Monotype Machine-Set

BLANK RULED FORM SYSTEM

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

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LANSTON MONOTYPE MACHINE COMPANY

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

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 Bexible single types, combined with the superior speed of Monotype machine composition of text, captions, with Sycross 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, Martix No. 1 casts the dash 1 point from the top of the type body; Martix 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 position on a 12-point body of the 18-unit hair-line, heavy-line and light parallel dashes is shown below:

No.1 No.2 No.3 No.4 No.5 No.6 No.1 No.2 No.3 No.4 No.5 No.6 No.1 No.2 No.3 No.4 No.5

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

MONOTYPE Machine-Set BL

THE MONOTYP		NK	DESC
			Personal record, inv
Ву			Employes' release p
			Employes' release p attention, etc
Subject to the Rules and Conditions of the	Clearing Hou	194 to Atrin	Surgeon's report fire
outjoer to the frame and contained as an	Dollara	Cents	Train Consist back .
NOTES			Summory of coal or
GOLD	v.md		Card woybill, Comp
SILVER	3	-	Engineer's report of
CHECKS	-		Letterheods, M. P. 8
			Empty cor waybill.
			Penalty card car
	-		Bill for collection; lo
	-	-	Bill for collection, h

DESCRIPTION	On Hand from Last Month	Res
Personal record, investigation of employes		
Employes' release personal injuries		
Employes' release personal injuries, medical attention, etc		
Surgeon's report first medical attention		
Train Consist back	enil	
Summory of coal and wood issued	" Kay	
Card woybill, Compony coal		
Engineer's report of stock struck		
Letterheads, M. P. & M. Department		
Empty cor waybili.		
Penalty card car		
Bill for collection, large		L
Bill for callection, half sheet		
Train order (19)		
Troin men's call book		

ROUTE	TOWN	DAT	3	
NAME	ADDRESS	CASH	CHARGE	COLLECT
	aint pulir	19		
	20 Pain.			
			-	-

hine-Set BLANK RULED FORM

DESCRIPTION	On Hand from Lost Month	Received this Month	Dai	ly Inte	erchange o	f Cars	
onal record, investigation of employes.			Delivered to				
				Kind	CAR NU	MBERS	-
layes' release personal injuries			INITIALS 1	of Care	Loaded 3	Empty 4	
geon's report first medical attention					+		1
n Consist book	eniling	*				49	
mary of coal and wood issued	18 Ed	d		-	100		
d waybill, Company coal.				-	Y		
iseer's report of stock struck							1
erheods, M. P. & M. Deportment							
sty car woybill		· ·	l		+		
alty cord car							
for collection; large							
for callection, half sheet							
in order (19)							
in men's call book					ST. L. S-W. RY. CO.	ST, L. S-W. RY. CO.	
					Old New	Old New Form No. Form No.	
DATE		Quantity Sh	ipments				
CASH CHARGE COL	LECT	BRANCH OFF	ICES CARLOADS				
		TOTALS GAIN				1.6	2
		TOTALS GAIN					

ANK RULED FORM SYSTEM Daily Interchange of Cars Bala Free Library ived this Month Name Delivered to Name of Book Ont CAR NUMBERS INITIALS 2 24 Point Ruly ST. L. S-W. RY. CO. Old New Forn No. Torn No. Torn No. Forn No. Forn No. Forn No. Forn No. Forn No. Torn Quantity Shipments BRANCH OFFICES CARLOADS

Investment in Matrices May Be Limited to Actual Needs

Complete flexibility in width of columns between vertical rules is obtained by making the tween 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, cautions, ex-

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 (hairline 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 haur-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 14-Paint Line Spacing 12-Point Mold

Matrix No. 2 Matrix No. 2 Matrix No. 2 and repeat 12-Point Line Spacing 12-Point Mold		Mat Mat Mat	rix No. 1 rix No. 2 rix No. 3 rix No. 4 rix No. 5	2 3 4 5		
Matrix No. 1 Quad Line Matrix No. 1 and repeat Matrix No. 1 and repeat						
12 Point M Monotype Mac	hine-Set				8 Units	6 Units
Monotype Mac	hine-Set	Ruled	Form :	System 9	8	6 Units
Monotype Mac 18 Light Rule Matrices Units Matrix Position No. 1	hine-Set	Ruled	Form :	System 9	8	6 Units
Monotype Mac Ight Rule Matrices Matrix Position No. 1 Matrix Position No. 2	hine-Set	Ruled	Form :	System 9	8	6 Units
Monotype Mac I8 Light Rule Matrices Units Matrix Position No. 2 Matrix Position No. 3 Matrix Position No. 3	hine-Set	Ruled	Form :	System 9	8	6 Units
Monotype Mac Light Rule Matrices Matrix Position No. 1 Matrix Position No. 2 Matrix Position No. 3 Matrix Position No. 4	hine-Set	Ruled	Form :	System 9	8	6 Units
Monotype Mac	hine-Set	Ruled	Form :	System 9 Units	8	6 Units

12 Units

10-Paint Line Spacing

10-Point Mold

Matrix Position No. 2 Matrix Position No. 3 Matrix Position No. 4 Matrix Position No. 5 Matrix Position No. 6

Light Parallel Rule Matrices Units Matrix Position No. 1 Matrix Position No. 2 Matrix Position No. 3 Matrix Position No. 4 Matrix Position No. 5

tain No. 2

1	16-Paint Line Spacing
	Matrix No. 1
	Matrix No. 3
	Matrix No. 5
	Quad Line

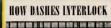
18-Paint Line Spacing
12-Point Mold
Matrix No. 1
Matrix No. 4

Quad Line and repeat		
20 Paint Lin	. Cin	

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

22-Paint 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	
O 3 T I	

and repeat
24-Paint Line Spacing 12-Point Mold
Matrix No. 1
Quad Line
and reneat



The dashes used in cross lines and the verfical 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 Interlacking Feature makes it impossible for cross lines to get out of alignment, makes the farm rigid, will prevent twisting in lackup, and assures perfect continuous cross lines throughout form.