock.

### Ribbon Changing

Remove front cover (29) to expose ribbon mechanism. Wind used ribbon on one of the 2 spools (h). Pull out spool catch (g) and remove unwound spool, then free end of ribbon from hook, and draw out of ribbon guide (b). Next remove spool containing used ribbon, and replace with new spool and ribbon. Now attach free end of the new ribbon to the projecting hook of the empty spool, and press hook into the spindle.

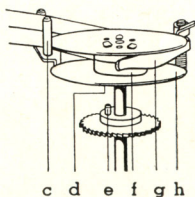
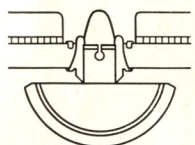
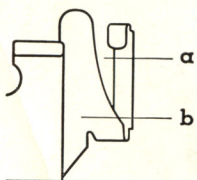
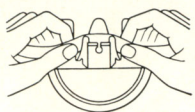
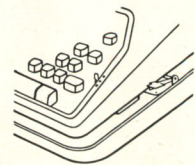
Place empty spool (with new ribbon end attached) back on the machine. Make sure that both spools are firmly held by the conveyor pins (e). Thread ribbon through the ribbon reserve levers (c) on both sides. Now press down shift lock to raise carriage, then grasp ribbon with both hands. Place ribbon behind guide (b) and insert it into the left and right slits of guide (a) so that its full width lies in the slits.

- a) Ribbon holder
- b) Ribbon guide
- c) Ribbon reverse lever
- d) Guide hole
- e) Conveyor pin
- f) Spool shaft
- g) Spool catch
- h) Ribbon spool

### Margin Alignment

An even right-hand margin adds a professional touch to important letters, documents, circulars, etc. It's easy to obtain by using either of the two methods outlined below.

**Method 1:** First type a rough draft of the text to find out how many letters you must equalize on each line. Use the shortest line as the guide, drawing a vertical line from the end of it, using one of the line-drawing notches (12). When the final copy is typed, all letters that fall outside the vertical line must be inserted within it. To do this use the "correcting space bar". (See Correcting Space Bar instructions.)



**Method 2:** Instead of using the shortest line as the guide, you may find it more convenient to use an average length line as the guide, one whose length is midway between the longest and shortest line on the rough draft of the text. Draw vertical line from the one you select. Any letters outside the vertical line must be compressed within it, while any lines that fall short of it must be extended.

**To Shorten Lines** use the "correcting space bar" — see instructions on another page.

**To Lengthen Lines** first count the space required to fill out the line. Then decide where the added spaces will look best. Then proceed as follows. Type first word. After typing the last letter of first word depress space bar — release it and then depress again and HOLD it down while typing the first letter of the next word — then release space bar — depress and hold again while typing next letter — repeat procedure until the whole word has been typed. After typing the last letter release space bar and tap it two more times. Then continue writing next word, using above system if required.

Method 2, described above, has the advantage that up to 8 letters per line may be equalized. Insertions for the number of letters that fall outside the vertical guide line and extensions that fall short of it may be, therefore, anticipated and spread over the whole line.

the advantage of which  
can be easily assessed  
as it dispenses with the

(without margin alignment)

the advantage of which  
can be easily assessed  
as it dispenses with the

(with margin alignment)

**NOTE:** The words "it" and "with" were typed with the correcting space bar in order to obtain an even right-hand margin.

### MAINTENANCE

#### Cleaning

A handy cleaning kit has been provided to help keep your Olympia in tip-top shape. Use it often, if your typewriter is in constant use. Lift front cover (29) and dust with clean brush. Use the special wire brush for cleaning the type faces. A sheet of paper should be placed under the type levers while cleaning. Use a brushing motion toward you and away from the type bar basket. If type is unusually dirty, use a tapping motion with the ends of the bristles to loosen the caked dirt before brushing. Finish the cleaning by wiping the type faces with a clean dry cloth. Cleaning fluid may be used, if necessary. Moisten a cloth slightly and dab the type faces lightly. Avoid excessive use of any fluid. The platen may be cleaned with methylated spirit, but never with gasoline.

#### OILING and REPAIRS

See your typewriter dealer regarding oiling and repairs. He has the experience and training to give your typewriter the proper service.

