Monotype Matrix Information

For the Use and Convenience of Monotype Owners and Operators

1. Three Kinds of Matrices—Matrices for use with the Monotype Typesetting Machine, the Monotype Type-&-Rule Caster, the Monotype Giant Caster, the Monotype-Thompson Type-Caster, the Monotype Material Making Machine, and the Monotype Junior Material Maker are made in three general shapes:

Display Matrix

CONDE-HOLE END   SIDE END   FACE END   *Actual Size*

The Cellular Matrix

(a) *Cellular Matrices*, made in sizes .2″ x .2″ (for sizes up to and including 12 point) and .2″ x .4″ and .4″ x .4″ (for 14, 16, and 18 point) used for all classes of Monotype Machine Composition and for casting sorts to be set by hand;

(b) *Display Matrices*, made in three sizes with three depths of drive, used on the Monotype Display Type-Caster, the Monotype-Thompson Type-Caster, and the Monotype Giant Caster, for casting type to be set by hand;

(c) *Continuous Strip Matrices*, made in three sizes with three depths of drive, used on Monotype strip-material-casting machines for casting rules, column rules, and fancy borders in continuous strips of any length.

Continuous Rule Matrix for Use in Monotype Type-&-Rule Caster or in Composition Caster with Strip Attachment.
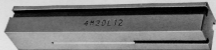

Giant Caster Matrix

2. How Matrices Are Sold—Cellular Matrices may be ordered singly, in partial fonts, standard job fonts, standard and matrix case arrangements, or in special matrix case arrangements. Cellular Matrices in standard matrix case arrangements are sold in fonts at reduced prices. Display Matrices are sold singly or in fonts at the same price per matrix. Continuous Strip Matrices are sold singly.

3. Matrix Case Arrangements—The typical standard arrangements printed on page 3 hereof show matrices

included in standard matrix cases for machine composition. Matrix cases may be laid out in special arrangements to meet unusual conditions. For casting type to be set by hand, matrices may be assembled in a matrix case or the .2″ x .2″ matrices may be used separately in a matrix holder.

4. Size Limitation—Cellular matrices for type faces 12 point and smaller are .2″ x .2″ except in a few instances where extended type characters are too wide for the .2″ x .2″ size. Display matrices are made for these extended faces.

5. Display Figure Cellular Matrices—Display figure matrices are the same width as .2″ x .2″ cellular matrices, but are twice the height. The matrices are high enough for 30-point figures. Each .2″ x .4″ figure matrix takes the place of two .2″ x .2″ matrices in the matrix case. The *body* of a display figure is the same size as the type with which it is used, but the face of the figure overhangs this body on a platform which rests upon high quads in the lines above.

Continuous Rule Matrix for Use in Monotype Material Making Machines

6. Cellular Matrices for 14, 16 and 18 Point Composition—Matrices for 14, 16, and 18 point are made in two sizes, .2″ x .4″ and .4″ x .4″, which are combined for use in one matrix case. Wide characters require .4″ x .4″ matrices and thinner characters require only .2″ x .4″ matrices. The special matrix case for 14, 16, and 18 point composition matrices carries complete alphabets of capitals and lower case, figures, and points. Inside measurements of matrix cases for 14, 16, and 18 point are 3.2″ by 3.2″, while inside measurements of other matrix cases are 3″ x 3″. A shorter-taper centering pin is required at the caster for 14, 16, and 18 point composition. Characters available with each font of 14, 16, and 18 point are shown on the specimen sheets. (See illustrations, pp. 2 and 4.)

7. Display Matrices—These matrices are used for casting type, borders and ornaments, usually from 14 to 72 point body, to be set by hand. A few sizes smaller than 14 point are included in this style of matrix. On the specimen sheets, display matrices are distinguishable by not having a letter following the series number. Thus, "36A" indicates cellular matrices, but simply "36" indicates display matrices. *Display Matrices* for casting type in sizes up to and including 36 point (and 36H4) may be used up on the Monotype Display Type-Caster, the Monotype Composition-and-Display Caster, the Monotype-Thompson Type-Caster and the Monotype Giant Caster. *Thompson Style Matrices* are made for casting 42- and 48-point sizes on the

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Monotype-Thompson Type-Caster, and *Giant Caster Matrices* are used for casting 42, 48, 60, 72 (and 72H4) sizes on the Giant Caster, and 42 and 48 point on the Monotype-Thompson Type-Caster.

