

over at points B and C, there are three thicknesses, requiring one more to make up to the maximum four, and points D, E, and F, having only two thicknesses to equalize, require only two thicknesses more.

These cut-outs and thicknesses must be cut exactly, and it is therefore necessary to know just where the paper laps over. This can be ascertained by running a lead pencil at right angles with the joint, the same as you would take a rubbing of a coin.

You are now ready to cut out the skeleton envelope. A, having the greatest number of thicknesses, is cut out entirely. B and C having the next largest number, should have all but the front thickness cut away. D, E, and F have only two thicknesses, and are therefore left.

Paste the envelope thus prepared face up on the tympan sheet directly under the top sheet, being careful to match it with marks previously punched. If this is done correctly, you can print envelopes without any difficulty.

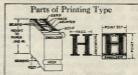
Proper Care of Type

Proper care of type insures long and satisfactory service. Great care must be used not to subject it to unnecessary pressure and that every letter and point in a form is carefully planed down, that it may not be worn by the extra pressure coming from being higher than the others. Never print a card with impression so heavy that it

shows through distinctly on the back. The same rule applies to paper to a certain extent, though in printing a full form of small type so much packing must be used on the platen that the type will usually emboss through slightly.

Never allow ink to harden on type; wash it off as soon as taken from the press and distribute it as soon as your job is finished. Type left standing around is very apt to be hit and the face broken.

Type should always be cleaned at once after using. Remove form



from press and before unlocking, take a rag wet with benzine or gasoline and carefully wipe the faces of the whole until no ink or dirt remains. For those who don't wish to use highly inflammable liquids such as benzine and gasoline, we recommend our Printoclene which is listed in the catalog. Use a small, stiff brush if the type is badly filled up. Wipe furniture, chase and all parts of the form, as well as the type, with benzine until everything is perfectly clean. In case ink gets dry and hard in the type, make a solution of our alkali cleaner preparation and use according to directions on the can.

How to Take Care of Rollers

Ink rollers are one of the most important parts of your printing press and in order to produce good printing, it is very important that you take care of your rollers as outlined in these instructions.

Rollers should be much like the human skin in feeling. They are extremely susceptible to heat, cold and varying degrees of moisture in the air. On damp, muggy, summer days, rollers will absorb moisture, become water-logged, and will not distribute ink satisfactorily. When a roller is in this condition, it becomes soft and will increase from $\frac{1}{16}$ to $\frac{1}{8}$ of an inch in diameter. To overcome this condition, wipe off the rollers very carefully — so as not to spoil the surface — repeatedly with a soft cloth wet with alcohol, or in really bad cases, cover the rollers with powdered alum, rubbed on with the hand. Let them stand for a while and wipe with a DRY cloth. If the rollers are only slightly swelled and appear to be tough enough to stand use, you can wind a little bicycle or electric tape around the roller wheels to make them approximately the same diameter as the rollers.

In the winter time, conditions are just reversed. The atmosphere is cold and dry, your print shop is heated, the moisture dries out of your rollers and they in turn harden up and shrink in size. Oftentimes, a roller in this condition may be brought back by coating it over with a mixture of one part alcohol and one part glycerine, letting it stand near a pan of water several hours.

To partly compensate for these two extremes, we have two kinds of rollers, winter and summer grades. The summer rollers are made much harder than the winter rollers to help overcome the difference in humidity.

In some localities, where the climate is always humid or always dry the year round you may need either summer rollers all year, or winter rollers all year, regardless of the calendar. Printers in the San Francisco Bay region say that they get the best results with hard rollers in winter and soft rollers in summer, because of greater humidity in winter than summer. In warm dry climates such as Arizona and New Mexico, a winter roller will work well. If you do not want the rollers normally sent out because of these varying conditions, PLEASE SPECIFY WHEN YOU ORDER. But, no matter how we make the rollers, you must do your part.

After use, rollers should be carefully cleaned at once while the ink is still fresh and easily removed. Use Printoclene, thin machine oil, or kerosene and a cloth to soften and wipe off the ink. After the rollers are thoroughly cleaned, give them a heavy coating of machine oil and stand them up vertically on a bench board or in a box. If you will be sure to keep them covered with machine oil when not in use, they will not only last longer, but will be in the proper condition when you want to use them.

Note—When coating rollers with oil to keep them from shrinking or swelling, coat the ends also. (Be sure to coat over all of the composition.)

Kelsey all-season rollers are good all year round under **normal** heat, cold, moisture, and dryness. If they are not to be used for some time they may be coated with oil.

If you wish to wash up the rollers and use them again right away, such as when you wish to change the color or kind of ink, then and only then is it advisable to use benzine or gasoline. Kerosene, as well as machine oil, is greasy and unless great care is used to wipe the rollers dry, some of it is likely to be left on the rollers and spoil the next job you run. You can tell when this is the case because the ink will appear greasy and the rollers will not distribute the ink properly. If you expect to use the press again within 24 hours, you can put a little machine or motor oil on the ink table, run the rollers up and down over it a number of times, and the ink on the rollers and table will stay soft so that it can easily be cleaned off the next day. Don't let it stand longer than 24 hours, however.

If by any chance ink has hardened on rollers, try first to wash it off with benzine or gasoline. If this does not do it, try benzol or acetone or a mixture of the two. These fluids are commonly sold by drug stores. Do not use except in extreme cases, as they have a tendency to dry out and crack the roller surface.

Rollers work best in a temperature of 70 to 75 degrees. It is advisable to keep your room as near this temperature as possible, and have the heat on for at least an hour before printing, so that the rollers, ink table and ink are thoroughly warmed up. If rollers

are too cold and hard to work, warm them carefully but **DON'T** leave them near steam-pipes, etc.; if you do, you may find them melted out of shape when you return.

To get the best results, new rollers should be put on your press every six months, but do not throw away the old ones at once. Save them to use when printing forms with sharp rule or leaders, and avoid cutting up face of new rollers. Sometimes, in hot, muggy weather an old, tough roller will work much better than a new one.

Keep several sets of rollers of varying degrees of hardness on hand. It won't cost any more than using one set all the time. Every climate is subject to changes of temperature and moisture and, by having rollers of various kinds, you can use the ones best suited to the weather and the job. They will save their cost many times over in time, stock, and results accomplished.

Linoleum Block Printing

If you admire a handsome piece of printing, or a real work of art, you can express your own sense of artistry by linoleum block printing with an Excelsior Press.

Type high linoleum blocks will be found listed in the catalog.

Transfer your design to the linoleum in any way you see fit—the use of tissue paper and carbon paper will make it easy. Only remember that the design will be reversed from that which shows on the block—same as with any other cut or type.

You are then ready to carve your design. Cut out those portions