Let's take a trip into the stock room and shipping department to find out why this is so.

Your order comes in, and among ular sizes in paper or cards. In the stock room are long steel cabinets, shelves, and bins, with packages of easily taken out and placed with your order. You have ordered reg-ular sizes, so it is only the work for packing. The regular sizes are cut in large quantities, wrapped in the same way, and the saving in the same way, and the saving in ular sizes in paper or cards. In the

the cost of the paper. Now, suppose that instead of regular sizes there are one or more

regular sizes there are one or more kinds to be cut from the full sized sheet, or the order calls for a regu-lar size cut down. Instead of being able to take the packages off the shelf, complete the order, wrap it up and get it out of the way, the regular items must be set aside in regular terms must be set saids in pring circle must make a nemorn-dum of what is wanted, and send it the right of the waste of the right of the work of the right of the work otherwise we should not alsolpment, so just a seo on as the paper cutter in clear the operator take are of the special order. He goes into the stock come to the took work of the right of the rig a rack or on a bench, and the ship marks on it the contents and brings it to the shipping clerk, who is then able to finish wrapping the order. If the paper is a regular size cut down, much the same process occurs, except that he has to get the regular size from the ship ping room, unwrap it, cut it, and

wrap it up again. From this you can see why there are cutting charges for paper. It takes a pretty good sized special cutting job to make such handling profitable. Naturally, everyone cannot use regular sizes on every job, and therefore it is necessary to be able to get the special sizes cut, (Continued on page two)

Choosing Useful Type Styles

Goudy Old Colony Bold Previously we considered the advantage of Goudy Old Colony, and since the bold can often be used with it, this heavier version will be treated now. Curiously used with it, this heavier version will be treated now. Curiously enough, Mr. Goudy himself did not design the bold, but its matching qualities are good, and it is effective either in combination with the other, or alone.

other, or alone.
Goudy Bold can be used satisfactorily for letter heads, business cards, tickets, programs, advertising and a multitude of other jobs.
The proper sizes follow closely those used in the lighter variety. We've seen business cards in which 14 point 142 was the main line— a short one, however. Generally 10 point 102 or 12 point 122 are

bother, grading down to 6 or 8 point for the smallest lines—phone number, etc.

On a letterhead, 18 No. 182 or 24 point No. 242 will give proper attention value. For short firm names it is often advisable to space the letters as well as the words — letterspace, in other words — We've even had success words. We've even had success with one or two words in 36 point, in a two color job. If you don't want to buy the full 36 point font, you can get the word or words you need as a metal type heading. Before you start to set the letterhead, sit down with a pencil and draw it out, so you can pencil and draw it out, so you can see how the various sizes will look. Even with this preliminary, you may find after you have set your type and taken a proof that you will want to change a line or two, but the sketch can, nevertheless, but the sketch can, nevertheless, save you from going too far wrong. A sketched layout is a good plan on all work with the exception of routine jobs which you have done before and conse-quently know how they will look

and space.

Another timester which supplements and space.

Another timester which supplements and space.

Another timester which supplements are supplementable to the space of the space o with reglet and furniture, ready to put in the chase. Preparing the form before you put it in the chase is a whole lot easier, and for this you'll find one or two of the inexpensive steel galleys a lot

All this may seem elemental but many printers are inclined to forget. It bears repeating, even

rinter's ELPE

The KELSEY COMPANY Meriden, Conn. Single orders of \$10 or more keep the Helper or for at least a year.

What is Intaglio Printing?

Intaglio printing is another way of saying engraving from steel or copper plates, or, to be more exact, the use of a plate having lines duced in the printing on the sheet or card, instead of the ordinary or letterpress method of printing from raised characters (type). Half way between the two lies

Half way between the two lies ilthography, which uses an entirely flat plate—having neither recessed lines nor raised ones.