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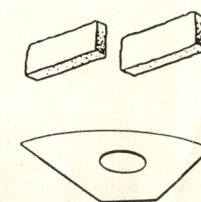
OLYMPIA RESERVES THE RIGHT TO MODIFY OR DISCONTINUE, AT ANY TIME SPECIFICATIONS, DESIGN, COLORS EQUIPMENT OR MODELS WITHOUT NOTICE

## FIRST OF ALL . . .

Your new Olympia thoroughly tested and before the "OK" to ship was then carefully packed for its safe arrival. Your Olympia removed the packing just follow these simple steps and your Olympia will be ready for use.

### To Unpack

Unlock carrying case and remove cover. Now release rubber bands around platen knobs and board clips, then lift cover out (towards the baseboard fastenings) on its back and finish with bands. Next, remove tabs from under the left and right side of the carriage. Now depress release lever (5) and remove cover from left side. To detach cover hold cover on both sides with keys (22) and lift. Remove board covering the typebars by pressing down on the tabs and free the edges — the cover is out.



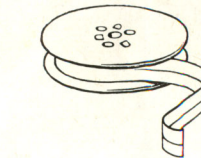
### To Reduce Noise

Your Olympia is especially quiet-operating machine. To reduce noise and vibration it should be placed on a soft or similar cushioning surface. When necessary, as when the machine should baseboard of your desk be used.

## GET ACQUAINTED WITH

### Ribbon Control

Your Olympia comes with two-color ribbon. Set selector lever (26) in upper position for black, or lower position for white. To fully utilize the ribbon, set selector lever in center position until upper position has been fully used, then set selector lever in lower position to use lower color. This allows advances and rewinding.

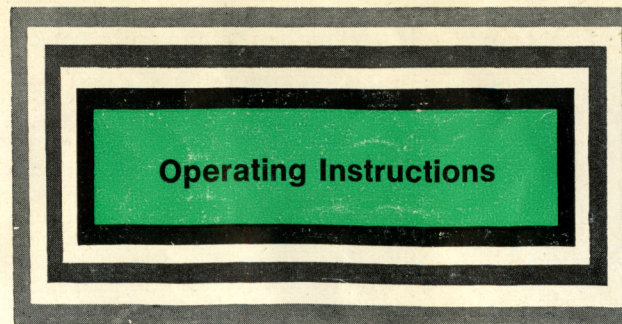


# SM 7

Congratulations! You are now the owner of a new Olympia De Luxe Portable! Your new Olympia is the product of over 55 years of manufacturing experience. Today Olympia, located in Western Germany, is Europe's largest, most modern typewriter factory. Every machine is precision-made to the highest standards — as exacting as those of the finest watchmakers.

To become fully acquainted with all the advanced features on your new Olympia read this booklet carefully. You will discover how easy and pleasant typing can be on your Olympia Precision-built Portable.

OLYMPIA WERKE AG.  
WILHELMSHAVEN



## Paper Insertion

Center carriage by pressing down, and holding, carriage release (5), while moving carriage (either right or left) by platen knobs (3). Now adjust paper bail rolls (7) by moving them outward (to left and right) to about positions 15 and 70 on paper bail scale (14). Paper will then slide under paper bail scale freely. Now glide lateral paper guide (6) to desired position, to act as a left-hand edge control when inserting paper. Place paper between paper table (15) and platen (roller) and insert it to required height by turning platen knobs (3). To adjust paper, pull paper release lever (16) forward.

## Paper Support

Your Olympia features an automatic paper support to keep your typewritten page in clear view. It also serves as a page-end indicator. The scale indicates how many lines remain at the bottom of the sheet. It is adjustable for sheets up to 11 inches. To release press button (17). To return push paper support to the right until it "clicks" into locked position.

## Margin Control

Decide where you want typed lines to begin and end, then set left and right margin stops (8) to desired positions. Squeeze and glide margin stops to move them.

## Line Spacing and Platen Release

Select line spacing of your choice — one, one and a half, or two — by changing the position of the line space indicator (4).

The line space indicator also serves as platen release lever (4). To release platen move platen release lever to the rear (dot). The platen now revolves freely in either direction.

## Variable Space Knob

Platen can also be freed by pressing the variable space knob (30) inward and revolving platen by turning platen knob (3).

Either the platen release (4) or the variable space knob (30) makes it possible to freely adjust the platen to any desired typing level on the paper. Ideal for ruled forms, or to re-align to a previously typed line.