8. Continuous Rule and Strip Border Matrices—These matrices are used with lead and rule molds for casting rules in continuous strips, accurately cut to desired lengths by the automatic cutter. Border matrices for the Monotype Material Making Machine are .030" drive. Column rule matrices have a drive of .065" and regular rule matrices have a drive of .030".

Decorative Strip Border Matrix for Use on Monotype Material Making Machine

Material Making Machine, the Monotype Type-&-Rule Caster, and the Junior Monotype Material Maker are not interchangeable. Each continuous rule matrix is usable for only one point size when cast on the Type-&-Rule Caster.

9. Job Fonts of Cellular Matrices—These matrices are listed under four classifications:

(a) Cap and Lower Case Fonts.
(b) Cap Fonts.
(c) Cap and Small Cap Fonts.
(d) Small Cap Fonts.

The following list shows the characters that make up these fonts:

Cap and Lower Case Fonts

Caps: ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ	29
Lower case: abcdefghijklmnopqrstuvwxyzæœfiflffffiffl	33
Figures: 1234567890	11
Points: .,-:;'!?	8
	81

With composition matrices we always supply the inverted comma, making the total number of characters in the font 82

The diphthongs (Æ, Œ, æ, œ), the ligatures (fi, fl, ff, ffi, ffl) and the inverted comma (') may be omitted. This makes the minimum number of characters in a Cap and Lower Case Job Font total 72

Cap Fonts

Caps: ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ	29
Figures: 1234567890	11
Points: .,-:;'!?	8
	48

With composition matrices we always supply the inverted comma, making the total number of characters in the font 49

The diphthongs (Æ, Œ) and the inverted comma (') may be omitted. This makes the minimum number of characters in a Cap Job Font total . . . 46

Cap and Small Cap Fonts

Caps: ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ	29
Figures: 1234567890	11
Points: .,-:;'!?	8
Small Caps: ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ	29
Figures: 1234567890	11
Points: .,-:;'!?	8
	96

With composition matrices, we always supply the inverted commas, making the total number of characters in the font 98

The diphthongs (Æ, Œ, æ, œ) and the inverted commas (') may be omitted. This makes the minimum number of characters in a Cap and Small Cap Job Font total 90

Small Cap Fonts

Small Caps: ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ	29

The diphthongs (Æ, Œ) can be omitted, and the font ratio retained. This makes the minimum number of characters in a Small Cap Job Font total. 27

10. Special Characters—Additional characters and special signs are for many fonts shown in our Specimen Book.
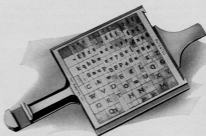
11. Font Characters— All characters hereinbefore listed in the various job fonts are hereafter referred to as font characters.

Monotype Matrix Case—Holds 225 Cellular Matrices for Machine Typesetting (See ¶ 21)

12. Blanks in Cellular Matrices—Two kinds of blank matrices are supplied for casting quads and spaces: Steel blanks without cone holes for casting high or low quads and spaces; bronze blanks with cone holes for casting high quads and spaces only. Both kinds of blanks may be carried at the same time in a matrix case to give low quads and spaces in one portion of the work and high quads and spaces in another portion of the work. The bronze blanks with cone holes are used to fill out the matrix case when fonts do not require all matrix case positions. For molds that do not cast low quads and spaces, bronze blanks are supplied. Unless otherwise instructed, we always supply steel blanks in quad and space positions.

13. Extended Quad Matrices—These matrices are made for either low or high quads, and give 2½ points additional bearing surface where the matrix seats on the right-hand type block of the mold. One Extended Low Quad Matrix is included in each font of cellular matrices.

14, 16 and 18 point Matrix Case—Holds Cellular Matrices for Machine Typesetting (See ¶ 6)

14. Blank Matrices—Blank matrices are made for use in the matrix holder when casting high or low quads and spaces of any body.

15. Greek and Hebrew Matrices—The characters for these languages should be ordered by the numbers which are shown on the specimen sheets.

Standard Matrix Case Arrangements

Below are shown combinations of type faces and characters made available for Monotype Machine Typesetting through a few of the Monotype Matrix Case Arrangements which have been adopted as "Standard Arrangements." More than forty arrangements have been made "standard," including combinations covering every conceivable class of composition in English, French, Spanish, German, etc. Full information concerning other Standard and any Special Arrangements will be furnished on request.