Engraved printing is not usually produced with a a short outline of the method used by engravers will demonstrate why. The design or letters to be printed are cut in a smooth copper or steel plate, by hand. A special ink its squeezed to the contraction of the contract into these depressions, and before the impression is made, the excess ink is wiped off the plate, so that the sheet or card will not be solled when it is laid on the plate. The sheet or eard, sometimes slightly dampened, is laid on the plate, and pressure applied, so that it is forced down into the depressions forced down into the depressions enough to receive the ink in them. That is why the backside often shows a slightly embossed surface, and the front is a little rough to the touch. This operation must be repeated for each impression, hence

the cost of engraved work is much higher than for ordinary printing. Of late years there has com Of late years there has come into being what some people call thermography, and which is also known as raised printing and embossing. This new process en-ables the owner of any standard ables the owner of any standard printing press to so closely ap-proximate engraved and embossed effects that many people cannot detect the difference. Instead of using recess plates, made by hand at high cost, ordinary type or cuts are set up in the regular manner, the printing being done with a fairly tacky ink. Most regular inks

work satisfactorily. After the job is (Continued on page two)

Printed on Kelsey India Tint Book paper, with Kelsey Many Purpose Brown Ink

9

in an article supposedly about type

in an article supposedly about type. Some property of the prop

A program with plenty of events will call for 8 point 082, with perhaps even the use of 6 point for explanatory lines, names of composers, authors, etc.

Standard Sizes . . . (Cont'd) but where possible money can be saved on standard sizes

Bulk, and the number of times the paper or card must be handled all are taken into consideration in figuring costs. Also, the effect of the stock on the knife of the paper cutter. Blotting stock dulls the paper knife very fast.

Only one size can be put into the paper cutter at one time, hence the necessity for handling each separately and charging that way. The more pieces to be cut out of a sheet, the more cutting, handling and figuring—also the oftener the paper knife must be taken out and sharpened. It takes nearly an hour to remove one knife, and properly adjust a new one in a big paper cutter, and if we are to furnish a clear, sharp edge on your work, it must be changed frequently. For best card work, the cards should be trimmed after cutting, so we advise allowing enough margin in figur-ing the number of cards you will get from a full size sheet, to allow cut. Between 1/16 and 1/12 of an inch is needed for each trimmed edge. Cover paper bulks up so that it takes more time to cut, and is priced accordingly.

PLEASE notify us of any change of address promptly, if you want to keep your file of The Printer's Helper complete. Many readers lose one or more issues because of fail. because of failure to let us know their change of address when it takes place.

Rule May Require

An Underlay

Metal and brass rule are made the same height as type, although you would often not suspect it when you take a press proof of when you take a press proof or a form with type and rule to-gether, especially if the type is in a panel or box of rule. The chances are good if the rule is a very light face (like a hairline, for instance) that it will print, but that the type inside will need underlay to bring it out. On the other hand, if the rule is a heavier face, you may find that the rule itself will need underlaying in-stead of the type.

Such a procedure is common practice in the biggest and best shops. So, if you have a type form with rule or border in it, form with rule or border in it, and you find that either one or the other is not coming up, don't load on more impression all over the form until you have built up the rule, or the type, whichever is weak. You will save time, wear on your form, and the physical effort required from heavier over-

The Printer's Guide as well as the Printer's Course goes into makercady — both underlay and overlay — in detail.

What is Intaglio . . . (Cont'd) printed, and before it is thoroly dried printed, and before it is thoroly dried, it is dusted with a compound which adheres to the ink. Heat is then applied to the sheets, which gives the raised effect usually associated only with engraving or embossing. Thus, at a fraction of the cost of steel and copper plate engraving, effects may be produced which, viewed en-tirely without prejudice, are often treiy without prejudice, are often superior in appearance to engrav-ing, or in some cases quite difficult to distinguish from it, if a steel-plate appearance is wanted. The use of raised printing has made possible the introduction

of high grade stationery to the public at prices heretofore unknown and impossible. Every owner of a press owes it to himself to investipress owes it to himself to investigate this method, and equip himself to handle this kind of printing, which, by the way, usually earries a much better profit than ordinary printing. It is extensively used for cards, both business and personal, stationery, wedding announcements, menus, programs, and on all high class work. It offers a process that the printers of a few years ago, no matter how expensive their equipment, were not able to match, yet the owner of any Excelsior can use it nowadays and profit from it as well as the bigger firms.

Elite Paneled Cards

Finest quality veillum finish cards with pan-eled center for printing. The calling cards demanded by Tashisa.

