

THE PRINTING DEPARTMENT.

CONDUCTED BY IRA ENOS.

Readers of this department are invited to make use of these columns for the expression of opinion, or by making inquiries regarding any topic having relation to the printing department. All opinions will be gladly welcomed, and all inquiries will be answered as fully and carefully as possible. Any criticisms of what appears in this department will also be welcomed. Communications should be addressed to IRA ENOS, "Printer and Publisher," Toronto.

REGULATIONS FOR EMPLOYEES.

DURING the meeting of the Press Association in Toronto the advisability of having a set of regulations for employes in country newspaper and job offices was discussed briefly by several members of the weekly section.

Though the general opinion seemed to be that such rules should be adopted, none of those present recommended any set of regulations.

A communication re the matter has since been received from Robert Holmes, M P., New Era, Clinton, Ont. Mr. Holmes writes: "Herewith I send you copy of a set of office rules that speak for themselves. A good many others could be added, but I think they cover the requirements of the ordinary country office. If you think it worth while to publish them, they might be of service to other offices, and if any office has a better set, or can improve on them, I shall be glad if they will make them public."

The set of rules is as follows:

1. Type dropped should be at once picked up by each employe at their own stand and distributed. In no case should fallen type be allowed to remain on the floor any length of time.

2. Pi of any sort should not be allowed to remain longer than is absolutely necessary on window ledges, frames, or anywhere else.

3. Rules, leads, slugs, etc., should be put in their proper places, and news leads and rules should not be left in a case when it is lifted down.

4. Cases should be kept clean as far as possible, and when a case has been set "low," any broken type or dirt should be removed.

5. Quad boxes should contain quads only, and if any employe finds type in the quad box of a case they are using, it is their duty to remove same.

6. One compositor should not read the copy of another unless to aid in deciphering it.

7. As far as it is possible to do so, all galleys of news type are to be read up and corrected by Wednesday evening.

8. Whispering, promiscuous or loud conversation, and "fooling" should be avoided as much as possible. Absolute quiet is not expected, but each employe should give careful attention to whatever work is in hand.

9. In correcting reading matter or advertisements, care must be exercised to make all corrections marked, and

where dates or figures occur, they should be carefully verified. In correcting job forms every precaution must be used to see that they are right before being worked off.

10. Display type used in ads. or elsewhere should not be left in sticks after distribution of body matter.

11. Job forms, when unlocked, if not at once distributed, should be lifted on a galley, or in some other way protected from pieing.

12. Reglets, sidesticks, quoins, metal furniture, wood type, and all such articles must be kept in their proper places.

13. In running off a job care must be exercised to see that it is working all right and to keep stock free from finger marks or other disfigurement.

14. If a job is on the press and there are not more than about one hundred to finish when the six o'clock bell rings, the work should be completed.

15. These rules are not intended to be arbitrary nor to be harshly enforced, but it is expected that each employe will endeavor to observe them in a fair spirit, and thus facilitate the working of the office.

Have you such rules in your office? If so, do you enforce them? And how do you find them to work?

This is a matter worthy of attention, for such attention may be the means of stopping many little leaks. Give us the benefit of your experience.

BE PUNCTUAL.

There is a lot of sound wisdom in the advice expressed in the two words of this heading. The printer who is punctual possesses an attribute which is none too common in printing offices; an attribute which because of this rarity is bound to be appreciated by his customers.

While there is often much reason for a lack of punctuality, the fault can generally be traced to either carelessness in making promises or to forgetting the day or hour a job has been promised for.

The only way to remedy the first of these faults is to keep in close touch with the work in the shop, and to never promise unless confident that the work can be done as stated.

Once a job has been accepted on condition of being finished at a certain date, it is advisable, in order that the condition shall be fulfilled, to have a system of keeping "tab" on all jobs.

When a job comes into the composing room it should be accompanied by a work ticket, on which should be a statement "when wanted," and, if necessary, "when to show proofs."

The foreman should have some system of keeping "tab" on what he has to do. A good method is followed by a