STANDARD ENGLISH ARRANGEMENTS

Arrangement C
Roman caps, small caps, and lower case with Italic caps and lower case

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœfffifl (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,'-:;()/ $1234567890

Arrangement C1
Roman caps, small caps, and lower case with Boldface (C1) caps and lower case

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœfffifl (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,'-:;()/ **$1234567890**

Arrangement C2
Roman caps, small caps, and lower case with Boldface (C2) caps and lower case

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœfffifl (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,'-:;()/ **$1234567890**

Arrangement 6C1
Roman caps and lower case with Italic caps and lower case and Boldface (6C1) caps and lower case

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
abcdefghijklmnopqrstuvwxyzæœfffifl (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ **$1234567890**

Arrangement 6C2
Roman caps and lower case with Italic caps and lower case and Boldface (6C2) caps and lower case

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
abcdefghijklmnopqrstuvwxyzæœfffifl (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzæœ-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ **$1234567890**

Plate Gothic Arrangement
Four sizes of Gothic caps, figures and points

NO. 1 ABCDEFGHIJKLMNOPQRSTUVWXYZ&
$1234567890.,-:;'!?
NO. 2 ABCDEFGHIJKLMNOPQRSTUVWXYZ&
$1234567890.,-:;
NO. 3 ABCDEFGHIJKLMNOPQRSTUVWXYZ&
$1234567890.,-:;
NO. 4 ABCDEFGHIJKLMNOPQRSTUVWXYZ&
$1234567890.,-:;

STANDARD GERMAN ARRANGEMENT GC1
Lightface caps and lower case with Boldface caps and lower case

DEUTSCHE STANDARD-EINRICHTUNG GC1
Gewöhnliche und halbfette Schrift, mit grossen und kleinen Buchstaben

ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖÜ&
abcdefghijklmnopqrstuvwxyzäöüßchck (fiflffffifflſ)
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖÜ&
abcdefghijklmnopqrstuvwxyzäöüßchck
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'!? **$1234567890**

STANDARD SPANISH ARRANGEMENTS
Arreglo SC

Arrangement SC
Roman caps, small caps, and lower case with Italic caps and lower case

Arreglo SC
Mayúsculas y minúsculas romanas con mayúsculas y minúsculas bastardillas, versalitas y acentos españoles

ABCDEFGHIJKLMNOPQRSTUVWXYZ&
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü-.,;:'¡!¿?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'¡!¿? $1234567890

Arrangement SC1
Roman caps, small caps, and lower case with Boldface (C1) caps and lower case

Arreglo SC1
Mayúsculas y minúsculas romanas con mayúsculas y minúsculas negritas (C1), versalitas y acentos españoles

ABCDEFGHIJKLMNOPQRSTUVWXYZ&
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü-.,;:'¡!¿?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'¡!¿? **$1234567890**

Arrangement SC2
Roman caps, small caps, and lower case with Boldface (C2) caps and lower case

Arreglo SC2
Mayúsculas y minúsculas romanas con mayúsculas y minúsculas negritas (C2), versalitas y acentos españoles

ABCDEFGHIJKLMNOPQRSTUVWXYZ&
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZ&
abcdefghijklmnopqrstuvwxyzáéíóúñü-.,;:'¡!¿?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'¡!¿? **$1234567890**

STANDARD FRENCH ARRANGEMENTS
Arrangement FC

Arrangement FC
Roman caps, small caps, and lower case with Italic caps and lower case

Arrangement FC
Capital romain, petit capital, et basse case, avec capital et basse case italiques

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzàâçéèê (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzàâçéèê-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'!? $1234567890

Arrangement FC1
Roman caps, small caps, and lower case with Boldface (C1) caps and lower case

Arrangement FC1
Capital romain, petit capital, et basse case, avec capital et basse case caractère gras

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzàâçéèê (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
aàâbcçdeéèêfghijklmnopqrstuvwxyz-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'!? **$1234567890**

Arrangement FC2
Roman caps, small caps, and lower case with Boldface (C2) caps and lower case

Arrangement FC2
Capital romain, petit capital, et basse case, avec capital et basse case caractère gras

ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
ABCDEFGHIJKLMNOPQRSTUVWXYZÆŒ
abcdefghijklmnopqrstuvwxyzàâçéèê (fffifffffl)
ABCDEFGHIJKLMNOPQRSTUVWXYZ&ÆŒ
aàâbcçdeéèêfghijklmnopqrstuvwxyz-.,;:'!?
$1234567890¼½¾⅛⅜⅝⅞ £.,-:;'!? **$1234567890**

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16. Accent Matrices—Foreign language accents are in no way a part of the modern English type face. Accents are made on customer's order. Price furnished on application.

17. Commonly Used Accents—For the convenience of our customers we have assembled below the accents used in the various modern foreign languages and in English educational work. These accents must be ordered as specified in Paragraph 18. Prices furnished on application.