- 1 Lock for carriage and keyboard
- 2 Line space lever
- 2 Platen knob
- 4 Line space indicator and platen release lever
- 5 Carriage release lever
- 6 Paper guide
- 7 Paper bail roller
- 8 Margin stops
- 9 Plastic alignment guide
- 10 Eraser table
- 11 Card holder
- 12 Line drawing notches
- 13 Paper support
- 14 Paper bail scale
- 15 Paper table
- 16 Paper feed release
- 17 Paper support release
- 18 Tabulator clearance lever
- 19 Margin release
- 20 Touch adjuster lever
- 21 Shift lock
- 22 Shift keys
- 23 Individual tabulator clearance
- 24 Space Bar
- 25 Tabulator set key
- 26 Ribbon color selector lever (white for stencil cutting)
- 27 Back space key
- 28 Tabulator position key
- 29 Front cover
- 30 Variable space knob



## Carriage Return

When one line has been typed, and carriage stops at right hand margin, a slight pressure on line space lever (2) will move carriage along to left-hand margin stop, and at the same time "roll" paper into properly spaced position for next line.

## Space Bar

For spacing between words depress and release space bar (24) to advance carriage one space to the left.

## Back Spacing

To back space the width of one character (i. e. letter, number, symbol), depress back space key (27) — carriage will move back one space to the right.

## Shift Keys

To type capitals, numbers, symbols, etc. press either of the two shift keys (22) and hold while typing. To type a series of these press shift lock (21). To release shift lock and to lower carriage press left shift key (22).

## Margin Release

Bell rings to signal that only 8 more characters can be typed on a line — before carriage stops at the right-hand margin setting. To continue past margin setting, depress margin release key (19). Similarly, pressure on the release key will let you by-pass the left-hand margin setting.



will let you

## Plastic Alignment Guide

To return to proper line level after erasures, or re-insertion of paper, use plastic alignment guide (9). Bottom of typed line should register exactly with top of scale on alignment guide. Center characters on the white vertical lines of the scale.

## To Draw Lines

Insert sharp pencil point in either notch (12) of the alignment guide (9). For horizontal lines depress carriage release (5) and move either left or right. For vertical lines use platen release lever (4).

## Touch Adjuster

Key tension can be varied to suit an individual touch by the touch adjuster lever (20) located on left side of keyboard. For the minimum pressure move lever forward to fullest extent.

## Erasures

First turn platen until that portion of the paper on which the error has been made lies on the erasure table (10). Then move carriage to either side to keep eraser dust from falling into the machine. Use typewriter eraser and

eraser shield for the top copy and a soft eraser for carbon copies.

## Correcting Space Bar

For omitted letters (see example) use Olympia's unique "correcting space bar". First, erase the entire mistyped word, then move carriage back to the last letter of the preceding word. Be sure the position of carriage is AS IF you were going to type over this last letter, not the space after it. Now depress space bar (24) once and release, then depress again and HOLD it in down-position while you type first letter, then release bar. Continue this procedure . . . depress, hold, type, release . . . while you type complete word correctly.

The bst typewriter

(omitted letter)

The best typewriter

(corrected with space bar)

Note that overall space required for both lines above is the same, yet omitted letter "e" has been inserted neatly in the corrected line without any "squeezed-in" appearance.

## Tabulator

For tabulations, lists, statements, indenting, paragraphs, etc. use Olympia's handy Front-Set Tabs.

**To Set:** First, be sure to "erase" all previous tabulator settings by depressing the clearance lever (18). Now decide how many tabulator stops you will require. Then move carriage to the first stop and depress tabulator SET key (25). Release key and move on to next stop and depress SET key. Repeat procedure for each tab stop required.

**To Use:** Return carriage to starting position (i. e. lefthand margin setting), and tabulate by holding down the tabulator key (28) until the carriage stops at the first setting. To go on to next setting depress key (28) again.

**To Clear:** To clear an individual tab stop, tabulate to the stop you wish to clear and depress the individual tab CLEARANCE key (23). To clear all stops at once depress the complete CLEARANCE lever (18).

## Carriage Lock

To protect your Olympia when storing or carrying it, lock the carriage and keys by lifting up the locking lever (1) and sliding carriage to its central position. To release carriage and keys, push lever down.