No. 151 MEPS S128

Quantities of 500 1,000 5,000 10,000 1



"Double 100" Cabinets 100 folding sheets 61% ax 11% (folds to 5% x 6%), and 100 size 6% envelopes 209, Society Blue-24 1.76 1.63 1.83 1.27

"50-50" Cabinets 60 folding sheets 61% x 11% (folds to and 50 size 6% envelopes 59, Society Blue-24 1.18 1.01

"Monarch" Cabinets 100 sheets, 7½ x 10½ and 100 envelopes, size 7½ 109. Society Blue, 94 2 14 2 02 1.71 1.45 50 sheets, 7% x 10% and 50 envelopes, size 7% 159. Society Blue-24 1.33 1.21 1.10 5



Paneled Informals

match in a box. No. 134-W, heavy, white, vellu No. 135-I, heavy, ivory, n

Quantities of 1 5 10 50 134-W White, each, 1.15 1.06 1.09 .88 135-I Ivory, each, 1.18 1.06 1.00 1.00 Shipping Weights per box, 2th; per 5 boxes, 4th per 10 boxes, 12 lb; per 50 boxes 60th.

2 The Printer's Helper

WITH OUR READERS

The Printer's Towel

An old friend recently sent us blotter of his with this sentiment on it:

I long to be a printer
And with the printers stand,
With green ink on my forehead
And benzine in my hand.

And when a mad subscriber Comes in to growl and roar I'll stab him with the towel That leans against the door.

The poor printer's towel has taken a beating in more ways than one, over the years.

Printed Stationery as a Prize.

"I have made up a number of cards like the enclosed and have given them to several women's clubs as prizes for their card games, and they are a good trade stimulator. I have also sold them printed "Get Well" cards to send their sick members."

These cards are furnished by the printer to various organizations who solicit help, or are sold for a comparatively low price. Nat-urally, they are not given out

PRIZE

Good for an order of Personal Stationery

Mason Studio

Trouciest, because each one represents a promise to furnish a box of printed stationary. They can oppose the property of the p

of getting new names on their The Printer's Helper 3

Halftone with Type or **7inc Etchings**

From an old reader:
"When printing a form which has haltone, type and size etched to be a superior of the supe From an old reader:

Our friend has run into some

gest something." on the seme-bur friend anys, printers with bigger equipment than his. At one time one caladage because of of pages, was done for us by a local printer-caladage because of of pages, was done for us by a local printer-caladage because of the page of the page of the page arxious that the halftones come out just as well as possible, but out just as well as possible, but over-inded. The printer, in spite of this large computent, had diffi-ted by the page of the page of the proper his but not on such work, you'll find it best to run the cuts and the type sprartily. In that amount of ink for each. Some-imes you can take the opportunities you can take the op-portunities of the page of the page of the measurement of the page of

The owner of any platen press, whether it be hand, foot or power operated, should bear in mind that a halftone with a given area has a lot more squeeze and needs more ink than the same space if filled solid with type, to say nothing of a job with a mixture of type and open spaces. Next to a timblock, open spaces. Next to a tint block, it's the solidest thing you can tackle, and by rights should not exceed one-third the size of your

You can save yourself a lot of trouble if you don't try too big halftone cuts in your press. If you can't avoid it, print the type as a separate run

list of customers. Our feeling is that enough of a charge should be made for these cards to cover work and material. If the idea is introduced properly, you should not only cover your expenses but make friends besides.



Challenge Hand Punch

For punching loose leaf sheets. index cards, tickets, orders etc.



FREE-2 round hole dies, (any size less FREE-2 round hole dies, (any size less free with each punch. If you Additional Dies complete,

Stated hale & inch to & inch 13.50

Billheads and Statements Ruled Heading, White Bond Paper



BILLHEADS Quantities of 500 1,000 5,000 10,000 Prices per 500 1,000 1,000 1,000 05kes,3% x 4% in. 51.55 \$3.18 \$2.98 \$2.80 fours, 8% x 7 " 1.90 \$2.5 3.05 2.60

STATEMENTS

Standard, 5½ x 8½ 1.50 2.55 @Midset 4 x 6 in. 1.50 2.10 Not made in style B

Movable Tongue Gage Pins

□ three, .48 □six, .93 □ dozen, 1.75

DuPont Cellophane Sheets



Talks About Old Presses

ere are lots of presses being used which are no longer manu-factured, and as long as the owner any parts, they will probably conany parts, they will probably con-tinue to give good service. Many people have purchased these ma-chines from former owners at a very low figure, feeling that they have obtained a special bargain, only to find when something gives only to find when something gives out, that the part cannot be ob-tained at any price. If you ever pick up or have such a bargain offered you, be sure that you obtain it at a low enough figure so that, should anything which cannot be repaired break within three or four months, you will not be me made by you will not be me to the con-traction of the contraction of the pro-ting any property and the pro-ting any proor pocket. Parts of presses made by various manufacturers are not interchangeable, and it is safe to assume that if ink plate, or roller hooks, or similar parts, are miss-ing, only the original maker of the press can supply new ones, and if he is out of business, the cost of having some machine shop make them up special will be more than the machine is worth.

than the machine is worth.

