

up the shoulders of the side and foot sticks, that the letter may neither belly out nor hang and the lines be kept straight and even. Quoins should be slanted on one side only, but the edges should not be bevelled. The several quarters of the form should be partially tightened before either quarter is finally locked up; otherwise the cross-bar may be sprung.

Before locking up the form, plane the pages gently over all the face. If this be properly done, a second planing is hardly necessary, provided the justification is perfect and the pages are all of the same length. But, as this is seldom the case, the second planing can hardly be dispensed with.

It often occurs that the quoins, when locked up wet, stick so tight to the furniture as to render it troublesome to unlock them: in such cases drive the quoin up a little and it afterwards unlocks with ease.

Before lifting a form after it is locked up raise it gently a short distance and look under it to ascertain whether any type are disposed to drop out. If all is right, carry it to the proof press and pull a good proof. Then rub it over gently with a ley brush, rinse it well, and place it in a rack, and deliver the proof with the copy to the proof reader.

MEMORANDA.

Each part of the furniture should be in one piece, where it is practicable—as, for instance, the gutters, the backs and the heads; but sometimes pieces will be wanted of a width that is not equal to any regular size, and then two must be used.

All the gutters of one sheet should be cut of a precise length; so also with the backs and the heads; but each sort should be of a different length from that of the others: thus they would be easily distinguished from each other, and mistakes would be prevented.

The sheet being imposed, the stone should be cleared; the saw and saw block put in their places, the shears, the mallet, planer and shooting stick, the surplus furniture, the leads, the quoins, and every other article. The compositor will tie up his page cords, and, if he has any companions, will return to them their proportion.

The chase and furniture of one form should always be used for a similar form; that is, the chase and furniture of the outer form should be again used for an outer form, and the chase and

furniture of the inner form should be again used for an inner form; they should also be put round the pages in the same order in which they were put about those of the preceding forms. For want of care or thought in these apparently trifling circumstances, trouble, inconvenience and loss of time frequently occur; for the register will be almost sure to be wrong when this is neglected, and then the forms must be unlocked and the leads changed to correct the fault.

Mr. J. W. Rooklidge, of Napanee, has had an attack of paralysis, but is improving rapidly. Mr. Rooklidge with John and James Thompson erected a paper mill at Gananoque, and one at Newburgh, Ont. Last year he travelled Western Ontario for the Napanee Mills Paper Manufacturing Co. We wish him a speedy recovery.

The Richmond, Va., *Daily Dispatch*, of Jan. 1st, 1878, contained the most complete tabulated and other statements in regard to trade, religion, and, in fact, almost everything connected with Richmond. Besides, it was most excellently arranged. All showing a master hand in the composing room or somewhere else.

Mr. J. T. Grange, M. P., late proprietor of the Newburgh paper mill, is now representing his old, but friendly, opponents, the Napanee Mills Paper Manufacturing Co., in Western Ontario. We trust that his old and valued friends will not forget him. He has our best wishes.

It is said that a building for the *Mail* is to be erected in Toronto. J. G. Joseph & Co.'s property on King street having been bought for that purpose for \$33,000 by Messrs. C. W. Bunting and J. Riordon.

Mr. John Riordon, proprietor of the Merriton paper mills, Merriton, Ont., sailed for Europe on the 26th inst. He was accompanied by his manager, Mr. T. H. Taylor. We wish them a pleasant time.

All the employes in the following offices subscribe for the *Miscellany*: *Addington Reporter*, Newburgh, Ont.; *Standard*, Napanee, Ont.

Secretaries of Typographical Unions will oblige by sending a correct list of their officers to this office for publication.