

*Monotype Machine-Set*

**BLANK  
RULED FORM  
SYSTEM**

★

Can be applied to advantage for mass production in big specialty plants as well as to meet the varied requirements of general commercial printing plants.

(Perfected by Wade H. Patton)

**LANSTON MONOTYPE MACHINE COMPANY**

Monotype Building, Twenty-fourth and Locust Streets, Philadelphia, Penna.

**An Important Contribution  
to Monotype Machine Typesetting**

**Cuts Costs to Less Than Half**

**Easy to Grasp - Easy to Operate**

**No Complications in Estimating Costs**

**Better Quality and Higher Production**



## Monotype Machine-Set

# BLANK RULED FORM SYSTEM

The Monotype Blank Ruled Form System is the most important improvement in the use of machine typesetting in the production of blank ruled forms which has been developed in the past 20 years. \* The system embodies all the advantages inherent in the use of flexible single types, combined with the superior speed of Monotype machine composition of text, captions, stubs, cross lines, etc. \* It takes full advantage of those features of Monotype operation which increase keyboard production and add to speed of casting. Blank ruled forms (including layout, keyboarding, casting, make-up and lock-up) can be produced at a total cost less than by any other machine typesetting method so far devised. \* The system is simple to operate. Any Monotype operator can master its details in a few minutes. A blank ruled form with columns of any width and of any space between cross lines can be keyboarded and cast without either mold or matrix changes. \* It produces blank ruled forms which require practically no hand work in make-up—often the hand compositor merely cuts and inserts the vertical strip-rules, locks up the form and the job is ready to print. Where forms require the use of type in captions, stub lines, center columns, etc. (all of which can be set on the Monotype Keyboard), hand work is also much less than by any other method.

## How the Monotype Blank Ruled Form System Operates

Blank ruled forms with 12 points or more between cross lines are cast 12 point 12 set; forms in which cross lines are less than 12 points apart are cast 12 set of the point size which conforms best to the line spacing which may be desired for the job in hand.

The matrices used in the Monotype Machine-set Blank Ruled Form System include six hair-line dashes, six heavy-line dashes and five light parallel dashes, available in several different unit widths of 12 set. These matrices can be used for casting ruled forms on any Standard Monotype Typesetting Machine.

These light and heavy dashes are numbered from 1 to 6 to indicate their respective positions

on the type body when casting on a 12-point body. Matrix No. 1 casts the dash 1 point from the top of the type body; Matrix No. 2 casts the dash 3 points from the top of the type body; Matrix No. 3 casts the dash 5 points from the top of the type body; Matrix No. 4 casts the dash 7 points from the top of the type body, and Matrix No. 5 casts the dash 9 points from the top of the type body and Matrix No. 6 casts the dash 11 points from the top of the type body. The light parallel dashes are available in five positions only, Nos. 1, 2, 3, 4 and 5. The relative position on a 12-point body of the 18-unit hair-line, heavy-line and light parallel dashes is shown below:



The 6, 8, 9, 10, 11 and 12-unit dashes are cast in the same relative position as the 18-unit dashes shown above and on page 7 of this folder.

# MONOTYPE *Machine-Set* BL

DEPOSITED IN

## THE MONOTYPE BANK

By \_\_\_\_\_

194

Subject to the Rules and Conditions of the Clearing House Ass'n

	Dollars	Cents
NOTES		
GOLD		
SILVER		
CHECKS		

*18 Point Ruling*

DESCRIPTION	On Hand from Last Month	Rec
Personal record, investigation of employes . . .		
Employes' release personal injuries . . . . .		
Employes' release personal injuries, medical attention, etc. . . . .		
Surgeon's report first medical attention . . . . .		
Train Consist book . . . . .		
Summary of coal and wood issued . . . . .		
Card waybill, Company coal . . . . .		
Engineer's report of stock struck . . . . .		
Letterheads, M. P. & M. Department . . . . .		
Empty car waybill . . . . .		
Penalty card car . . . . .		
Bill for collection; large . . . . .		
Bill for collection; half sheet . . . . .		
Train order (19) . . . . .		
Train men's call book . . . . .		

*22 Point Ruling*

ROUTE

TOWN

DATE

NAME	ADDRESS	CASH	CHARGE	COLLECT

*20 Point Ruling*





## Investment in Matrices May Be Limited to Actual Needs

Complete flexibility in width of columns between vertical rules is obtained by making the hair-line, heavy-line and light parallel dashes in 6, 8, 9, 10, 11, 12 and 18 units wide. The plant specializing in the production of ruled forms may need all these various unit widths to meet the requirements of its customers, while another plant may require only two or three different unit widths. The investment in matrices may thus be limited to actual needs.

While keyboarding and casting may be done with the standard Monotype keyboard layout

and matrix case arrangement, more economic results may be obtained in plants doing a large volume of blank ruled form work by means of a special keyboard arrangement, with a special keybank, a special keybar and matrix die-case. In the die-case may be also placed matrices for special figure work and space matrices.

The flexibility of this system is such that to avoid mold changes in small plants, blank ruled forms may be keyboarded and cast any point size which happens to be on the caster when a job is received.