Anglo-Saxon: þ ȝ
          ð ȝ

Bohemian: Á Č Ď É Í Ň Ó Ř Š Ť Ú Ý Ž
        á č ď é í ň ó ř š ť ú ý ž

Brazilian: Á Ã Ç É Í Ó Ô Ú
        á ã ç é í ó ô ú

Croatian: Č Ć Š Ž
        č ć š ž

Danish: Å É
        ø

Dutch: Ÿ
        ÿ

Finnish: Ä Ö

French: Á À Ç É È Ê Ë Î Ï Ô Û Ù
        á à ç é è ê ë î ï ô û ù

German: Ä Ö Ü
        ä ö ü

Hungarian: Á É Í Ó Ö Ő Ú Ü Ű
        á é í ó ö ő ú ü ű

Italian: Á À É È Í Ì Ó Ò Ô Ú Ù
        á à é è í ì ó ò ô ú ù

Icelandic: Á Ð É Í Ó Ó Ý
        á ð é í ó ó ý

Lithuanian: Ą Č Ę Ė Į Š Ų Ž Ū
        ą č ę ė į š ų ž ū

Norwegian: Ø

Polish: Ą Ć Ę Ł Ń Ó Ś Ż Ź
        ą ć ę ł ń ó ś ż ź

Portuguese: Á Ã Ç É Í Ó Ô Õ Ú
        á ã ç é í ó ô õ ú

Roumanian: Á Ă Ĕ É Í Î Ó Ş Ţ
        á ă ĕ é í î ó ş ţ

Slavonic: Á Ă Č Ď É Ĭ Ĺ Ļ É Ň Ó Ŏ Š Ť Ŭ Ý Ž
        á ă č ď é ĭ ĺ ļ é í ň ó ŏ š ť ŭ ý ž

Spanish: Á É Í Ñ Ó Ú
        á é í ñ ó ú

Swedish: Ä Å Ö
        ä å ö

Welsh: Â Ä Ê Ô Û Ý Ÿ
        â ä ê ô û ŷ ŷ

18. Use Accent Numbers—Order accents by number specifying:
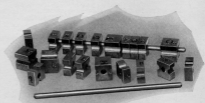
(a) Point size;
(b) Series number;
(c) Roman, Italic, or bold face;
(d) Cap, small cap, or lower case;
(e) Letter of the alphabet;
(f) Name of language
(g) Accent number.

For example, "8 point 8A Roman lower case e French No. 1."

In the following table only one letter of the alphabet is shown, but other letters having the same accent will be ordered by the same number. Numbers apply to accents, not to letters.

1....Ć	22....š	43....ã	64....è	85....ą
2....Ÿ	23....ı	44....è	65....ų	86....ğ
3....Å	24....ı	45....à	66....ą	87....Ū
4....Š	25....ú	46....ê	67....ş	88....ę
5....Ğ	26....ä	47....ó	68....ş	89....ā
6....Ē	27....í	48....ę	69....ž	90....Ÿ
7....đ	28....ç	49....ò	70....ų	91....ø
8....A	29....ê	50....ü	71....ů	92....ṁ
9....Ç	30....á	51....û	72....û	93....ê
10....ā	31....ı	52....õ	73....ė	94....è
11....š	32....ö	53....ā	74....ę	95....î
12....ō	33....è	54....õ	75....ý	96....ř
13....Õ	34....é	55....ä	76....õ	97....è
14....Ÿ	35....î	56....ē	77....ś	98....ù
15....Y	36....ç	57....ş	78....è	99....ġ
16....ū	37....ò	58....ø	79....è	100....å
17....ż	38....ř	59....å	80....ú	101....è
18....û	39....à	60....ę	81....ì	102....e
19....å	40....è	61....ò	82....ô	103....è
20....ē	41....û	62....à	83....õ	104....ĭ
21....š	42....á	63....ū	84....ı	105....ĵ

(Caution—In ordering accent matrices be sure to give the point size, name of face, series number, the character desired, and whether roman, italic, small cap, bold, or bold italic. Information about other accents will be supplied on application.)

14, 16, and 18 Point Matrices—The Matrices for 14, 16, and 18 point composition are different in form from those used for casting 12 point and smaller sizes. However, the depth of drive is the same, .050 inch. Matrices are held in place in the Matrix Case by the pin shown, which passes either through a hole in the center of the matrix or in the semicircular slot in the side. The 14, 16, and 18 point machine composition matrices are either 2″ x .4″ or .4″ x .4″ in size.

