NEW MONOTYPE BLANK RULED FORM SYSTEM

SUGGESTIONS TO MONOTYPE KEYBOARD AND CASTER OPERATORS

Ascertaining Space Between Faint Lines—With reprint copy, place a pica-gauge over 12 writing spaces. The *number of picas* in 12 writing spaces is the *number of points* from the center of one faint line to the center of the next faint line. Thus, if 12 writing spaces take up 14 picas, you have 14-point ruling; if 12 writing spaces measure 22 picas, you have 22-point ruling.

If copy is original, compute the depth of the table in points and divide by the number of lines indicated or required by copy, changing result to nearest even number of points. Thus, if ruled form is 560 points in depth and customer requires 40 writing lines, you will divide 560 by 40, giving 14 points as the space between faint lines.

Use 12 point 12 set for all rule work where space between faint lines is an even number of points.

Capping Suggestions—Use the No. 4 dashes on your regular center dash keys, as they serve as center dashes also. Use the No. 5 dashes on leader keys, as they serve as aligning dashes also. Dashes Nos. 1, 2, 3, 6, and aligning parallel and black dashes and top black and parallel dashes can be placed to suit your convenience, but their position should be standard—avoid shifting them about. A mat case layout and keyboard capping sheet for C arrangement is supplied with these instructions.

Keybutton clips printed in three colors are supplied. Those printed in black are for hairline dashes, red are for black dashes, and blue are for parallel dashes. Small figures under the circled figures indicate UNIT values of characters.

Black or Parallel Lines—Before starting a table having a black or parallel line in it mark such line "No. 1," "No. 5," or "No. 6," as seems best, and mark each line above it as indicated by Matrix Sequence Chart. This will give you the correct dash to begin setting with so as to use a black or paralled dash where required. If all lines are light, always begin with dash No. 1. If more than one black or parallel line occurs it may be necessary to hand space or mark in special mats. In composing 18 point faint line dashes Nos. 2 and 5 or Nos. 3 and 6 may be used instead of dashes Nos. 1 and 4 when black or parallel lines make change desirable.

Measure at Keyboard and Caster—Add squeeze at keyboard, allowing 1 unit for each 20 keyboard ems or fraction of 20 ems. If blank is laid out to even pica ems, include your squeeze allowance in your deadwood for rules. *In no case should caster operator increase measure by altering quad size.* Dashes are made to exact quad size.

Interlocking—If all columns are laid out to even pica ems, begin and end each column in odd numbered lines (except 1-em columns) with a 9-unit dash or quad. Even numbered lines should be composed of 18-unit characters only.

If some of the columns are laid out to measures requiring the use of ½ pica em, *begin* the odd lines in such columns with a 9-unit dash or quad, and *end* the even lines in such columns with a 9-unit dash or quad.

If columns are laid out to odd widths, as is frequently the case in blanks for machine use, put your odd units in odd lines at the *beginning* of each column and your odd units in even lines at *end* of each column. This interlocks all characters and makes it impossible to insert vertical ruling except where it should be.

Remember that 1 unit equals two-thirds of 1 point and that 1 point equals 1½ units in 12 set.

Headings—Set headings on a separate galley unless the form is short. This enables you to repeat dashes and quads at the caster and has other advantages. When in doubt, set separately.

Composing—After the job is completely laid out, your keyboard em scale marked, and headings set, use your Matrix Sequence Chart. Set figure and stub columns at separate operation.

Caution—Instructions as to *measure* and *interlocking* must be literally followed if you want best results.

AGAIN, ADD SQUEEZE AT KEYBOARD, INTERLOCK CHARACTERS, AND DO NOT ALLOW QUAD SIZE TO EXCEED .1660 WITH RATCHET SQUEEZE OF MICROMETER. It is better to measure six quads, which must not exceed .996.

Odd Faint Lines

When faint lines are 15, 25, or 35 points apart, from center to center, compose them 10 point 12 set, using a 12 point 12 set light (10R) center dash and a 12 point 12set light bottom dash (11R). Many other combinations may be devised for setting faint lines spaced to odd points or even to fractions of a point.

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Use This Chart As Copy

This chart has been prepared to simplify the work of Monotype operators in learning to use the New Monotype Blank Ruled Form System. The proper spacing between cross lines is obtained by using the matrices in the sequence shown.

1 = ‾ 2 = ‾ 3 = — 4 = _ 5 = _ 6 = _ 7 = Quad Line

Depth In Picas	For 14-Point Spacing	For 16-Point Spacing	For 18-Point Spacing	For 20-Point Spacing	For 22-Point Spacing	For 24-Point Spacing	For 26-Point Spacing	For 28-Point Spacing
1	1	1	1	1	1	1	1	1
2	2	3	4	5	6	7	7	7
3	3	5	7	7	7	1	2	3
4	4	7	1	3	5	7	7	7
5	5	1	4	7	7	1	3	5
6	6	3	7	1	4	7	7	7
7	7	5	1	5	7	1	4	7
8	1	7	4	7	3	7	7	1
9	2	1	7	3	7	1	5	7
10	3	3	1	7	2	7	7	3
11	4	5	4	1	7	1	6	7
12	5	7	7	5	1	7	7	5
13	6	1	1	7	6	1	7	7
14	7	3	4	3	7	7	1	7
15	1	5	7	7	5	1	7	1
16	2	7	1	1	7	7	2	7
17	3	1	4	5	4	1	7	3
18	4	3	7	7	7	7	3	7
19	5	5	1	3	3	1	7	5
20	6	7	4	7	7	7	4	7
21	7	1	7	1	2	1	7	7
22	1	3	1	5	7	7	5	1
23	2	5	4	7	1	1	7	7
24	3	7	7	3	6	7	6	3
25	4	1	1	7	7	1	7	7
26	5	3	4	1	5	7	7	5
27	6	5	7	5	7	1	1	7
28	7	7	1	7	4	7	7	7
29	1	1	4	3	7	1	2	1
30	2	3	7	7	3	7	7	7
31	3	5	1	1	7	1	3	3
32	4	7	4	5	2	7	7	7
33	5	1	7	7	7	1	4	5
34	6	3	1	3	1	7	7	7
35	7	5	4	7	6	1	5	7
36	1	7	7	1	7	7	7	1
37	2	1	1	5	5	1	6	7
38	3	3	4	7	7	7	7	3
39	4	5	7	3	4	1	7	7
40	5	7	1	7	7	7	1	5
41	6	1	4	1	3	1	7	7
42	7	3	7	5	7	7	2	7
43	1	5	1	7	2	1	7	1
44	2	7	4	3	7	7	3	7
45	3	1	7	7	1	1	7	3
46	4	3	1	1	6	7	4	7
47	5	5	4	5	7	1	7	5
48	6	7	7	7	5	7	5	7
49	7	1	1	3	7	1	7	7
50	1	3	4	7	4	7	6	1

NOTE:—Figures in the first column serve two purposes: First, to simplify interlocking—**begin** lines 1, 3, 5, 7 and following odd lines with short dashes in each column; **begin** lines 2, 4, 6, 8 and following even lines with wide dashes. Second, the figures in the first column can be used to determine the number of lines necessary to set on the keyboard to obtain a complete ribbon for repeat casting.

Where the distance between the cross lines is the same over the full depth of the form the operator need keyboard only the number of lines down to the cross rule on the above chart to make a spool for repeat casting on the caster. However, on exceptionally deep forms experience will indicate when additional keyboarding will consume less time than rewinding ribbon on the caster.

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