Rollers are a different matter, if you have the old ones, and simply need new composition. These can be recast, but it takes more time than with ordinary rollers, because special kinds and sizes must be run through in special molds, and they are cast up once every week rather than every day. When you get them, the oil should be wiped off, and the rollers allowed to stand at least two weeks to season, or toughen. Rollers used too soon will soon go to pieces. Rollers for our own presses are never allowed to leave the factory until at least two weeks have elapsed, but this can be done and prompt service given, because we can simply exchange with you, whereas on special rollers this exchange is impossible because we have no other rollers like the ones you may send in.

Sometimes, when a vital part of the press breaks, whether it is an "orphan." or one made by a present day manufacturer, it is quickest and cheapest to have a welder braze the parts together. If this is done, care should be taken to have them welded so carefully that all holes will line up and no smooth surfaces will be warped, because you know what a piece of tissue paper will do when making ready a form, and your platen, chase bed, etc., must work within a very close

It is often a good plan, if delay will be expensive, to have the part welded, and then order up another new part to put in later. This can only be done where spare parts are available, of course.

Again returning to the subject of rollers, we strongly recommend that, if you have a press not now

Don't Keep Envelopes in a Basement

At least, don't do it during any time but the cold months, when you have continuous heat and can be sure that the natural humidity besure that the natural humidity be-low ground is kept back. There are lots of basements and cellars which to all intents and appearan-ces are bone dry, but which do contain enough moisture to seriously affect the envelope gum. The only evidence you will ever have of trouble will come too late, when you find the flaps partly or completely stuck.

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Even upstatus locations are not
Even upstatus locations are not
Even upstatus locations are not
file of the National Geographic
Magazine in a second floor room
history, very which is surrounded by
heated rooms. As you perhaps
heated rooms. As you perhaps
on leavily coated paper, which
will stick topter when wet . I to
find that in spite of no evidence at
any time of moisture in the
stick, some of them badly. If
there had been movelope in that
to blame the gum, but such evidence of trouble with coated paper
penetrate unexpected places.
If your shop is in a basement, If
your shop is in a basement. You
for, even though it may be a
fittle bother-zone. You may axe
delay if you have a rush job and
count on using them. Even upstairs locations are not

count on using them.

being made, you keep at least two pair of rollers even if you have to get a machinist to make up a set of cores (rods) for you, special. You will then not be tied down to You will then not be field down to one set so that you cannot allow them the proper time to season. There is always the chance that the first casting of the roller will not be perfect, and you will want to have time enough for us to cast them up, check them carefully for condition, and, when you have a two weeks so as to give them. two weeks so as to give them fair chance to have a long life.

Lithographed Certificates

mitities of 250 500 1,000 5,000 10,000
Prices per 250 500 1,000 1,000 1,000 3 1 5 \$1.41 \$2.38 \$3.98 \$3.78 \$8.08





Shipping Weight 28 pounds.

GOUDY OLD COLONY BOLD

No. (62 8 Point 18A 41a 88.66-6A 18a 84.3 SHOWING reproductions of 6854 1 No. 102 10 Point 18A 39n \$10.45-4A 13a \$4.70 MISSIONARY prints for 3079 No. 122 12 Point 16A 38a \$11.25 - 6A 11a \$4.96 BOLD FACE, used by 421 No. 162 16 Point 13A 27n \$13.50—6A 18a \$8.00 POLAR finances 708

HUNT Gold 356 RED flower 9

Varsity 3

ABCDEFGHIIKLMNOPO RSTUVWXYZ& abcdefghi jklmnopgrstuvwxyz,;;-\$1234567890

WINDOW ENVELOPES Quantities of 500

Antities of Prices per 800 1,000 1,0 0 1,0

The Printer's Helper