(See ¶ 6)

19. Piece Accents—These piece accents are cellular matrices made for casting on standard composition molds. In ordering specify point size, series number and number of the accent as given below.

ACCENT NUMBER

˙ ˝ ´ `¸ ˘ ̈ ˇ ̊ ˜ ¸
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

À É Ï Ô Ü Ñ Ž Ä Ě Ô̦ Ę Ç
6 Point No. 901

à é ï ô ñ û ñ ž å ĕ ñ ę ç
6 Point No. 901

À É Ï Ô Ñ Ž Å Ç
8 Point No. 901

à é ï ô ñ ž å ç
8 Point No. 901

À É Ï Ô Ñ Ž Å Ç
10 Point No. 901

à é ï ô ñ ž å ç
10 Point No. 901

À É Ï Ô Ñ Ž Å Ç
5 Point No. 902

à é ï ô ñ ž å ç
5 Point No. 902

À É Ï Ô Ñ Ž Å Ő Ç
6 Point No. 902

à é ï ô ñ ž å ő ç
6 Point No. 902

À É Ï Ô Ñ Ž Å Ç
7 Point No. 902

à é ï ô ñ ž å ç
7 Point No. 902

À É Ï Ô Ñ Ž Å Ç
8 Point No. 902

à é ï ô ñ ž å ç
8 Point No. 902

À É Ï Ô Ñ Ž Å Ç
9 Point No. 902

à é ï ô ñ ž å ç
9 Point No. 902

À É Ï Ô Ñ Ž Å Ä Ç
10 Point No. 902

à é ï ô ñ ž å ä ç
10 Point No. 902

À á
12 Point No. 902

à É Ï Ő   è ú ĭ ŏ̃
*6 Point No. 902

À É Ï   à é ï
*8 Point No. 903

À É Ï Ä   à é ï ä
*10 Point No. 903

*For piece accents Nos. 3, 5, 6, 8, and 9 order No. 902

à É Ï Ç   à é ï ô ç
5 Point No. 904

À É Ï Ç   à é ï ô ç
6 Point No. 904

À Û Ï Ô Ç   à é ï ô ç
7 Point No. 904

À É Ï Ô Ç   à é ï ô ç
8 Point No. 904

À É Ï Ô Ç   à é ï û ç
9 Point No. 904

20. Composition Matrices for Faces 12 Point and Smaller—These matrices for casting type in automatically justified pieces, are carried in a matrix case which holds 225 matrices arranged in 15 rows of 15 matrices each. Through the use of the matrix case positioner type for hand composition may be cast from these matrices on the Monotype Display Type-Caster without removing the matrix case from the machine.

21. 225 Matrices in the Matrix Case—The Matrix Case contains 225 character and blank matrices arranged for standard or special combination. For example, Roman

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caps and lower case, small caps, Italic caps and lower case, with two fonts of figures, points, and signs; or,

By omitting the small caps, diphthongs, and a few signs, caps and lower case of Roman, Italic, and Boldface, with two fonts of figures, may be carried in the matrix case.

Standard arrangements with display figure matrices consist of eleven big figures and 203 character and blank matrices.

22. Special Matrix Case Arrangements — Special arrangements consist of 225 character and blank matrices arranged in the matrix case in accordance with a matrix case arrangement supplied to us by the customer. If customer finds it impracticable to make a diagram of special matrix case, showing the precise location of each character, we will make a diagram for customer's approval. Complete information as to point-size, set-size, series number of fonts, alphabets, figures, special characters, and all unusual requirements must be given to us by customer before we can undertake the preparation of any special arrangement. If other than Class A Matrices are required in a special matrix case, the extra prices of these matrices will be added to the special arrangement price.

23. Set — When ordering matrices of cellular matrices to be used for machine composition, be sure you have the justifying scale and the normal wedge for the set-size of matrices ordered. Set-sizes of type faces are given with specimens appearing in this book, and are included in the information listed in the Index.

24. Keybars — Before ordering a font of matrices make sure that you have the required keybars.

25. Stopbars — When you order an arrangement requiring special stopbars, include these in your order, unless you have them already.

26. Keybanks — Keybanks are changed at the keyboard when arrangement of characters is greatly varied. We recommend the use of extra keybanks because they save time and avoid mistakes, although these character changes may be made with keybutton clips.

27. Keybutton Clips — Clips used for changing characters without changing the keybank. A clip consists of a metal frame carrying a character, printed or drawn on paper and protected by celluloid. Prongs hold the clip to the button for the character in the matrix case replaced by the character in the clip. In ordering new matrix case arrangements be sure to include keybutton clips or keybanks if these are required.

