

foreman who generally manages to get his work on time. He has two boards, one 16x20 inches, the other 12x16 inches. On the larger board are 31 hooks, one for each day of the month; on the smaller one are 20, one for each half-hour of the working day.

When a job comes in he makes his estimate of the time necessary to complete it, making, of course, a liberal allowance for emergencies. Then a cardboard slip is made out, giving name of job, day and hour wanted, time necessary for it, and the hour proofs are to be shown. These slips are placed on the hooks on the monthly board and the jobs in a large copy basket.

Thus, if a job were received on Tuesday, the 27th inst., to be done on Friday, the 30th inst., at 3.30, and the foreman estimated it would take 15 hours to complete it he puts the slip on the peg dated the 29th inst. When Thursday, the 29th comes, the slips of all jobs to be started that day are put on the half-hour board. The job received on Tuesday would be placed on the hook marked 7.30 a.m., thus allowing two hours more than the necessary 15 to have it done by Friday at 3.30 p.m. Of course, if on Wednesday afternoon, or sooner, an opportunity was found to start or the job, this would be done. The aim of the foreman is to always be enough ahead that rush jobs may be taken without interfering with the getting out of promised work. By a close watch on these time slips he knows with considerable accuracy, just where he stands, and knows what he can safely promise and what he cannot.

This system will be found as advisable and useful in the smallest job room as it is in the largest, especially during any busy season.

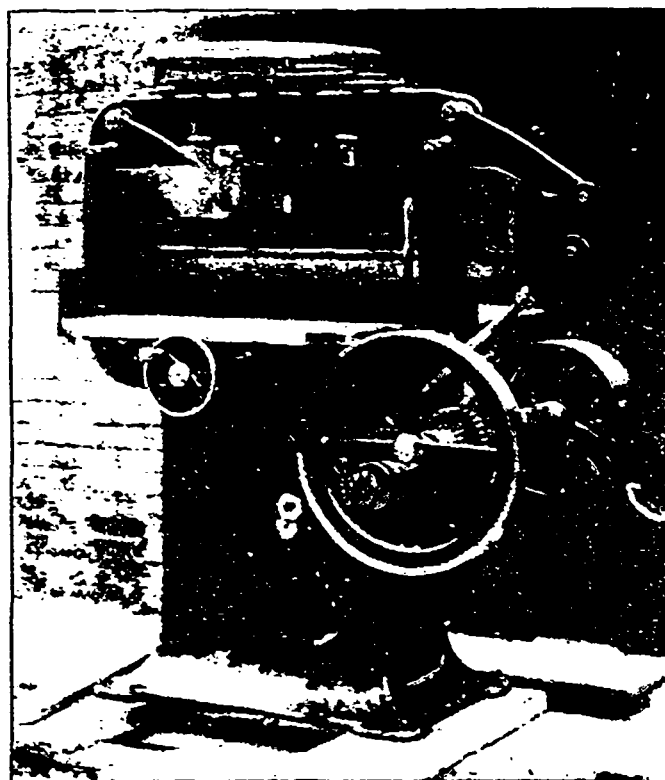


FIG. 1. Engraved from photograph by Toronto Engraving Co.

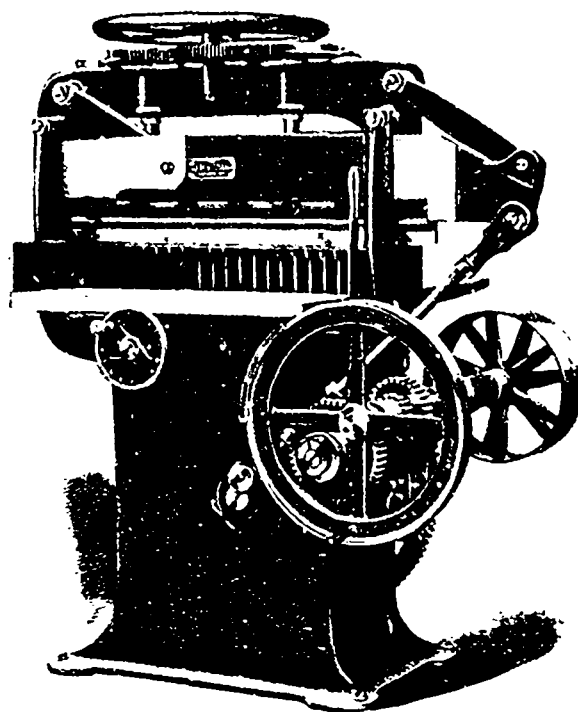


FIG. 2. Drawn and engraved by Toronto Engraving Co.

A WORD FOR HIGH-GRADE CUTS.

The past five years have witnessed such an improvement in the artistic as well as the practical value of the catalogues printed in the best printing houses in Canada, that the change might almost be styled a revolution.

The result has been to make manufacturers of high-grade goods recognize that as good work can be secured at home, if the price is paid, as can be gotten in any outside printing centre, and consequently much work which a few years ago was done in the United States is now done at home.

The causes of this improvement have been several. Canadian printers have found out that there are at their disposal all the essential facilities for the highest grade of work; that they can do the best work if they can get the price, and that manufacturers are willing to pay the price if the work is up to the standard they require. The recognition of these facts has increased both the ambition and the confidence of the Canadian printer.

Though in every respect the catalogue of to-day is much superior to that of a few years ago, the principal improvement has been in the illustrating. More of it is now done, and what is done is more practical because it is better engraved. The shrewdest manufacturer has learned that it pays him to not only make first-class goods, but also to describe them in catalogues that do justice to them both in the matter of description and illustration.

Not long ago he demurred at the expense of a really first-class engraving of his wares, but experience has taught him that the best returns are only to be