

## PRACTICAL PARAGRAPHS.

[Selected from our Scrap Book.]
Chalking the face of type. - Do not allow chalk to be used on the face of your small type. If it is intended to denote that a page or a column is corrected in news work, this sign $c_{n}$ be carried out by either chalking the corner of the chase or the slab where the page is placed.
Depreciation of Plant.-The depreciation in value of the plant of an average printing office is estimated, in London, at about ten per Cent. Experience seems to show that the same
valuation Valuation would be nearly correct, in most cases, in this country, allowance being made for exceptional usage and differences in the kind of Work done.

CASTING-UP.-To ascertain the number of letters in a sheet, count the length of a page in em quads and the breadth in en quads of the font in which the matter is set, multiply them together and the product will be the number of letters in a page. This multiplied by the num-
ber of ber of pages in a sheet, will give the total number of letters contained in it
A Substitute for Leads.-Brass space lines have largely faken the place of leads, especially in newspaper offices. They are a great saving over leads, as they cannot be broken, do not contract in stereotyping, nor twist in the locking-up. They are one-fifth lighter than size there consequently to eighty leads of any given in the same weight.

Bearers.-Bearers should always be used when matter is to be proved on galleys, and should be made of the same height as the type as it stands on the galley, and about two feet long by three inches wide, for as the platen is hung for pulling matter in chase, the extra thickness of the galley makes a wonderful difference in the leverage if not altered, and makes the strain upon the type all the more severe where no bearers are used.

Cleanliness.-Imposing stones should be kept clean, and before the compositor thinks of laying down his matter on it for imposition he will thoroughly remove all dirt and grit. Small particles of dirt, when once they get firmly fixed under the feet of the type, are very difficult to remove, and by causing the type to stand higher than its neighbour are also the cause of the work looking bad when at press, unless the letters are removed and thrown away.

Office Sweepings.-The office sweepings should never be allowed to be put into case until they are well washed; and it would pay in a large office to allow a superannuated workman a trifle a week to look after all the debris, and clear it away properly. Compositors who have the habit of paving their frames with type as they work, should, if retained in their situations, be required to clear it away frequently during the day, to prevent permanent injury by its being walked upon, as much type is destroyed by this habit.

Pulling Proofs.-It would be well for all compositors who are occasionally called upon to pull proofs of matter in galleys, either at a gal-ley-press or otherwise, to take a few lessons in proof-pulling, for we have often shuddered to see a young lad pull a short news galley; for without even attempting to centralise it, down comes the bar, and the consequence is that the type is sent all off its feet, and receives an injury which it never recovers from. Few compositors think anything about centralising matter, either on the table or under the platen, but are satisfied with putting the galley on to the press, and then pulling away at the bar like a lighterman with his long oar, till they can get it no nearer towards them.