28. Justifying Scales — These scales are used at the keyboard to indicate justification. Set of the justifying scale must correspond with set of the matrices for the face being composed.

29. Normal Wedge — These wedges are used on the casting machine to determine the set-size of the type. In ordering matrices include the required wedge unless you have it. Note that the wedge used on the casting machine, in addition to being the same set as the font, must correspond with the stopbars used at the keyboard. If you use S108 stopbars, you must use an S108 wedge and not a standard S8 wedge.

30. Standard Matrix Line — Matrices for composition are made on the same matrix line, so that all characters cast from the same matrix line line perfectly. Thus, if a ten-point extended Boldface will be carried in the same matrix

case with a twelve-point Roman, the Boldface will line perfectly when both are cast on twelve-point body. Exceptions, see next paragraph.

31. Special Matrix Line — A few abnormally tall faces, such as six-point 56J, are made on a matrix line .005″ lower than standard. Consequently, type cast from these matrices is .005″ lower than type cast from matrices on standard matrix line.

32. Title Line — Title Line faces fill the type body and are lined at the bottom.

33. Modified Character Matrices — Characters are made slightly different from normal, slightly more extended or slightly more condensed, for use with special stopbars. This is done to fit the difference in unit values made by special stopbars.

34. Special Tariff Arrangements — Certain type faces used for railroad tariff and other tabular work, where "nut-body" figures are desired, may be used on special arrangements listed below. Modified characters, as required by the different unit value of the changed set-size, are necessary in some cases, as noted.

STOPBARS	Used With Arrangements	Keybars Required Left	Keybars Required Right
S27: Standard, except for nine-unit rows	C and C	UC	C
	C and C1	UC	C1
	C and C2	UC	C2
S29: Transform eight-and-one-half-set faces into eight-set. *Matrices for modified characters required*	C and C	WC	C
	C and C1	WC	C1
	C and C2	WC	C2
S34: Transform seven-set faces into six-set. *Matrices for modified characters required*	C and C	YC	YC
	C and C1	YC	YC1
	C and C2	YC	YC2

Matrices for the following type faces include modified characters to fit the above special stopbars:

6 Point Stopbar S34	8 Point Stopbar S29	10 Point Stopbar S27
8A	8A	8A
26J	118J	118J
118J	15E	49J
15E	25J	107J
25J	26J	
48J	107J	
118J	28J	
28J	56J	

35. Matrix Case — The Monotype matrix case has spaces for 225 matrices. When the Index specifies this number as available for machine composition sizes, fonts will contain characters up to that number which are available in the series ordered, including some blanks for spaces.

36. Classification of Matrices — Wherever possible matrices are furnished to Monotype users at standard prices. Special matrices are sold at a higher price.

37. Special Matrices Not Shown in Specimen Book — Matrices for special characters are being made every day. It is not possible to index, cross-index, and keep in the hands of our customers up-to-date information about all these special matrices. If a matrix is not shown in this book, you should not assume it cannot be had quickly. Write or telegraph complete information about the character you require. Draw a picture of the character if you cannot describe it. Specify the series number and point-size of the face with which the character is to be used, the set-size to which the face is to be cast, and the unit row in which the matrix is to be carried.

38. Special Matrices — The Monotype Company will cooperate with its customers in the making of matrices of special design. Price for such work will be furnished only after a drawing, proof, type or electro of the design desired has been submitted to us.

39. Symboling of Cellular Matrices — Accompanying illustration shows the position of symbols on a 10 point 98J capital E cellular matrix. Notice the position of "10" with relation to "E" and the position of "98J" with relation to "E". When the "E" is in reading position, point side of the matrix is to the left of the reader and series side is next to the reader. Symbols are designed to identify matrices and to facilitate matrix ordering.

40. Meaning of Matrix Symbols — Following is a key to the Monotype System of Symbols for cellular matrices:

CLASSIFICATION OF FACES

(Symbol appears after Series Number on Series Side of Matrix.)

A Modern Roman	G Old Style Italic
B Modern Roman small caps	H Old Style Italic small caps
C Modern Italic	J Boldface
D Modern Italic small caps	K Boldface Italic
E Old Style Roman	L Typewriter, Mailing List, etc.
F Old Style Roman small caps	M Foreign faces.

NOTE—Characters used with both roman and italic, such as the period, the comma, the hyphen, the inverted comma, and the apostrophe, are classified as roman.

SET-SIZE

(Symbol appears after Point-size on Point Side of Matrix.)

