

DIRECTIONS

FOR convenience in symboling, the CASTING MACHINE is divided into eight groups of parts, these groups being lettered from A to H, inclusive. Each of these groups performs a different function; for example, the A group comprises the mechanism for carrying the MATRICES and holding the MATRIX over the opening in the MOLD while the type is being cast. Similarly, the KEYBOARD is divided into three groups, lettered KA, KB, and KC, respectively, each of which performs its separate function.

The groups are divided into sections, each section containing one or more pieces which, for convenience in ordering, are naturally grouped together. The different sections in each group are numbered from 1 up, this number being placed in front of the letter designating the group. The separate pieces in each section are numbered from 1 up on the Style D KEYBOARD list, while on the other lists the first piece in the section takes the section number and group letter only. The piece number is placed after the letter designating the group. Thus, referring to page 1 of the CASTING MACHINE list, the symbol of the BRIDGE LEG is 1A2. This denotes that it is piece number 2 in the first section of the A group.

For accuracy in manufacture, it is necessary, in some cases, to furnish two or more pieces together. Such pieces are indicated by a Roman figure 1, placed one em leader to the left of the right end of the leader line. While some of the major pieces cannot be furnished without their minor pieces, the minor pieces may often be furnished without the major pieces. In such cases, the major piece will have a Roman figure 1 one em leader to the left of the right end of the leader line, and the minor pieces will have an Italic figure (*1*) in parentheses in the same relative position. For example, referring to the A group of the CASTING MACHINE, the BRIDGE 1A and the BRIDGE LEG 1A2 cannot be furnished separately because the two are ground to proper bearing surface

after they are screwed together. The BRIDGE-LEG SCREWS 1A3 and 1A4 and the BRIDGE PIN 1A10 must always be furnished when the BRIDGE is ordered, but may be furnished separately if required; this is indicated by the *Italic* figure (1) in parentheses. The price of \$30.00 given on the same line with the BRIDGE 1A includes all the pieces that must be furnished with it, namely, the BRIDGE LEG 1A2, SCREWS 1A3 and 1A4, and PIN 1A10. Since the BRIDGE LEG cannot be furnished separately, no price is given for it, but a price is given for the SCREWS 1A3 and 1A4 and PIN 1A10, in case they should be required separately.

In some instances, a section contains two or more independent assembled parts, each of which is made up of pieces that must be furnished in combination, but any one of the assembled parts may be furnished independent of the others. To distinguish between these independent assembled parts, Roman and *Italic* figure 1's are used for the first part, figure 2's for the second part, etc.

In the case of the Style D KEYBOARD, an improvement has been made in listing the parts that must be furnished together, which, in conjunction with the system described above, works for clearness and accuracy. Each section containing parts that must be furnished assembled is followed by one or more notes which state clearly what pieces must be furnished together and gives the price of the assembled parts. To call attention to the note, the symbol of the major piece is altered by placing the letter K after the piece number, and the price is omitted. Since the minor pieces can be furnished separately, a price is given for them following their respective symbols in the section, but these prices are put in *Italic* to indicate that they are included in the price of the major piece given in the note below; therefore, in adding the prices of the individual pieces of a section to find the price of a complete section, omit all prices in *Italic*.

To order all of the pieces of an assembled part, it is necessary only to give the name of the major piece and its symbol (being careful to include the extra letter K which follows the piece number in the case of the Style D KEYBOARD). All the minor pieces will then be furnished assembled with the major piece. Do not specify the minor pieces in your order or an extra set of these will be sent in addition to the set assembled with the major piece.

To order all of the pieces of a section, it is necessary only to give the name of the main piece followed by its symbol and the

word (complete), as given on the last line of each section. In the case of the Style D KEYBOARD, be careful to include in the symbol of the complete section the cap X which is prefixed to the symbol.

When a piece is altered so that it is not interchangeable with the corresponding piece on previous machines without altering some other part of those machines, or when it is altered due to a change in its function, the symbol is modified to show this by placing a lower case letter in front of it. For the first change, the lower case a is used; for the second change, in the same piece, the lower case b, etc. It is imperative, therefore, when giving a symbol, to give it entire—without omitting any of the letters or figures.

To carry out the symboling system, it was necessary to select some group of machines as standard. When a piece of an earlier or a later machine differs from the corresponding piece of the standard machine, it is listed within a border immediately following the section containing the corresponding piece of the so-called standard machine. The whole section is not repeated in this border, but only the pieces which differ from those in the standard section. At the top of each of these border sections is given the numbers of the machines to which this improvement applies, and at the right of the line is given the improvement number. This improvement number refers to a correspondingly numbered sheet printed on blue paper and tipped in at the end of the price list. This blue sheet gives a complete list of all pieces required to apply this improvement; thus our earlier customers may keep their machines strictly up to date.

It is our fixed policy to make all improvements so that they can be applied to any earlier machine, and improvements made after this price list was compiled are printed on pink paper and inserted in the consecutive order of the improvement numbers. As new improvements are made, we will send each MONOTYPE user a pink insert containing a list of parts necessary to apply this improvement to previous machines. *In ordering parts, always look first at the pink sheets, as improvements made after this book was compiled are not listed in the body of the price list.*

Oct. 5, 1911

Supersedes sheet dated 1-24-10
headed "Summary."

SUMMARY

DON'T assume that you know how to use this Price List until you have read the directions and this summary. A few moments thus spent will save delays that are always annoying and usually costly.

First, determine the number of the machine for which the piece is required and state this number on your order.

Second, find the desired piece in the Price List and give its name and symbol accurately. Use the Plate Books in conjunction with this Price List.

Third, when a section in a border follows the section containing the piece desired, note from the number of your machine whether to order from the border section or from the standard section.

Fourth, if this improvement has not already been applied to the machine in question and if you desire to bring it up-to-date, see the blue sheet for this improvement and order all parts for "Improvement No. 10" for example. When you apply an improvement to one of your machines note on this improvement sheet the number of the machine and the date on which the change was made.

Fifth, if your copy of this Price List contains pink sheets always refer to them before making out your order.