## To Compose Cross Lines of Any Required Spacing

To compose cross lines for a ruled form to accommodate any specific spacing between cross lines, the operator follows sequences for desired spacing shown on the next page of this folder. When the form comes from the caster it will be accurately spaced and ready for the insertion of vertical strip rules, captions, etc.

For instance: A ruled form in which cross lines 12 points apart are used is produced on a 12-point mold by using Matrix No. 1 (hair-line or the heavy line as required) throughout the form. If the cross lines are 14 points apart, the additional 2-point space is secured by using hair-line Matrix No. 1 for the first line, Matrix No. 2 for the second line, No. 3 for the third line, No. 4 for the fourth line, No. 5 for the fifth line, Matrix No. 6 for the sixth line and a quad line for the seventh line. This sequence is repeated until the required number of lines to complete the form has been composed.

In setting a form with 16 points between cross lines, Matrices Nos. 1, 3, 5 and a quad line are composed in sequence, and then repeated for the additional lines required. 18-, 20-, 22-, 26-, and 28-point line spacings are composed by

selecting the sequence of matrices shown in the table on the next page of this folder.

The familiar practice now used by Monotype operators everywhere, of keyboarding only a small portion of a ruled form and then running the keyboard ribbon over and over again on the caster, is a part of the new system and is particularly advantageous in producing form work. Keyboard time is thus very materially reduced.

The "repeater" key, which enables the Monotype operator to set dash and quad lines at a speed many times faster than the average hand compositor, makes it possible to compose cross lines under the new system at a heretofore unheard of speed.

All matrices used with the system occupy the entire face of the type body, set-wise. When locked up for printing there is no visible separation of the dashes, as will be seen in the specimens printed on the two preceding pages.

Continuous alignment of all cross lines is obtained by a very simple expedient by which the keyboard operator begins alternate lines with either a long or a short dash, at his discretion.



# Select the Mats You Need for Your Work

Table of Matrix Sequence to Secure Desired Line Spacing of Light and Heavy Rules

## 10-Point Line Spacing

10-Point Mold  
 Matrix No. 2 \_\_\_\_\_  
 Matrix No. 2 \_\_\_\_\_  
 Matrix No. 2 \_\_\_\_\_  
 and repeat

## 12-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 1 \_\_\_\_\_  
 and repeat

## 14-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 2 \_\_\_\_\_  
 Matrix No. 3 \_\_\_\_\_  
 Matrix No. 4 \_\_\_\_\_  
 Matrix No. 5 \_\_\_\_\_  
 Matrix No. 6 \_\_\_\_\_  
 Quad Line  
 and repeat

## 16-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 3 \_\_\_\_\_  
 Matrix No. 5 \_\_\_\_\_  
 Quad Line  
 and repeat

## 18-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 4 \_\_\_\_\_  
 Quad Line  
 and repeat

### 12 Point Matrices for Use with the Monotype Machine-Set Ruled Form System

Light Rule Matrices	18	12	11	10	9	8	6
	Units	Units	Units	Units	Units	Units	Units
Matrix Position No. 1	■						
Matrix Position No. 2	■						
Matrix Position No. 3	■						
Matrix Position No. 4	■						
Matrix Position No. 5	■						
Matrix Position No. 6	■						
Heavy Rule Matrices	18	12	11	10	9	8	6
Matrix Position No. 1	■						
Matrix Position No. 2	■						
Matrix Position No. 3	■						
Matrix Position No. 4	■						
Matrix Position No. 5	■						
Matrix Position No. 6	■						
Light Parallel Rule Matrices	18	12	11	10	9	8	6
Matrix Position No. 1	■	■	■	■	■	■	■
Matrix Position No. 2	■	■	■	■	■	■	■
Matrix Position No. 3	■	■	■	■	■	■	■
Matrix Position No. 4	■	■	■	■	■	■	■
Matrix Position No. 5	■	■	■	■	■	■	■

## 20-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 5 \_\_\_\_\_  
 Quad Line  
 Matrix No. 3 \_\_\_\_\_  
 Quad Line  
 and repeat

## 22-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Matrix No. 6 \_\_\_\_\_  
 Quad Line  
 Matrix No. 5 \_\_\_\_\_  
 Quad Line  
 Matrix No. 4 \_\_\_\_\_  
 Quad Line  
 Matrix No. 3 \_\_\_\_\_  
 Quad Line  
 Matrix No. 2 \_\_\_\_\_  
 Quad Line  
 and repeat

## 24-Point Line Spacing

12-Point Mold  
 Matrix No. 1 \_\_\_\_\_  
 Quad Line  
 and repeat

## HOW DASHES INTERLOCK



The dashes used in cross lines and the vertical rules are here shown separated to bring out clearly the Interlocking Feature of the **NEW MONOTYPE RULED FORM SYSTEM**

Observe that alternate lines begin either with a short dash or a long dash. This Interlocking Feature makes it impossible for cross lines to get out of alignment, makes the form rigid, will prevent twisting in lockup, and assures perfect continuous cross lines throughout form.