X Indicates 4-set	J Indicates 10-set	Q Indicates 16-set
Y Indicates 5-set	T Indicates 11-set	O Indicates 16½-set
Z Indicates 6-set	H Indicates 12-set	N Indicates 17-set
U Indicates 7-set	R Indicates 13-set	M Indicates 18-set
S Indicates 8-set	K Indicates 14-set	
V Indicates 9-set		

½ sets are indicated by the addition of letter **a**
¼ sets are indicated by the addition of letter **b**
¾ sets are indicated by the addition of letter **c**

UNIT VALUES

(Symbol appears after Series Number on Series Side of Matrix)

a Indicates 4 units	i Indicates 10 units	o Indicates 17 units
b Indicates 5 units	j Indicates 11 units	p Indicates 18 units
c Indicates 6 units	k Indicates 12 units	q Indicates 19 units
d Indicates 7 units	l Indicates 13 units	r Indicates 20 units
e Indicates 8 units	m Indicates 14 units	s Indicates 21 units
f Indicates 8½ units	n Indicates 15 units	t Indicates 22 units
g Indicates 9 units	z Indicates 16 units	
h Indicates 9½ units		

NOTE—Alphabetical characters do not have any unit value symbol because they are aligned by their standard arrangement and set-size.

When point-size and set-size are the same, matrices do not have any unit value symbol.

41. Miscellaneous Matrix Symbols.

(Symbol appearing after Point-size)

A Indicates Accent.	H3 Indicates matrices more ex-
B Indicates Superior cap or figure.	tended than normal.
C Indicates Superior lower case.	H4 Indicates Full face on body
D Indicates Inferior cap or figures	pointways.
E Indicates Inferior lower case.	H6 Indicates Shortened ascender.
F Indicates Modern figures or Old	H8 Indicates Central on body point-
Style hanging figures.	ways.
G Indicates Old Style body	H7 Indicates Low line.
figures.	H8 Indicates High line.
H1 Indicates Shortened descender.	H9 Indicates Redesigned.
H2 Indicates character more condensed than normal.	

(Symbol appearing after Series Number)

N Indicates Border.	R Indicates Dash or Leader.
P Indicates Sign.	S Indicates Bracket, Parenthesis,
Q Indicates Logotype (not the	Brace, or Piece Brace.
ligatures fi, fl, ff, ffi, and ffl,	X Indicates Unclassified character.
which are parts of fonts).	Y Indicates Brace
T Before series number indicates Cross Rule.	

42. Cellular Dash Matrix Symbols — Component parts of the series number in dash matrix symbols have a definite meaning. In ordering Dash Matrices the symbol, point-size, set-size and unit value must be given.

Following is a key to dash matrix symbols:

First Figures of Symbols Mean	Last Figures of Symbols Mean
1 — Hair line	0 — Central on type body
2 — ½-point face	1 — Bottom of type body
3 — ¾-point face	2 — Top of type body
4 — 1-point face	3 — Parallel at bottom of type body
5 — 1½-point face	4 — Parallel at top of type body
6 — 2-point face	5 — Aligning with bottom of X
7 — 2½-point face	6 — Aligning with top of X
8 — 3-point face	7 — Aligning with bottom of X, parallel
9 — 4-point face	8 — Parallel central on type body
	9 — Vertical

Example showing after Point- and Set-Size)
J Indicates Modern Figure Fractions (example: 8WJ-80 K)
K indicates Old Style Figure Fractions (example: 8WK-10 K)
NOTE—To Piece Fractions the symbol indicating unit value directly follows the Series Number.

42a. Single and Piece Fraction Matrix Symbols—

(Symbol appearing after Point- and Set-Size)
J Indicates Modern Figure Fractions (example: 8WJ-80 K)
K indicates Old Style Figure Fractions (example: 8WK-10 K)
NOTE—To Piece Fractions the symbol indicating unit value directly follows the Series Number.

43. Ruled Form Matrices — Composing rooms fully equipped for the most economical production of any kind of ruled forms should have 8-, 9- and 18-unit dash matrices for *all set-sizes used on the plant*. These matrices should include hair line, one-point face, and parallel dashes symboled as follows: 10R, 11R, 12R, 13R, 14R, 15R, 17R, 18R, 40R, 41R, 42R, and 45R. A total of 36 matrices for each set-size is desirable. In addition to the 36 dash matrices for each set-size used in a composing room, the Monotype Blank Ruled Form System, which includes 102 matrices, is essential to lowest costs in producing a large portion of ruled forms. Where many ruled forms are produced the Monotype Interlocking Ruled Form System, Standard Arrangement S-6550 should be used (information on request).

44. Monotype Type-&-Rule Ruled Form System — A flexible and economical method using Dashes, Leaders and Strip Rules Cast on the Monotype Type-&-Rule Caster. The matrices in this group are made to cast Leaders and Dashes vertically of the point size indicated by the matrix symbol, with set size as desired. In ruled form work these Leaders and Dashes are composed as horizontal lines, different point sizes being used to permit the insertion of vertical rules where wanted. The Leaders and Dashes will cast centered on 2-points from the side of the type body. There are 25 matrices in the series—12, 18, 24, 30 and 36 point.

	Description
4-to-en Dot Leader Matrices:	12-A-1 18-A-1 24-A-1 30-A-1 36-A-1
4-to-em Hyphen Leader Matrices:	12-A-2 18-A-2 24-A-2 30-A-2 36-A-2
¼-Point Rule Matrices:	12-A-3 18-A-3 24-A-3 30-A-3 36-A-3
1-Point Rule Matrices:	12-A-4 18-A-4 24-A-4 30-A-4 36-A-4
Light Parallel Rule Matrices:	12-A-5 18-A-5 24-A-5 30-A-5 36-A-5

45. Display Matrix Symbols — No letters are used in marking display matrices for casting type to be set by hand. In the upper left corner of the display matrix is stamped the point-size, and in the upper right corner the series number. The two numbers at the bottom of the matrix indicate the wedge positions to make the correct body size for the character. Dashes and borders are marked to indicate the minimum point-size and set-size body on which each may be cast, and with a number to indicate the nature of the character or design (see cut above).

Display Matrix

46. Continuous Strip Rule Matrix Symbols—

Letters	Figures
RL Lead and Rule Molds.	First figure indicates die size.
J Junior Material Maker.	Subsequent figures indicate weight
M Material Making Machine.	of line, position on body, space
N Strip Border.	between lines, and number of
P Newspaper Cut-Off Dash	lines.
C Decorative End Cut-Off Dash.	

47. Giant Caster Matrix Symbols — Figures at bottom of Matrix indicate point size and series number; at top, width of body in points on which type should be cast

The Monotype Matrix Library

The Monotype Matrix Library is maintained at our Main Office in Philadelphia for the convenience and accommodation of Monotype users. Our principal purpose in maintaining the Library is to provide a means whereby owners of Monotype machines may have available for rental many matrices for casting type faces and sizes which are not included in their own Monotype equipment.

The Matrix Library has been of tremendous value to Monotype users. It serves to broaden their typographic facilities without adding to their permanent investment; it permits them to test the popularity and the use of type faces before adding matrices to plant equipment, and enables them to cast type for special jobs without the necessity of purchasing matrices for which they may have no other use.

The Matrix Library has been a feature of Monotype Service for more than thirty years. There are now more than two hundred type faces in sizes up to 36 point in the Library of .030″ and .050″ drive available for rental to Monotype and Monotype-Thompson users. Giant Caster matrices of 42 point or larger are not available in the Matrix Library. A list of the type faces and sizes available in the Matrix Library for rental will be furnished on request.

Monotype owners are urged to make free use of the Monotype Matrix Library. They will find it a convenient means of adding to the value and use of their Monotype equipment and a help to them in broadening the scope of their service to buyers of printing and advertising typography.

TERMS AND CONDITIONS OF MATRIX RENTAL

Monthly Rental Charged to Supply Account. A rental fee of $3.50 per calendar month will be charged for each font of matrices, rental beginning on the day the font is received by the customer. For each succeeding month or fraction of month that each font is retained, an additional rental charge of $3.50 will be made until the customer has been charged four months' rental, or $14.00. (Standard French Accents, $3.50 per month.) Fonts are shipped by Insured Parcels Post or Express, the customer paying the transportation charges.

Rental Period Limited to Four Months. Fonts cannot be rented for a period of more than four calendar months. When a rented font is not shipped back to us by the customer within four months from the date it was received by him the font will be billed to the customer at regular matrix prices, less the $14.00 rental charge.

Option to Purchase. The customer has the option to purchase any Library Font at any time within four months from date of receipt, full credit being allowed for all rental paid prior to date of purchase.

No Limitation to Number of Fonts which May be Rented at One Time. Any number of fonts may be ordered at any time on the monthly rental plan, but immediate shipment is not guaranteed. Library fonts are always maintained in first-class condition for casting clear and sharp type for good printing.